

# **Standardized MARFORRES Administrative Readiness Tool**



**13 February 2023**



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## **BATTALION LEVEL ADMINISTRATIVE MANAGEMENT (BLAM)**

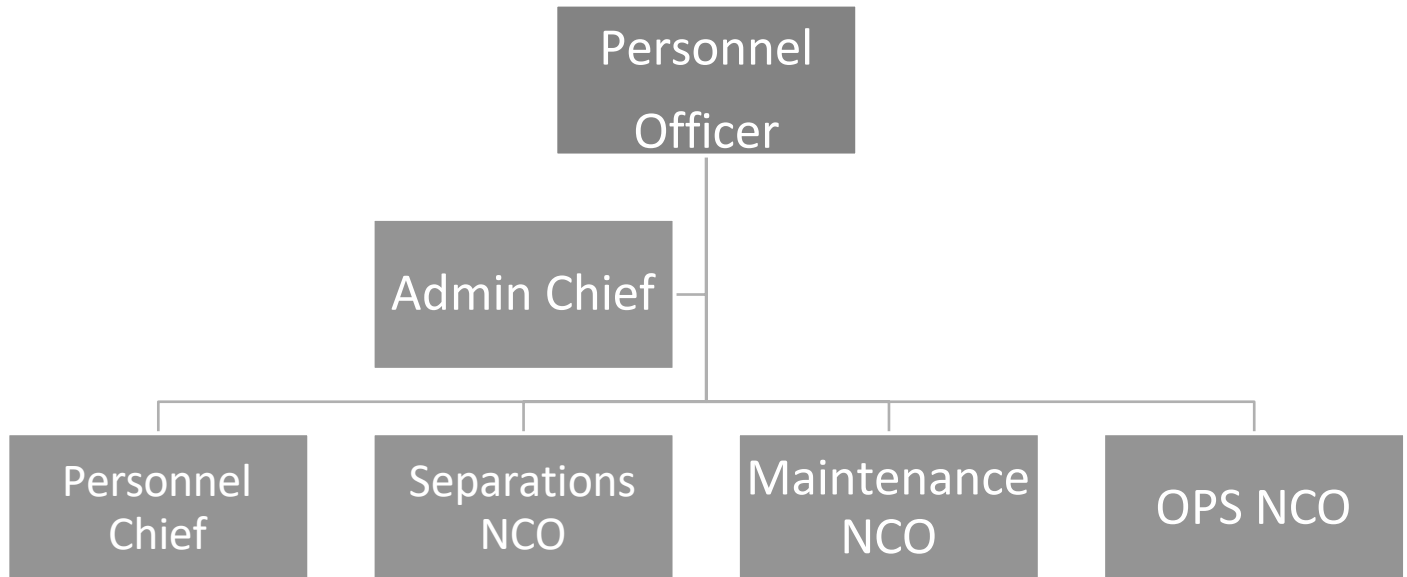
**Battalion Level Administrative Management:** The BLAM concept centralizes administration support at the Battalion level, equitably distributes senior administrators through the Force, and standardizes administrative processes to be used by all MARFORRES units, which includes CLB 451.

1. Marine Forces Reserve (MFR) is unique in that MFR has adjusted the BLAM into consolidated Battalion level certifying sites to operate more individually as an IPAC. There are usually two distinct reporting administrative RUC's. Each battalion has two reporting RUC's (1) for active and (1) for reserve.
2. The following will align with the Battalion to serve as both a BLAM and as a functional and displaced IPAC.
  - a. The Battalion Personnel Officer will serve as the overall manager and director for all administrative reporting RUC's.
  - b. The battalion will certify all unit diaries. The certifier for these will primarily be the Battalion Personnel Officer and Battalion Administrative and Personnel Chiefs.
  - c. All site I-I First Sergeants can have reviewer permissions for each of their respective sites in order to review administrative actions and help maintain the overall scope.
3. All supported units of MFR will use and adhere to established BLAM processes and procedures.
4. All administrators will utilize the Functional Administrative Support Tool (FAST) to generate checklist associated with Unit Diary (UD) transactions. The FAST tool can be located using the link. [F A S T](#)
5. All admin processes are available on the MFR SharePoint:  
[https://usmc.sharepoint-mil.us/sites/MFR\\_AAU](https://usmc.sharepoint-mil.us/sites/MFR_AAU)
6. Smart Reference Guide SMB: [SMB\\_SMARTTTool@usmc.mil](mailto:SMB_SMARTTTool@usmc.mil)

\*Note\* Additional requirements may be given by the Battalion Personnel Officer as needed to reinforce current processes and procedures.

### Standard BLAM Construct

**\*Note\*** This based off the standard (Division Infantry Battalion) and minimal construct of Battalion Administration Section. This can be tailored to fit any size BLAM



### BLAM Billet Descriptions

#### **Personnel Officer:**

- Direct and supervise the BLAM (Battalion Level Administrative Management) on matters pertaining to personnel, manpower, legal, operational administration, and IPAC level functions.
- Ensuring the proper management of the section's training and professional development as well as the Marines well-being.
- Maintain oversight of all correspondence, the battalion awards program, unit diary, travel, joins, separations and reporting requirements.
- Responsible for all account maintenance, as well as the tracking, editing, reviewing, certifying and approving of all authorizations and vouchers via Defense Travel System (DTS) as the DTS Approving Official.
- Serve as the Battalion's Agency Program Coordinator (APC) for the government travel charge card program (GTCC).
- Perform duties as the DM Manager, trusted agent and MCMEDS Case Administrator within Drill Management Module (DMM); ensuring proper completion and correctness of all Unit Muster Sheets and LOD cases.
- Serve as the site's Postal Officer, Privacy Act Coordinator & Limited Duty coordinator.

### **Battalion Administrative Chief:**

- Supervise the administrative section to ensure timely and accurate submissions of all documents pertaining to promotions, correspondence, Defense Travel System (DTS), drill attendance, records and directives management, reporting to higher headquarters, postal, and awards.
- Manage personnel assignments within the battalion to ensure compliance with the BIC assignment policy.
- Manage, supervise, and track the use and compliance of the government travel charge card program (GTCCP).
- Develop and manage the internal flow of administrative documents in accordance with all applicable directives and coordinate with higher headquarters to submit all correspondence.
- Lead, mentor, and supervise all subordinate Marines assigned to the staff, and ensure they receive routine counseling, maintain all standards of personal appearance and physical fitness, and promote professional and MOS development.
- Manage all Battalion Line of Duty (LOD) and Med-Hold cases within the MCMEDS modules as the Battalion
- Manage all awards in iAPS overseeing the board's process and ensuring the awards are approved in a timely manner.

### **Personnel Chief:**

- Serve as the acting Administrative Chief in the absence of the Administrative Chief.
- Serve as a DMM Muster Manager, submit muster attendance, and submit corrective actions, and Export Muster Sheets for SMCR personnel.
- Act as an alternate Citibank APC, submit GTCC applications and work monthly reports as required.
- Serve as an Alternate Case Administrator for MCMEDS.
- Act as the Ops/Maint chief to ensure that Joins, Separations, transfers, retirements, orders, and travel claims are accurately prepared and certified.
- Supervise the collection of documentation for unit diary reporting and the supervision of finalizing all Diary feedback reports.
- Pull and delegate the action of working the G-1 readiness reports to include the diary actions
- Serve as the Battalion LDTA in DTS managing all DTS profiles and permissions throughout.
- Serve as the Battalion Terminal Area Security Officer (TASO) to manage all MCTFS profiles
- Lead, mentor, and supervise, all subordinate Marines assigned to the staff and ensure they maintain a professional appearance and promote professional and MOS development.

### **Separations NCO:**

- Serve as the S-1 NCOIC by ensuring that the well-being, professionally and personally, of all the Marines in the section are accounted for.
- Serve as the battalion legal clerk to prepare AdSep Packages, Legal Boards, and NJPs. Track and review all Command Legal Action (CLA) packages and functions for accuracy and timeliness while maintaining the Battalion Legal Tracker.
- Serve as the primary Separations/Outbound NCO. Track and review Separations and Outbound occasions via the Outbound Interview Module (OBI) for the Active Duty RUC (ARUC: 46841). As well as ensure separation and transfer orders for active and reserve are accurately completed in a timely manner.
- Prepare naval correspondence for the command as required.
- Inspect and instruct 0111 Marines on administrative readiness MOS development for all functional areas.



- Complete all additional tasks as directed by the Personnel Officer and/or Administration Chief.
- Prepare and submit all correspondence related to Separations and Outbound process (i.e. DD214/NAVMC 11116/NAVMC 11060) via DTMS. This includes preparing and routing Transfer to IRR Requests and Orders to completion.
- Receive, Track, and Register Service Treatment Records (STR) in STR Data Base. Also prepare and Mail all STR's for Marines separating from the unit.

### **Operations NCO:**

- Serve as the Battalion Administration Operations NCO.
- Serve as the primary Order Writer for Marine Resource Order Writing System (MROWS) in the case of H&S Co, CLB 451. Submit MROWS and any corrective actions for subordinate units as needed.
- Monitor MROWS order writing for completion to track all MROWS periods for accurate and timely submission.
- Report/Track all transactions and entitlements for CLB 451 MROWS periods (Primary: H&S Co).
- Serve duties as the Organizational Defense Travel Administrator (ODTA) in Defense Travel System (DTS) and pull monthly reports.
- Prepare, Track, and/or submit Travel Claims (DD 1351-2)/DTS Vouchers for all Active Duty and Reserve RUCS for H&S Co, CLB- 451 associated with TAD/TDY.
- Report all Perstempo and other entitlements for all TAD periods for active and reserve Rucs.

### **Administrative Maintenance NCO:**

- Serve as the Battalion Administrative Maintenance NCO.
- Act as the primary preparer of Unit Diaries for the Active Duty and Reserve RUCS. Report any/all transactions and corrections for subordinate units as needed.
- Print all Unit Diaries and Research Reports for certification daily to be submitted to Certifier.
- Assign all Diary Feedback Reports (DFRs) to appropriate units daily.
- Research and properly work Diary Feedback Report for the Active Duty and Reserve RUCS for UNIT This is to include any DFR's not completed by subordinates units within 9 calendar days.
- Responsible for Unit Diary breakdown (CART every Diary) to be completed weekly every Friday. This also includes scanning and tracking inclusion of documents to member's Electronic Service Record (ESR) until completion. Additionally, ensure documents are properly filed in command files IAW policy.
- Serve as a DMM Muster Official, submit muster attendance and IUTs for SMCR personnel.
- Serve as Primary MCMEDS Case Administrator to track progress of case files and facilitate updates for individual cases as required.
- Serve as an alternate Order Writer for Marine Resource Order Writing System (MROWS).
- Prepare naval correspondence for the command as required.
- Inspect and instruct 0111 Marines on administrative readiness MOS development for all functional areas.
- Complete all additional tasks as directed by the Personnel Officer and/or Administration Chief.

## 0111 ADMINISTRATORS REQUIRED SYSTEMS OR ACCESS

**Required systems or access:** To be more efficient, productive and to be able to accomplish the administrative mission daily; the following systems are the most common and required for all administrators, as applicable. Each administration chief should have permissions to all systems, and the administration clerk will have some level of access to all systems:

1. **Marine Corps Total Force System (MCTFS)** is used to research all needed information on personnel records. Access is granted by the unit Terminal Area Security Officer (TASO) via the auto SAAR through the following link <https://autosaar.usmc.mil/>.
2. **Functional Administrative Support Tool (FAST)** is a checklist tool that is to be used by every administrator across MARFORRES for every administrative functional area. It is a checklist that details how to perform any one administrative function. [FAST](#)
3. **Command Legal Action (CLA)** is a sub-module in MOL, it is used to administratively process Marines for separation. Access is granted via [DD 2875 SAAR](#) to MISSO via the trouble ticket process.
4. **Basic Orders** is a sub-module in UDMIPS, it is used to pull/view orders for active-duty Marines.
5. **Outbound Interview** is a sub-module in UDMIPS, it is used to review and certify all PCS/PCA/Separation/Retirement orders that is submitted to the unit administrators.
6. **Inbound Interview** is a submodule in MOL, it is used to review and approve all inbound PCS/PCA orders for Marines that are due to check in to the command.
7. **ODSE** is a MOL sub-module, it is used to pull/view various administrative reports which enhances unit readiness. Access is granted via [DD 2875 SAAR](#) form submit to MISSO via trouble ticket.
8. **Marine Reserve Orders Writing System (MROWS)** is a sub-module in MOL, it is used to write and view orders for reserve Marines. Accesses granted via a [DD 2875 SAAR](#) submitted to the MROWS helpdesk via email at [mrowshelpdesk@usmc.mil](mailto:mrowshelpdesk@usmc.mil).
9. **Document Tracking Management System (DTMS)** is a sub-module in MOL, it is used to submit and track various pay and travel documents that are sent to the servicing disbursing office. Access is granted by the ARUC manager via a [DD577](#).
10. **Unit Diary Manpower Integrated Personnel System (UDMIPS)**, is used to type and transmit unit diaries. For Personnel Officer's access is granted by MISSO via a submission of assumption of command letter. All others access is granted by the certifying RUC's manager via a [DD577](#).
11. **Defense Travel System (DTS)**, is used by Marines to submit travel request

authorizations and by unit administrator's to manage, view, and approve requests. Access is granted by the Battalion's LDTA via [DD 577](#) and training certificates for appropriate assigned permissions.

12. **Drill Management Module (DMM)**, is used to manage unit drills. It is also used to access sub-modules, Marine Corps Medical Entitlement Database System (MCMEDS) and Inventory Development and Management System (IDMS), in which units manage Line of Duty cases and reserve manpower. Access for this system is granted by the command DM manager via submission of a [DD577](#) and access request in [DMM](#).

13. **Total Force Structure Management System (TFSMS)**, is used to pull unit's Table of Organization and Equipment (TO&E). Access is granted via request through the TFSMS website at the following link [TFSMS](#).

14. **Individual Awards Processing System (iAPS)**, is used to submit awards. Access is granted via the iAPS website by the Battalion via the following link [IAPS](#).

15. **Marine Corps Medical Entitlements Data System (MCMEDS)** The mission of MCMEDS is to support the Reserve Medical Entitlements Determination (RMED) section of the Wounded Warrior Regiment (WWR) in the submission, reporting, and tracking of Line of Duty (LOD) and Medical Hold (Med Hold) benefits. Access is granted by the DM Manager. [DMM](#)

16. **Official Military Personnel File (OMPF)** is a sub-module in MOL is used to review documents Access is granted by the unit MOL coordinator.

17. **Inventory Development & Management System (IDMS)**, is used for BIC management. Access is granted by DM manager via DD form 577 signed by the Company CO or any personnel with delegation authority for the CO. [DMM](#)

18. **Optical Digital Imaging-Records Management System (ODI-RMS)**, issued to scan and submit all documents required to be maintained in each Marine's OMPF. Access is granted via a [DD 2875 SAAR](#).

19. **City Bank Agency Program Coordinator (APC) Access**, required for personnel designated as 'APC or Assistant APC to maintain the GTCC program. Access is granted after completion of required training and appointed in writing by the Battalion Personnel Officer or Battalion Administration Chief. You can access at the following link [Citibank](#)

20. **STR Registry**, is used to prepare Service Treatment Records (STRs) for shipment. Access is granted via the website upon request. You can access at the following link [STR Registry](#)

21. **Manpower Command Profile (MCP)** is an application that gives users the ability to view data about their Co/Det's. Users can view data ranging from Marine Corps-wide down to Reporting Unit Code (RUC)/Monitored Command Code (MCC) by adjusting the filter settings. Access is granted via the M&RA portal.

22. **Manpower Information Systems Support Office Procedures Manpower Information Systems Support Office Procedures (MISSA/MISSO) Portal** Serves as a central hub for administrators to find administrative references as well as submit work request for administrative issues that units are not able to reconcile at the unit level.
23. **Account Management and Processing System (AMPS)** serves as the central hub for administrators to locate other services LES in order to process member to member audits. You can access at the following link [AMPS](#)
24. **SharePoint** is how the battalion will share and use common documents, tasks, and information.

### **Online References:**

- a. **MCTFSPRIUM** - Marine Corps Total Force System Personnel Reporting Instructions User's Manual. This is the guide used for unit diary reporting. This manual is very useful when communicating with the S-1 for unit diary updating.  
[https://eis.usmc.mil/sites/missa/reference.aspx?ref=prium\](https://eis.usmc.mil/sites/missa/reference.aspx?ref=prium)
- b. **MARADMINS/ALMARS** – MARADMINS and ALMARS are messages released from HQMC and official branches of. They are intended to inform a mass audience of upcoming and released guidance. Examples of released messages are awards updates, promotion selections, convening boards, etc.
- c. **MCTFSAPSM** - Marine Corps Total Force System Automated Pay Systems Manual. This is the guide used by the Disbursing Office for unit diary reporting within the Finance office and by administrative personnel to prepare documents for submission to the finance office. <https://www.manpower.usmc.mil/portal/page/portal/MRAHOME/MI/Finance%20Policy>
- d. **On-Line Codes Manual** - This manual provides codes used in unit diary reporting and is a useful tool when reviewing personnel records. This manual can be found at: <https://www.manpower.usmc.mil/lookups/lookups/lookups.action>
- e. **MISSA/MISSO** - The MISSOs are sub units of the MISSA and are assigned a region to supports all units within that region. This website provides access to important reference information including the MCTFSPRIUM, PAAs, PAANs, TANs. The local MISSO is a great source for information regarding MCTFS systems, MOL modules and assistance with establishing permissions in MOL, and providing training and access to Report Studio. It also maintains links to important sites including MOL. It contains links to references including the DODFMR, JTR, on-line codes manual (Manpower Look-up Tables), and MARADMINS. Use the following link to access the website: [MISSO 16/17](#). Your servicing MISSO is **MISSO 16/17 KANSAS CITY, MO** (816) 394-7706 DSN 465-7706, FAX 394-7758.



## **MARINE CORPS ORDERS**

1. SECNAVIST 1650.1J (AWARDS MANUAL)
2. DOD FMR 7000.14 VOL 7A (FINANCIAL MANAGEMENT REGULATIONS)
3. JAGINST 5800.7F (JAG MANUAL)
4. JOINT TRAVEL REGULATIONS (JTR)
5. MCO 1001R.1L (MARINE CORPS RESERVE ADMINISTRATION MANAGEMENT MANUAL)
6. MCO 1050.3J (LEAVE MANUAL)
7. MCO 1740.13C (FAMILY CARE PLAN MANUAL)
8. MCO 1741.8 (LIFE INSURANCE MANUAL)
9. MCO 1900.16 CH 2 (SEPARATIONS MANUAL)
10. MCO 3040.4 (CACO MANUAL)
11. MCO 3061.1 (TOTAL FORCE MOBILIZATION AND DEPLOYMENT PLAN)
12. MCO 4600.40B (GTCC MANUAL)
13. MCO 4650.39A (DTS MANUAL)
14. MCO 5110.4A (POSTAL MANUAL)
15. MCO 5215.1K (DIRECTIVES MANAGEMENT)
16. MCO 5800.16 CH 7 (LEGAL SUPPORT ADMINISTRATION MANUAL)
17. MCO 6100.3A (PFT-CFT MANUAL)
18. MCO 6320.2E (MEDICAL- ADMIN MANUAL)
19. MCO P1070.2K CH 1 (IRAM)
20. MCO P1400.32D (PROMOTIONS MANUAL)
21. MCO 1610.7F (PES MANUAL)
22. MCO 1751.3F (BAH MANUAL)
23. MCO 5210.11F (RECORDS MANAGEMENT)
24. SECNAV 5216.5 (CORRESPONDENCE MANUAL)
25. MANUAL FOR COURT MARTIALS
26. MCO 3000.18B (MARINE CORPS FORCE DEPLOYMENT PLANNING AND EXECUTION)
27. MCO 1800.11 (POLICY AND PROCEDURES FOR RESERVE COMPONENT MEMBERS 16 YEARS AND BEYOND)

28. MCO 5512.11E (ID CARDS FOR MEMBER OF THE UNIFORMED SERVICES)
29. MCO 7220.21 F (ADVANCE PAY)
30. MCO 1000.6 (ACTSMAN)
31. MCO 1610.7A (PES)
32. MCO 5000.14D (MARINE CORPS ADMINISTRATIVE PROCEDURES)
33. MCO 1200.18 (MOS MAUNAL)
34. MCO 1616.1 (JEPES)

## **BATTLE RHYTHM**

**Battle Rhythm:** The purpose of a battle rhythm serves as two purposes. The first being that it keeps the administrator on track to complete all daily, weekly, and monthly tasks assigned to them. Secondly, it lets the leadership know what the Marine is doing from moment to moment to keep up with extra tasks that may be assigned. Below is a typical battle rhythm outline for an administrator on I-I duty. There is also an external one linked here for print [Battle Rhythm](#)

### **Daily Requirements**

<b>Requirement</b>	<b>Notes</b>
<b>Read MARADMINs/PAAAs/PAANs/TANs</b>	Review message Notes
<b>Marine On Line (MOL)</b>	1. Daily Morning Report 2. Approve leave pending requests. 3. Check-out/Check-in as needed.
<b>Check Emails at 0800, 1300, and 1600</b>	Sort and save emails for response/work/delegate (Take 30 minutes to respond or delegate)
<b>Meet with Admin Chief</b>	Delegate and assign responsibilities for the day
<b>Billet Identification Codes (BIC)</b>	1. Every morning, BIC assignments should be validated via IDMS (within RTAMMS on M&RA Webpage). 2. Every Saturday of Drill Weekend, BIC assignments should be validated via IDMS.
<b>Unit Diary</b>	1. Work tickler for any pending action for the day (or weekend). 2. Certify Unit Diaries 3. Give source documents to Files Clerk
<b>Diary Feedback Reports</b>	1. Verify the DFR's to ensure accurate close out 2. Certify cycles once complete
<b>Documents Tracking Management System (DTMS)</b>	1. Look in DTMS inbox and forward to disbursing if complete 2. Reject any Quads, 11060's, travel claims that are incorrect. 3. Ensure all travel claims are submitted (DTMS and DTS) and once settled vouchers are audited.
<b>DD214</b>	Certify any DD214s as necessary for separating Marines (note that new drop system will drop Marines based on completion of the DD214).

<b>Command Legal Action (CLA) Administrative Separations (MOL)</b>	<ol style="list-style-type: none"> <li>1. Quick review to ensure Marines are working packages as they come in</li> <li>2. Track packages being processed</li> <li>3. Correct packages returned for errors.</li> <li>4. Separate Marines upon receipt of discharge authority.</li> </ol>
<b>Drill Manager Module (DMM) within RTAMMS on M&amp;RA Webpage</b>	<ol style="list-style-type: none"> <li>1. Certify any drills that have been submitted</li> <li>2. Approve any pending drill requests</li> <li>3. Review for any pending requests. Approve any</li> </ol>
	<p>corrective action</p> <ol style="list-style-type: none"> <li>4. Review for any Marines scheduled to perform IDT.</li> </ol>
<b>Marine Reserve Order Writing System (MROWS)</b>	<ol style="list-style-type: none"> <li>1. Review any orders with Hard Holds</li> <li>2. Authenticate orders ready for authentication.</li> <li>3. Ensure orders are placed in tickler for reportable actions on effective date.</li> </ol>
<b>Weekly Requirements</b>	
<b>Complete 2d stage Audits every Monday from the previous week</b>	<p>within 60 days of the date of join</p> <p>Verify NOBE, VA Pension, Family Care Plans, etc.</p>
<b>Every Tuesday pull the G1 readiness reports</b>	<ol style="list-style-type: none"> <li>1. Validate information and consolidate to 1 excel document</li> <li>2. Calculate readiness at sites</li> <li>3. Email and inform administrators to take action</li> <li>4. Close outs are due prior to next pull (Monday)</li> </ol>
<b>Command Legal Actions (CLA)</b>	<ol style="list-style-type: none"> <li>1. Track Weekly</li> <li>2. ensure Strength Category "X" is submitted and required pg. 11 entry completed upon package being sent to the GCMCA (MSC)</li> </ol>
<b>Service Treatment Records (STRs)</b>	<p>Ensure the mail clerk mails out STRs every Wednesday</p>
<b>Administrative Assistance Unit (AAU) Weekly Admin Updates</b>	<ol style="list-style-type: none"> <li>1. Read and inform others of any pertinent changes</li> </ol>
<b>DTS Reports</b>	<ol style="list-style-type: none"> <li>1. Pull &amp; Work Un-submitted Vouchers</li> <li>2. Depart Status Report</li> <li>3. Run PERSTEMPO (as required with this report)</li> <li>4. Pull and work the special duty pay report to report DMR</li> </ol>



<b>Bi-Monthly Requirements</b>	
<b>DTS Report for FDTA</b>	Approved Status Report
<b>Pull pay roster (after U&amp;E for each payday)</b>	Verify that payment amounts are as expected (variances from previous payday should be audited)
<b>Admin Chiefs Meeting</b>	Every 1st and 3rd Thursday of the month
<b>Monthly Requirements</b>	
<b>GTCC</b>	on or about the 1st pull the last delinquency report prior to cycle on the 6 <sup>th</sup>
<b>GTCC</b>	<ol style="list-style-type: none"> <li>After the 6th of the month pull reports <ol style="list-style-type: none"> <li>Delinquency</li> <li>Aging Analysis</li> <li>Aging Analysis Summary</li> <li>Account Listing</li> <li>Account Activity</li> </ol> </li> <li>Alternate APC completes 60, 90, or 120 delinquency letters when required)</li> </ol>
<b>GTCC</b>	After delinquency report is pulled send Admin chiefs the assignment of a PI for all 60, 90, 120 delinquencies
<b>Awards</b>	As required except GCM/SMCR/AFRM which you shall pull a roster monthly and complete
<b>Promotions</b>	<ol style="list-style-type: none"> <li>Admin chiefs will send the select grade roster to Battalion</li> <li>Ensure the Promotions clerk works all the promotion warrants for the Battalion</li> <li>Warrants must be sent out the last Friday of every month with the select grade rosters</li> </ol>
<b>DTS Report for ODTA</b>	Travel clerk pulls the Complete Travelers Information Report
<b>DTS Report for FDTA</b>	Travel clerk pulls the Budget Transaction Report
<b>Pull U&amp;E/events Calendar from MISSO website</b>	The first of the month use to verify U&E and Promotions dates
<b>Day after monthly drills are exported Pull Paid Drill Roster</b>	Have the pay clerk verify payment of mustered Marines, Verify number of drills remaining less than scheduled for next month

<b>Create Drill Folder (Day Prior to drill weekend)</b>	Task the Admin chief to create for the next month 1. Muster sheets 2. Excused absences 3. Unexcused absences 4. Scheduled RIDT's 5. Unit contact report 6. Drill weekend I-I hit list with rosters if needed
<b>Audits (first day of each month)</b>	1. Pull report to see if any triennial audits are required and conduct them 2. Ensure all member to member audits are conducted on the 15th of each month if needed 3. Ensure dependents over 21 audits are conducted
<b>Promotions</b>	1. Will not promote for previous month's Marines that unit failed to non-rec but were selected (page 11)(between the 1-6 of each month) 2. Will Not Promote – Last day entry can be run is the 5th of the month for the previous month (page 11 required) (between the 1-6 of each month) 3. Delete as erroneous Promotion – Can be run up to the point the Marine physically pins on the rank (between the 7-13 of each month) 4. Non-Recs due by the 10th and certified by 15th (complete page 11s) 5. first day that will not promotes can be entered is the 16th of the month of the promotion (5th of next month is last) 6. Composite scores calculated (verify on the MISSO cycle calendar the day for each month/quarter)
	7. Selections (verify on the MISSO cycle calendar the day for each month/quarter) 8. Create the Next Month's promotion folder
<b>JEPES</b>	1. On the first Monday of the month the promotions clerk will work all remedials in JEPES. 2. The promotions clerk will also verify that all Marines have no overlapping occasions nor missing occasion.

	3. All Marines that go TAD, transfer to AD, go on orders less than 30 days rate an occasion
<b>NAVMC 11378/11379 SGLI termination letters are mailed via certified Mail</b>	4. Upon 9th consecutive UA notification sent on the next work day after drill weekend 5. 60 days later notification of termination
<b>Notice of Unsatisfactory Participation Letters mailed via certified mail</b>	Upon completion of drill, complete and mail out via certified mail, notices of unsatisfactory participation for those that had unexcused absences.
<b>Limited Duty Coordinator and Medical reconciliation</b>	1. Reach out to medical to ensure receipt of monthly medical updates. 2. Pull limited duty reports and update tracker as needed prior and after drill weekend. 3. Provide training (S-3) a copy of the medical status report to ensure all training events are reported correctly. 4. Marine Corps Medical Entitlements Data System (MCMEDS): Non-Compliance Report is retrieved, worked and corrective actions taken.
<b>Special and Hazardous Duty Letters</b>	1. As required, obtain letters of authorization from the S-3 2. Stop/Start entitlements as required

<b>Competency Review Boards</b>	<ol style="list-style-type: none"> <li>1. Confirm board membership letters are complete.</li> <li>2. Schedule board.</li> <li>3. Send out notification letters for the next month's board.</li> <li>4. Hold current month's board</li> <li>5. Obtain board report and send to the promotion authority if at a higher level than your command.</li> <li>6. Create reduction letter for promotion authority's signature.</li> <li>7. Mail reduction letter to Marine.</li> <li>8. Report reduction. Note that this is administrative in nature and DOR should be the date the Marine previously held the rank to which they have been reduced.</li> </ol>
<b>Quarterly Requirements</b>	
<b>Promotions</b>	Reserve promotions for E-4, and E5 (January, April, July, October) select grade rosters and advisory posted on or about the 23rd each month
<b>QCAR Legal Report</b>	legal report to your next higher level of command (check with MSC on actual due dates)
<b>Work Unliquidated Orders</b>	<ol style="list-style-type: none"> <li>1. Identify, retrieve, work adjustments as necessary in the budget system for orders settled or cancellation of orders not executed (S-1/S-4 together)</li> <li>2. Set meeting to consolidate information</li> </ol>
<b>Semi-Annual Requirements</b>	
<b>JEPES Occasions</b>	active duty and AR Marines
<b>Annual Requirements</b>	
<b>Special Leave Accrual Packages</b>	Work each September
<b>Career Planner Letters for Special Duty Pay</b>	Requires a new letter authorizing payment each year
<b>Command Chronology</b>	Recommend data collection throughout year but begin to prepare for submission to the S-3/G-3 by November of each year.
<b>Reserve JEPES occasion</b>	Reserve Marines are due December 31
<b>Command Files</b>	Create, Transfer, Destroy as required (December)
<b>DTS</b>	Annual Certifying Officers Legislation refresher training for all level 2 permission holders.



<b>Annual Training</b>	<ol style="list-style-type: none"> <li>1. Audits Completed NET 60 days prior to start of AT</li> <li>2. AT JEPES occasions completed within 90 days of completion of AT</li> <li>3. Ensure all AT orders, LOI and manifest and any other pertinent documents are filed properly in the deployments and exercises files</li> <li>4. File all AT files in a binder labeled by exercise and rotation with the following: <ul style="list-style-type: none"> <li>- orders</li> <li>- audit</li> <li>- travel claim</li> <li>- fast and ipp checklist</li> </ul> </li> </ol>
<b>GTCC APC Unit Training</b>	Conduct Yearly training for all GTCC holders in command

## **ADMINISTRATIVE TEMPLATES**

1. [150 Mile Distance Waiver](#)
2. [6105 Template \(Blank\)](#)
3. [6105 \(Alcohol Related Incident\)](#)
4. [6105 \(BCP Initial\)](#)
5. [6105 \(BCP Extension\)](#)
6. [6105 \(BCP Adsep\)](#)
7. [6105 \(PFT/CFT Failure\)](#)
8. [6105 \(Positive Urinalysis\)](#)
9. [6105 \(Promotion Restriction\)](#)
10. [6105 \(Required did not take PFT/CFT\)](#)
11. [AA Form \(NAVMC 10274\)](#)
12. [Acting Letter](#)
13. [Appendix J \(Active-Duty Retirement Request\)](#)
14. [Assumption of Command](#)
15. [AT Endorsement Letter](#)
16. [AT Waiver Endorsement](#)
17. [BAH Policy Template](#)
18. [BAS Policy Template](#)
19. [Carry Over Leave Statement](#)
20. [Continuation Pay \(Active\)](#)
21. [Continuation Pay \(Reserve\)](#)
22. [Conditional Release \(DD 368\)](#)
23. [COLA Form \(NAVMC 11106\)](#)
24. [DD 577 \(Blank\)](#)
25. [Dependency Application \(NAVMC 10922\)](#)
26. [Dependency Statement-Full Time Statement \(DD 137-6\)](#)
27. [Discharge Certificate](#)
28. [DLA Form](#)
29. [Enlistment Contract \(DD Form 4\)](#)
30. [Employment Letter](#)
31. [Family Separation Allowance \(DD 1561\)](#)
32. [IPP Checklist](#)

33. [Member to Member Data Sheet](#)
34. [MFR Inter-Unit Transfer Checklist](#)
35. [MGIB Basic Election \(DD 2366\)](#)
36. [Notice of SGLI Termination \(NAVMC 11378\)](#)
37. [Notice of SGLI Termination Final \(NAVMC 11379\)](#)
38. [NAVMC 799](#)
39. [Notice of Basic Eligibility](#)
40. [Non-Medical Assessment](#)
41. [Notice of Waiver of VA Compensation](#)
42. [OCONUS SOU](#)
43. [OCONUS Area Clearance](#)
44. [OCONUS DMO Credit Card Authorization](#)
45. [Off Site IDT Travel SOU](#)
46. [Pg 11 \(Blank\)](#)
47. [Pg 11 \(GTCC Misuse\)](#)
48. [Pg11 \(GCM Election\)](#)
49. [Pg 11 \(Non-Rec JEPES\)](#)
50. [Pg 11 \(PME\)](#)
51. [Release from Active-Duty Endorsement](#)
52. [Reporting/Detaching Endorsement \(Reserve Orders\)](#)
53. [Reporting/Detaching Endorsement \(Active Duty\)](#)
54. [Reporting Endorsement \(Reserve Join\)](#)
55. [Reserve Retirement Request](#)
56. [Shared Room Lodging Statement](#)
57. [State of Legal Residence \(DD 2058\)](#)
58. [Statement in Lieu of Receipts](#)
59. [Statement of Service](#)
60. [TLE Form](#)
61. [Travel Claim Checklist](#)
62. [Travel Voucher \(DD 1351-2\)](#)
63. [Transfer to the IRR](#)
64. [Officer Promotion Warrant Reprint](#)

## **ADOS (Active-Duty Operational Support)**

**ADOS:** is a valuable tool for a unit to maintain readiness and is used often. S-1's job is to ensure MROWS orders are completed prior to as well as DTS authorizations, if applicable. There are several types of ADOS such as, Funeral Honors (PID G), Operational (PID Q), Off-Site (IDT) Orders (PID 2), Annual Training (AT) Orders (PID 1) etc. These are the most common types of orders an administrator will write daily.

**\*If MROWS orders or DTS authorizations (if applicable) are not completed prior to the start date of the orders, the orders will be cancelled.**

\*Sites are responsible for ensuring the Marine's GTCC is activated for the orders as well as reminding them of the do's and do not's regarding the use of the GTCC.

1. Prior to writing MROWS orders
  - a. Ensure primary residence is current and up to date in MCTFS
  - b. Ensure individual has a valid GTCC in hand and GTCC profile is current
  - c. Ensure DTS profile is current (especially GTCC and EFT info)
2. When preparing MROWS orders
  - a. Ensure local commuting distance questions are answered correctly as it is a determining factor in what type of travel reimbursement system is used for the set of orders
    - (1) Within corporate city limits (lives in the same city as the HTC) (1351-2)
    - (2) Within the local commuting distance (lives within 50 miles of the HTC) (Reserve Travel Module)
    - (3) Outside of local commuting distance (lives outside 50 miles from HTC) (DTS)
  - b. If written as reporting, which all ADOS orders should unless directed not to, a reporting/detaching endorsement must be completed
3. DTS Authorizations Process
  - a. DTS Cover Sheet and MROWS must be attached to authorization
  - b. Ensure estimated expenses are included on authorization (mileage, hotel tax, etc)
  - c. If lodging is booked through DTS, receipt from Alamo must be obtained to claim the service fee and uploaded on the voucher
  - d. Authorization can be signed by the individual or T-entered
  - e. Once signed it goes to the site reviewer and should be pushed up right after authorization is signed or T-Entered
  - f. MFR assigns line of accounting and certifies authorization
  - g. BN PersO or BN Admin Chief approves the authorization (must occur prior to start date of orders or they will be cancelled)
4. In Progress Payments
  - a. Orders longer than 12 days in duration will be paid at least two IPPs (Flag C and Flag F)  
\*include S982 screen from MCTFS when reporting IPPs after the initial payment
  - b. Orders less than 12 days in duration can have just one IPP reported (Flag F)
  - c. Source documentation for final IPPs is a completed travel claim with MROWS orders
  - d. For Reserve Travel Module Claims, provide the tracking history from DTMS showing the date the Marine submitted the claim
  - e. For Admin Claims, include the travel claim with the reporting/detaching endorsement



## 5. Travel Claim Process

- a. All Marines conducting ADOS at the HTC's will complete their travel claims, regardless of the system used, on the last day of ADOS prior to departing the HTC.
- b. DTS vouchers should include any applicable receipts
- c. Once the individual signs the voucher, (if T-Entered, a signed travel claim must be uploaded to the voucher) the Reviewer at the site should review the voucher for accuracy and ensure the amount going to the GTCC covers the balance.

**\*Note\*** DTS vouchers should be certified by the BN PersO or BN Admin Chief and sent to Disbursing the same day the orders end.

## Annual Training (AT)

AT: A Marine is required to attend a 2 week or 14-day AT on an annual basis. If this requirement is not met the Marine could be considered an unsatisfactory participant. However, if a Marine has done over 14 days on any set of active duty order they are considered to have met the requirement and can opt to not participate in the AT. If a Marine does not participate in an AT the Battalion CO must approve of this in writing using the attached template for waived AT. You access the following link to verify all pay and entitlements have posted: [AT Tool](#)

1. To prepare for Annual Training, the S-1 section must be in constant communication with the S-3 or operations section. The S-3 will generate a manning document that will give you the head count and name of Marine's attending an AT. Once you have established who will attend and given AT you will proceed with the following:

a. Draft MROWS Orders:

- (a) As a preparer in MROWS you will create a selection list in MROWS by populating all the EDIPI's into the list and label the list the name of the AT rotation.
- (b) Once the list has been created you will create the orders template by starting at the members home of record and proceeding to the home training center lastly ending in the same manner as they proceeded to AT.
- (c) Once the template is created you will load the selection into the template thus creating orders for the entire manning document. Pay particular attention to when you submit as most of the Marines will go to either funding or hard hold. For the Marines in hard hold, you must give justification as to why they should be released form hard hold.

b. Print AT Audits:

- (a) All members attending any AT must have an audit conducted no earlier than 90 days before execution of the AT. For example, if the Marine is attending an AT on 1 July the earliest you can conduct the audit with the Marine is April 2.
- (b) You will print all of these audits out on or after the 90 day mark as the audits are dated electronically. Ideally you will conduct the audits at the next drill weekend after the 90 days. You will conduct a mass audit with the Marines by instructing the Marines where to sign and date all at once. At a minimum, the Marines must fill cross out and date the BAH certification, Annual certification, CRCR certification, and RED certification. Every page that has a location for the member to sign and/or date you will instruct them to do so. Verify that the Marine has done so.
- (c) The Marines will also sign and date their orders for AT in the same instance to ensure they understand their dates and travel.
- (d) [Sample AT Audit](#)

c. Complete Travel Claims:

- (a) After the Marines have officially left for AT you will begin to draft the electronic 1351-2's (travel claims) in DTMS. At no time will you print off a blank travel claim and hand write the locations and information in.
- (b) You will begin to draft the travel claims and leave them in DTMS until they are due to return from AT. This will prevent you from printing them off too early if they happen to return on a different date.
- (c) Once the Marine has returned, they will give you receipts for anything under 75.00 dollars and is considered a reimbursable expense.
- (d) The travel claim must be submitted to disbursing within 5 working days of the Marine returning from travel.
- (e) After submitting the travel claim you will place it in the working tickler file and check the status of the claim weekly. Once the claim is properly closed out you can file the claim away.
- (f) If the claim is missing entitlements or not properly paid out you will then need to submit a supplemental travel claim.

d. Supplemental Travel Claims:

- (a) If a supplemental is warranted the administrator must initiate a new travel claim under the same SDN. This will then open a supplemental claim

## Audits

1. Stage One: Upon arrival at the new permanent duty station, an interview with the Marine will be conducted. All members, to include those that are single will certify their entitlement to BAH. A Permanent Change of Assignment (PCA), where the Admin RUC does not change, will not require a first stage audit; however, a second stage audit focusing on pay entitlements is required.
2. Audit documents include the MCTFS Option N, CHRO, DRS, and SGLI Online Enrollment System (SOES) certificate.
3. The auditor will compare data in MCTFS and the information contained in the Electronic Service Record (ESR)
4. In addition to the above, Reserve personnel will verify their retirement credit history and complete the VA-Form 21-8951-2 waiver of VA compensation as necessary.
  - a. The CRCR will be reviewed against local records and corrective action taken, as required. If a CRCR does not exist, a new one must be created and certified as correct by the Marine utilizing available records. Once the review of the CRCR is complete, the CRCR Certification Date transaction (TTC 922 000) will be reported to record the annual administrative review of the reservist's retirement credit history.
  - b. Ensure the Reserve Mobilization Statement is certified on the BIR.
5. Stage two: Once the join posts the auditor is responsible to ensure the accuracy of MCTFS data, pay and allowances, validate that all required documents are in the ESR; there should be no disagreement between MCTFS and the ESR. This stage of the Join Audit does not require the physical presence of the Marine. This stage of the audit must be completed within 60 days of the Marine's date joined present unit. Validation of this process will be completed by completing the second stage portion of the join/triennial checklist (Table 12-3). There is no requirement to wait for the 520/521 to post to complete a second stage audit. The Finance Office is responsible for the audit of pay and allowances during elapsed time.
6. Audit tools for the completion of this requirement may include the Leave and Earnings Statement (LES), MCAAT printouts, TRS Remark Summary in MCTFS, Travel Claim and Disbursing Office Voucher (DOV) (if available), and Cognos Business Intelligence (ReportNet).

### New Joins Process:

1. The join process, if done correctly, covers many areas of the G-1 Monthly Status Report (BIC, Primary Residence, ESR, GTCC, and SOES). This is a time consuming process, but taking the time to complete everything while you have the Marine sitting in front of you will save you time in the long run.
2. Site administrators are responsible for tracking their own inbound roster to include the assignment of sponsors, sponsorship letters, and the completion of the Independent Duty Checklist. **All joins will be uploaded to the Battalion New Joins Case Files** via the battalion SharePoint. The

certifying official will validate that the new join package is submitted and in accordance with this policy. A SMCR Join Audit is attached as an example to follow [SMCR Join Audit](#)

3. All Marines, Active or Reserve, will conduct a new join audit; unit administrators must conduct a new join audit, immediately. The unit administrators will immediately create and endorse the reporting endorsement dating it the day the Marine reported in. An audit is required for reserve Marines even when transferring to active-duty orders over 30 days.

\*Note\*- All SMCR Marines will be joined the day following their release from active duty regardless of circumstance.

4. After the reporting endorsement has been submitted, the unit will conduct a New Join audit and travel claim utilizing the FAST checklist and the unit diary SOP, enclosure (3).
5. Unit administrators must complete the checklist Unit Diary entries and submit a unit diary with all source documents no later than the day after the Marine reports to the company or the drop has occurred from the previous command. If unable to submit in a timely manner due to the Marine not being dropped from active duty, the site must notify the battalion or company S-1 Section by the third day from the join.
6. For SMCR Marines being released from active duty, the unit administrators must verify that the Marine has been properly dropped and the last DD 214 and 11060 were completed accurately.
7. For initial pipeline Marines (IADT), company administrators **must** scan the Marine's Service Record Book (SRB) as part of the New Join diary and report the "ER" training code.
8. New Join audits must include the CHRO from reports and an audit of the Marine's Electronic Service Record. As required, the following also need to be completed: CRCR, Notice of Basic Eligibility (NOBE), SGLI Online Enrollment System (SOES), and Primary Residence form, GTCC application and SOU, DTS profile created or pulled into hierarchy, and other supporting documents.
9. Unit administrators are responsible for submitting the travel claim to the Disbursing Office via DTMS before the Marine departs to his/her home of record. If unable to submit before the member's departure, the administrators must contact the battalion or company S-1 Section for assistance. The travel claim must be submitted no later than 5 days from check in.
10. Second stage audits will be completed by the battalion and company administrative sections every Friday.
  - a. Second Stage Audit Requirements
  - b. FAST checklist required for all Stage Two audits.
    - (1) Remarks summary from MCTFS (annotated to show entitlements were reviewed and started/stopped correctly)
    - (2) \*While travel claims are not part of the stage two audit, the travel claim must be audited upon it being paid out by disbursing to ensure proper payment.
  - c. Unit Diary Submission

(1) Stage Two Audits will be reported on Unit Diary every other Monday (or first workday of the week) for all new joins (Active and Reserve) from the previous week.

(2) Stage Two Audits will be submitted in the following order:

- FAST Checklist (filled out, signed and dated by auditor)
- LES
- Remark Summary from MCTFS
- Source docs for any diary action required to correct entitlements (if appl.)

\*11116's will be submitted prior to the Z2 training event code to correct any entitlements for SMCR Marines that cannot be corrected at this command via Unit Diary (if applicable)

3. Supplemental Travel Claims will be submitted by site administrators.

### **Document Tracking Management System (DTMS)**

The DTMS module is located within MOL. The system is used to submit travel claims, 11060's (final pay), and 11116 (request for special payments), and draft and submit DD214's. This system is set up to automatically register any information for a Marine using their EDIPI. It will electronically store all information entered into the system.

1. The utilization of DTMS is mandated to use throughout the battalion and will be utilized electronically no administrator should be submitted any hand written documentation into the system.

### **Additional Audit Requirements**

#### **SOES – SGLI Online Enrollment System**

Reference: MarAdmin 139/19

1. Per the reference, all Marines are to complete their SGLI via SOES. The paper copy SGLI form that used to be used is for emergencies only. Paper copies of the SGLI will not be accepted as well as the SGLI TTC being reported on unit diary. This is on the individual to complete, but it is S-1's job to make them aware of the requirement and ensure it gets done.

a. Below are the steps to follow to complete this requirement:

- (1) login to MilConnect <https://milconnect-pki.dmdc.osd.mil/milconnect/> (CAC card or login and password capable)
- (2) click on benefits
- (3) click on life insurance (SOES) under the benefits tab
- (4) click continue at the bottom



- (5) verify your information is correct
- (6) Click on every tab and input the correct info (Your Coverage/edit coverage/edit beneficiaries)
- (7) Sign once you go through all tabs

b. Confirm and certify portion

- (1) check the boxes confirming understanding of all the information on the screen
- (2) select continue
- (3) enter name and email and check the box digitally signing the document
- (4) a window will pop up saying the effective date of your SGLI beneficiary election is xx/xx/xxxx
- (5) another window will pop up saying you have completed certification of your SGLI coverage and beneficiaries
- (6) it gives you the option to print your SGLI and it should have the Marine's digital signature

This process triggers a diary entry that will update the Marine's VA Certification Date within a day or two depending on whether there is a cycle the day they certified their SGLI.

**\*SOES completion is tracked on the G-1 Monthly Status Report as well as a FRAAP requirement**

**GTCC- Government Travel Charge Card**

Reference: MCO 4600.40B

All Marines (Active Duty or Reserve) are required to possess a GTCC. This is part of the new join process, and the account should either be brought into the appropriate hierarchy, or the application process completed through submission to CitiBank while the Marine is present.

Follow on actions:

- Review the Marine's profile to ensure account is in an open status, personal information is correct, and they have verified receipt of their GTCC
- Units are required to have a Statement of Understanding and a Programs & Policies - Travel Card Program (Travel Card 101) [Mandatory] certificate for every Marine. These documents are valid for three years and must be maintained in the unit's files.

Below are the steps to follow to complete the training requirement:

Go to the following link: <https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view/>

- Select "DTS Training"
- Select the "Trax" ICON at the bottom right of the screen
- Use the CAC Login or password login and password (if you have never used this, select "register" and register for an account)
- Select "Training" at the top of the screen

- Select the "view all" circle at the top of the screen
- Select "launch" for Programs & Policies - Travel Card Program (Travel Card 101) [Mandatory]
- \*SOU can be found in the reference

### **DTS – Defense Travel System**

1. All Marines (Active and Reserve) are required to have a DTS account. The only difference is the Reserve Marines will have a reserve account. A Reservist uses DTS for ADOS, PME, School Orders and Mobilizations. Annual Training orders are not authorized for DTS yet. This is part of the join process, and the account should either be brought in to the hierarchy or account created while the Marine is present.
2. Follow on actions:
  - Review the Marine's profile and ensure all their unit and personal information is updated
  - Ensure the Marine's GTCC info is correct to include the expiration date
  - Ensure the Marine's EFT info is correct
3. Units are required to have a completion certificate on every Marine for DTS 101. Below are the steps to follow to complete the training requirement:
4. Go to the following link: <https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view/>
  - Select "DTS Training"
  - Select the "Trax" ICON at the bottom right of the screen
  - Use the CAC Login or password login and password (if you have never used this, select "register" and register for an account)
  - Select "Training" at the top of the screen
  - Select the "view all" circle at the top of the screen
  - Select "launch" for DTS (Basic) - DTS Travel Documents (DTS 101)

### **FFA – Full Financial Audit**

Reference: MarAdmin 015/20

1. The Marine Corps has been tasked with ensuring all documentation regarding pay and entitlements are uploaded in the Electronic Service Record. It is on the individual units to conduct an audit of the ESR when a Marine joins the command or changes in pay occur.
2. Required source documentation:
  - DD Form 4 (current contract)
  - NAVMC 321 (extension of enlistment) (current contract)
  - NAVMC 763 (Officer appointment)
  - 10922 (dependency application) (w/source documentation)
  - Family Separation allowance form or orders validating payment

- Meritorious promotion warrants
3. Upon review and validation of all supporting documentation being in the ESR, training event code ZV will be reported on unit diary.

### **Travel Claims**

It is policy that all travel claims must be submitted within 5 days from the end of the Marine's travel, to include DTS. Upon return from travel, the site administrator must sit down with the Marine and gather all receipts and documents being used for claimed expenses. The travel claim must include a reporting/detaching endorsement, the signed and dated 1351-2, receipts, and/or statement in lieu. In accordance with the battalion policy, you must include the travel claim checklist enclosure (5). All admin clerks are authorized to sign as the reviewer and DTMS certifiers sign as the authorizing official.

1. All travel claims will be created electronically via the DTMS module in MOL. There will not be any travel claims handwritten and submitted. This will reduce the amount of errors and rejections for unreadable print.
2. Travel claims will be created using the travel claim checklist located in the battalion share point and also attached as .
3. Certifying officials are authorized to reject the travel claim to the preparer if the travel claim is not adhered to by the policy.
4. All travel claims must include the following:
  - a. DD 1351-2
  - b. Reporting/Detaching endorsement
  - c. Receipts for each reimbursable expense
  - d. Any orders related to the travel (PCS, PCA, MROWS including modifications)
5. All travel claims will be submitted to disbursing within 5 days of the end of travel to include PCS or travel for SMCR.

### **OTHER SERVICE PERSONNEL ACCOUNTABILITY**

#### **Other Service Personnel:**

1. Other Service Personnel Accountability:
  - a. All other service personnel must be joined in MOL/MCTFS upon reporting.
  - b. All other service personnel must be dropped in MOL upon transfer/separation.
  - c. Each site must have procedures in place to ensure source documents related to other service personnel are forwarded to the appropriate Navy Personnel Administration Center (NPAC)

and/or S-1, as appropriate.

- d. All TAD orders and/or field duty rosters must be submitted to both the NPAC and the S-1 for Personnel Tempo reporting.
- e. Each Co/Det must have written internal control procedures for their deployments and pay policy processes. These procedures must include billet responsibilities, monthly report procedures, document flow within the office, and relationship with other organizations and services.

### **Member Married to Member Audit**

1. Auditors must review the entitlements of the member's spouse to avoid unauthorized or duplicate payments of entitlements and allowances. Particular emphasis must be placed on those entitlements and allowances in which erroneous payments most frequently occur, to include BAH, FSA, OHA, Government quarters, and COLA. In addition to verifying that married member to member couples are not in receipt of unauthorized dual entitlements, auditors must also ensure that members are not receiving dual travel entitlements or allowances at the dependent rate on behalf of an active duty service spouse.
2. Complete [M2M data sheet](#) when gaining a member spouse, reporting to a new PDS, or the member spouse status changes. Scan and upload the Member to Member Data sheet in the member's ESR. An audit of member to member entitlements must also be conducted when the members SERVICE SPOUSE INFO (TTC 252) data element is required to be changed or the unit is notified or made aware of any change to the service spouse's entitlements. The member will be required to inform the reporting unit of any changes to their service spouse's status or entitlements. Under no conditions should a member's allowances or entitlements be changed without reviewing the service spouse's entitlements and allowances.
3. In addition to the audit requirements outlined in the above paragraphs, an annual administrative review is required to be conducted on members married to members. At a minimum the audit must cover pay and entitlements for the preceding 12 months for both members or from the last join audit, whichever is more recent. Both audit and administrative review procedures will include a thorough review and comparison of the member's and the service spouse's entitlements and allowances. All documentation used to conduct audits and administrative reviews of member to member records will be maintained in the reporting unit files for the current year plus 2 years.
4. Marines married to Marines. Audit of Marines married to other Marines will include a review and comparison of entitlements using TRS Remarks Summary screens or LES. Both the service member and service spouse TRS Remarks Summary or LES should be extracted and reviewed for potential unauthorized and/or dual payment of entitlements and allowances. In lieu of the TRS Summary or LES, units may utilize Cognos Business Intelligence which contains all potential entitlements and allowances for both members.
5. Marines married to other members of the Armed Forces. Other service personnel pay records are not accessible via MCTFS, but are accessible via the Account Management and Processing System ([AMPS](#)). In the absence of AMPS access, members married to members of other services are

responsible for providing the information of their service spouse's entitlements and allowances. Members must provide the reporting unit copies of their spouse's LES's covering the required audit period to conduct the review and comparison of entitlements.

### **Mobilization Audits**

1. Predeployment/Mobilization Audit. For a deployment which is anticipated to be 31 days or more in duration will be audited no earlier than 90 days prior to deployment. Reserve component Marines will be audited no earlier than 60 days prior to commencement of a period of active duty to include annual training (AT). The audit will include the following:
  - a. The RED will be printed, audited, signed and witnessed. The RED certification date will be reported along with corrective action taken on the UD. Only REDs that exceed the maximum number of possible MCTFS entries: seven (7) or more children; seven or more guardians; three or more not notify; three or more pay arrears beneficiaries; or more than five insurance policies will be scanned and uploaded to the ESR.
  - b. The SGLI form will be audited for accuracy and currency. If updates are required, a new form will be completed and reported on the UD prior to scanning and uploading to the ESR.
  - c. CRCR/BIR (reserve only). The Career Retirement Credit Report (CRCR) and BIR will be reviewed and certified by all reserve Marines.
2. Post-deployment/De-mobilization/Post TAD Excess/FROM FAP Audit. Whenever a Marine returns from a deployment/FAP to include return from a period of TAD 31 or more days.
3. Within 30 days of the Marine's return to the PDS/FROM FAP an audit will be conducted on all pay and allowances. This audit does not require the physical presence of the Marine.

NOTE: Although the RED is not a requirement for audit under this occasion, Marines should be advised to validate RED information via MOL. Audit tools for the completion of this requirement include the Travel Claim, Disbursing Office Voucher (DOV), Defense Travel System reports, manifests, and/or deployment/FAP orders.

## AWARDS

**Awards:** Awards are a means of rewarding above and beyond performance of duties for all Marines and Navy personnel assign to Combat Logistics Battalion 451 (CLB-451). Officers submitting awards will ensure all awards are truthful and accurate accounts of all works performed. Awards will be submitted in accordance with reference (m).

1. Registering in iAPS: The first time you log into iAPS, it displays the iAPS Welcome & Registration page.

- a. iAPS users must login and register with iAPS at [iAPS](#)
- b. All officers, once registered in the unit, will automatically have originator permissions in IAPS but must request additional permissions, such as endorser, reviewer, or approval authority through the unit awards administrator.
- c. All Staff Sergeants (both active and reserve) and above to include officers must submit for permissions as board members in Improved Awards Processing System (IAPS) upon check in to the command (<https://www2.manpower.usmc.mil/iaps/>). All officers in the command will be board members and originators in IAPS. The RUC that will be used to request permissions is M29070. According to MARADMIN 024/22 all awards to include letters of appreciation, certificates of commendation, certificates of appreciation and meritorious masts must now be processed via IAPS.
- d. To ensure that the timeliness of awards is met it is instructed that any award for Navy Achievement Medal be submitted to battalion via IAPS no later than 60 days from date of presentation, all Navy Commendation Medals must be submitted no later than 90 days from presentation, and all meritorious service medals and above are submitted no later than 120 days from date of presentation.
- e. All unit administrators will have unit administrator permissions in IAPS to ensure that awards stay in compliance with the 4<sup>th</sup> MLG awards policy for structure, formatting, and submission guidelines. This also allows the administrators to ensure that all awards for Marines are submitted accordingly.

2. iAPS User Roles and Responsibilities:

- a. Preparer: Can only create draft awards and forward them to associated originator
- b. Originator: By default all Officers will have permissions to submit awards.
- c. Endorser: User(s) that are in the official chain of command of an award and must officially "endorse" an award recommendation (Company Commander, Battalion Commander, etc.).
- d. Reviewer: User(s) that are NOT in the official chain of command, but may still have input on an award recommendation.(1stSgt, SgtMaj, XO, etc.)

- e. Unit Admin: User(s) that are responsible for checking the accuracy and timeliness of processing of awards. Most likely they are the Personnel Officer, Adjutant, or the Admin section of the unit. They also manage all local iAPS permission issues.
  - f. Awarding Authority: Only about 520 personnel within the USMC that have been given the authority to approve at least one type of personal award. Awarding Authorities are usually the Battalion/Squadron and higher level commands. HQMC Military Awards Branch (MMMA) manages these permissions. HQMC MMMA: They can manage all permissions and process all awards submitted to HQMC.
  - g. Trusted Assistant: For General Officer's only (share the General's endorsing permissions).
3. Routing: Awards will be routed via the Reserve or Active Duty chain of command accordingly. Awards that are equivalent to Marine Corps Navy Achievement Medal (NA) and above will be submitted via iAPS to the battalion administration section. Awards
- a. As per ref (a) Award originators, endorsers, reviewers, and board members must become familiar with IAPS. Introductory material can be found on the HQMC-MMMA web page at <https://www.manpower.usmc.mil/webcenter/portal/MMMA>.
  - b. Awards will be submitted by an Officer or those designated to submit awards for a specific officer. The Battalion Administration Chief or Battalion Awards Clerk is designated as the command point of contact for all award submissions within the battalion. Originators will use Combat Logistics Regiments' Awards guidance to write all awards, which will ensure proper formatting and contents are present at time of submission.
  - c. Once award is completed by the originator in IAPS it will be forwarded to the CLB-451 Awards Administrator for action. The battalion awards clerk will board all newly submitted awards bi-weekly on the 1st and 3rd Friday's of each month.
  - d. The CLB-451 Awards administrator will assign the award to an Active Duty or Reserve award board. The originator is requested to be available during the awards board for additional input and/or corrective action recommendations by the board during and after it is closed. All board members will have exactly
  - e. Once the board is complete the award will be submitted to either the I-I SgtMaj/BN SgtMaj for all enlisted personnel and all officer personnel to the XO or Assistant I&I for review.
  - f. The SgtMaj's, XO, or Assistant I&I will return the award to originator for corrections or forward it to the BNCO or I&I for signature or endorsement for awards that are Navy Achievement or higher.
  - g. For Meritorious Mast through NAM the BNCO/I-I is the awarding authority. For all awards below a meritorious mast the awarding authority is the Company Co's or Company I-I's.



h. All awards once signed by awarding authority will be endorsed and sent back to the company via United States Postal Service (USPS) to be presented to the awardees in formation.

i. Each company and detachment must have internal control procedures in place for the awards process IAW orders.

#### Good Conduct Medals and Selected Marine Corps Reserve Medals

1. The AWARDS tab in MOL provides unit commanders/Inspector-Instructors with the ability to approve GCMs and SMCR Medals monthly for eligible Marines. The unit's responsibility in this process is to:
  - a. Understand the awarding criteria
  - b. Recommend eligible Marines (option to provide justifying comments – highly recommended step)
  - c. Notify commander when he/she has awards to review/approve
  - d. Print certificate for commander's signature (S-1 responsibility) From the reference:
2. Good Conduct Medal (enlisted Marines only)
  - a. Awarding Authority. COs who have the authority to award the NAM may award the MCGCM to personnel assigned to their command who meet the eligibility criteria and shall ensure appropriate service record entries are made.
  - b. Criteria. Any three (3) years of continuous active service in the Regular or Reserve (on continuous Active Duty or Active Reserve) after 10 December 1945.
  - c. During the period of service, there must have been no convictions by courts-martial, no Non-Judicial Punishment (NJP) under Article 15 of the Uniform Code of Military Justice, and no lost time by reason of sickness-misconduct or injury-misconduct.
3. Select Marine Corps Reserve Medal (officer and enlisted)
  - a. Awarding Authority. COs who have the authority to award the NAM may award the SMCRM to personnel assigned to their command who meet the eligibility criteria and shall ensure appropriate service record entries are made.
  - b. Criteria. Awarded to members of the Selected Marine Corps Reserve (SMCR) who, effective 1 January 1996, fulfilled designated service requirements within any three-year period of service in the Marine Corps Reserve.
  - c. Attendance with an SMCR unit, including duty in an Individual Mobilization Augmentee (IMA) billet in Training Category A, at three consecutive annual field training periods. A period of active duty for training that was authorized to be performed in lieu of a regular annual field training period will fulfill this requirement.
  - d. Attendance with an SMCR unit, including duty in an IMA billet in Training Category A, 90 percent of all scheduled drills each year for four consecutive years. Appropriate duty or equivalent instruction-or-duty may be credited in lieu of drills.
4. In the case of officers and noncommissioned officers (sergeant or above), the SMCR unit's CO (or the Commander, Marine Corps Mobilization Command (MOBCOM) in the case of IMA Category A) is responsible for determining whether the individual's service and performance of duty warrant the award.

5. Enlisted personnel in the rank of corporal (E-4) and below must have obtained a combined average of conduct and proficiency markings of 4.0 or above for the first three-year period. For subsequent three-year periods, enlisted personnel must have obtained a combined average of conduct and proficiency markings of 4.5 or above.
6. Prior Service Joins
  - a. Prior service joins come from the IRR or active component. Time spent in the IRR does not count towards eligible time for the SMCR medal. Active component enlisted Marines rate the GCM while on active duty. In both cases, when a prior service Marine joins the SMCR unit, their SMCR medal commencement date should be reset to the date they joined the command. \*If they have a date for the GCM, it must be reset to 00000000. Doing this prevents ineligible Marines from showing up in MOL in the AWARDS tab erroneously.
7. Awarding Process
  - a. At the beginning of each month, the designated representative (1stSgt, S-1, etc) should screen all eligible Marines for that month to ensure they meet the criteria prescribed in the reference.
  - b. The same individual should provide comments justifying why the Marine is recommended/not recommended.
  - c. For recommended Marines, the designated representative should select the eligible Marines and hit the RECOMMEND button. This action shows the commander which Marines listed are recommended for the award. The commander should be notified at this time so he knows the awards are ready for his/her actions.
  - d. The unit commander has until the end of the month to act on the awards. If he/she does not, all the Marines for that month will lose their recommendations and be added to the list for the following month.
  - e. The commander actions should occur towards the end of the month to ensure he/she is not awarding the medals prior to the TO date of the award. \*When the commander awards the medal in MOL, that action triggers the following unit diary entries automatically:
    - runs the award
    - resets the commencement date
8. For Marines that are not awarded the medal, S-1 will report a new commencement date (effective 3 years past the current date in MCTFS) and those individuals begin a new eligibility period.
9. For Marines awarded the medal, S-1 will print the award certificate for the commander's signature. The signed certificate is presented to the Marine as well as sent to OMPF and filed in unit files.

## CORRESPONDENCE

**“Correspondence”**: or written communication is an effective way to disseminate information and often vital to ensure mission accomplishment. This is no different on I-I duty. As the administration for your command or “site”, you are expected to be the subject matter expert (SME). It is important that when you draft correspondence that you do it correctly and ensure that it is grammatically and formatted correctly. This is not only a reflection of you, but also your command.

1. Several formats are associated with military correspondence. The styles you will be frequently required to use are:
  - a. Standard bullets follow this format including when used in subheading text:
    - i. Standard naval letter
    - ii. [Endorsements](#)
    - iii. [Memorandums](#)
    - iv. Business letters
    - v. [Position/Point/Talking papers](#)
    - vi. [Administrative action \(AA\) forms](#)
2. The standard naval letter is the most used type of correspondence and requires structure, attention to detail, and practice.
3. The following is how correspondence will be routed accordingly:
  - a. All correspondence will route from the lowest level through the following chain
  - b. Detachment ➡ Company ➡ Battalion ➡ Regiment ➡ MSC

\*Note\* at no time will any correspondence be routed without the administrative section routing through the next higher command.

All correspondence, unless otherwise directed, will be submitted through the Battalion share-point correspondence tracker.

## **DEFENSE TRAVEL SYSTEM (DTS)**

**Defense Travel System (DTS):** All Marines and Sailors assigned to CLB-451 are mandated to maintain a DTS account. If a member of the Co/Det does not have a DTS account, one will be requested upon check-in.

### 1. DD 577:

- a. Supervisory personnel must ensure all Accountable Officials are appointed in writing using a DD Form 577, with duties clearly defined.
- b. All DD 577 forms must be signed by the Commanding Officer or someone appointed in writing with specific authority to sign DD 577 forms.
- c. A generic "By direction" letter does not give an individual authority to sign these forms;
- d. All current DD Form 577s should be retained in the DTS turnover folder.
- e. Review DODFMR, Volume 9, Chapter 2 for proper assignments (i.e., AO, co, FDTA, ODTA, LDTA, RO, etc.)
- f. Permissions must be terminated via the DD 577 once an Accountable Official transfers from the Co/Det, is discharged, or no longer holds the position.
- g. All letters of appointment, DD 577 forms and the signed letters of revocation are archived for 6 years and 3 months after the Accountable Official no longer holds the position.
- h. The unit must ensure their access permission levels within the DTS provide for review and approval of travel authorizations and payments ONLY by the appropriate officials.

### 2. Lead Defense Travel Administrator (LDTA): [Sample LDTA DD577](#)

- a. Permissions (0, 1, 2, 3, 5 + organization and group access). These permissions lie at the battalion level and should be assigned to the senior travel administrator or the personnel chief. The assigned personnel will have the ultimate responsibility to manage all permissions within the organization or battalion/group. The DD577 will be signed by the Battalion Personnel Officer upon completion of all required training. The training certificates and DD 577 will be sent to the Battalion/Group comptroller for upload to MFS, uploaded to the members OMPF, and saved in command records.

### 3. Organizational Defense Travel Administrator (ODTA): [Sample ODTA DD577](#)

- a. Permissions (0,1,5 + organization and group access). This permission lies with all sites across the Battalion. The Administration clerks will have the ultimate responsibility for this permission. On a case by case basis an Administration chief request this permission. The DD577 will be signed by the Battalion Personnel Officer upon completion of required classes and submission of certificate to Battalion S-1 ODTA. Once submitted and signed it will be routed further to 4th for roles to be assigned. Only those individuals with LDTA permissions have the authority to assign permissions.

b. Administer the DTS, which includes updating organizations, routing lists, groups, and personnel information. Comply with all requirements of the Privacy Act of 1974. Any use of DTS information for other than official business may subject this position to possible criminal penalties and/or administrative sanctions.

c. Extract, maintain, and work reports.

d. Important note: The ODTA does not have the authority to obligate funds nor to certify travel documents for payment.

4. Required reports extracted and-worked by the ODTA:

a. Pending Airline Cancellation Report. This report shall be retrieved daily. The ODTA shall notify the AOs that there are pending travel documents with reservations that will be canceled if not approved in a timely manner.

b. Un-submitted Voucher Report. This report shall be retrieved weekly. This report shall be reconciled with AOs, and APCs to verify travelers are submitting their travel vouchers within the prescribed time frame after completion of travel and GTCCs are being properly paid by cardholder.

c. Depart Status Report. This report shall be retrieved weekly. This report shall be reconciled with AOs to ensure authorizations are routed, approved, and ticketed by the CTO if necessary, prior to commencement of TAD. Specifically, the "Current Status" shall be reviewed to ensure all authorizations with a "Departure Date" falling on a non-business day.

d. Complete Traveler Information Listing Report. This report shall be retrieved monthly. The report shall be reviewed to ensure permission levels and access have been granted according to DD Form 577s on file; no change in permission levels or access have occurred; no unsubstantiated duplicate EFT information is present.

e. All reports must be filed for current year plus one.

5. Non-DTS Entry Agent (NDEA): [Sample NDEA DD577](#)

a. Permissions (0 + group access). All Administrators will have this permission.

b. A NDEA has permissions within DTS to electronically prepare and submit another individual's travel voucher via DTS; this is referred to as T-entering a voucher.

c. The traveler must manually prepare and sign a DD Form 1351-2 and submit it to the NDEA; this is utilized as the source document for T-entering the voucher.

d. Upload the manually prepared and signed voucher (must be signed by the traveler) to the DTS.

e. The Co/Det must also ensure the traveler completes block #1 of the 1351-2 with the amount to be split disbursed to the GTCC.

f. The approving official and/or supervisor must sign and date the travel voucher in the DTS to certify the voucher is correct.

6. Reviewing Official (RO): [Sample RO DD577](#)

a. Permissions (0,1,2 + group access). All administration chiefs should have this permission. On a case-by-case basis an O6 level commander can authorize a waiver for both RO and ODTA permissions.

b. Does not have authority to obligate funds or certify travel documents for payment.

c. This role is optional and may be appointed at the Commander's discretion. ROs are supervisors and/or duty experts in specific areas that assist AOs in the performance of their duties.

d. Review DTS travel documents (travel authorizations, vouchers, and local vouchers).

e. Review travel documents prepared under DTS in accordance with Appendix O of the JTR.

7. Authorizing/Certifying Officials (AO/CO): [Sample AO DD577](#)

a. Permissions (0,1,2 + organization and group access). This permission lies at the Company and Battalion level.

b. AOs determine when travel is mission essential and have the authority to authorize travel, obligate funds, and approve estimates of travel expenses. AOs appointed the authority to apply the "APPROVED" stamp to travel authorizations that contain cash advances or scheduled partial payments are subject to pecuniary liability in the execution of their duties.

c. Ensure authorizations are approved within established guidelines and GTCC cardholders are properly using their cards in conjunction with travel and current policy.

8. Detaching and receiving travelers: Co/Dets shall incorporate requirement for the Tier I (unit level) Help Desk signature block on all check in/out sheets.

9. Split Disbursement: All travelers that are not exempt from use of the GTCC must have at a minimum, their rental car, lodging, and commercial transportation expenses paid directly to their GTCC account. This is accomplished via the payment option in the DTS voucher process. The total amount of the rental car, lodging, and airfare must be reflected as being paid to the GTCC.

10. Orders Writing: The RO and AO will ensure:

- d. The orders include the cost of quarters when government quarters are directed.
- e. All DTS authorizations have a signed and uploaded travel request form with signature from BN Operations and the Assistant I-I.
- f. That the member is required to obtain a statement of non- availability when government quarters are directed but are not available. This statement must be attached to the travel voucher as a supported document to substantiate payment of lodging expenses.
- g. That there is a specific mode of transportation authorized in the traveler's orders.
- h. That a constructive common carrier cost worksheet is completed and attached to the orders as a supporting document when the member elects to travel via POV vice the directed mode of a GTR. (Not required if the round-trip mileage is less than 800 miles) Traveler must cost compare against the City Pairs website located at ([https://www.gsa.gov/travel/plan-book/transportation-airfare-pov- etc/city-pair-program-cpp](https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/city-pair-program-cpp))
- i. This estimate informs the traveler regarding authorized expenses and obligates funds more accurately.
- j. That all TAD orders to schoolhouse training direct the use of government quarters and messing that enables the schoolhouse commander to determine availability.
- k. If the schoolhouse commander determines that messing or government quarters were not available, the schoolhouse will provide an endorsement stating what type of per diem and/or lodging was authorized.
- l. This endorsement must be uploaded to the travel voucher as supporting document to substantiate payment.
- m. That all orders directing members traveling together (formerly group travel) state "limited or no reimbursement" when subsistence has been provided.
- n. TAD orders for between 31 and 180 days must be adjusted to 75% of the standard rate. DTS does not automatically adjust the rate so care must be taken to ensure the appropriate rate is paid.

11. Traveler Vouchers:

The RO and AO will ensure:

- a. That travelers are providing the Authorizing Official (AO) with justification in



the comments field of the authorization, amendment, or voucher for variations from policy or any substantial variances between the authorized "should cost" estimate and the final travel voucher.

- b. That all required receipts and supporting documents are electronically attached to the member's DTS claim and submitted for proper payment (Lodging receipts, airline tickets, rental car receipts, or receipts for any expense of \$75.00 or more) Note that the AO reserves the right and has the discretion to request receipts even when under \$75.00.
- c. All receipts utilized to support payment must be final zero balance receipts or must show positive payment method. Do not include reservations or confirmation receipts.
- d. All travelers are required to submit a travel voucher within 5 days of their return from their period of TAD.
- e. DTS ODTA's must pull an un-submitted voucher report from DTS on a weekly basis to identify those travelers who have not submitted a voucher within 5 days of the end of their trip DTS administrators must contact via email and Phone, also assist those Marines who have not completed their travel vouchers on time.

12. MCTFS reporting via Unit Diary in conjunction with DTS:

- a. DTS administrators must monitor the reporting of entitlements associated with TAD orders by placing a copy of all completed 1351-2 forms in a 30/31 day tickle file and review the MCTFS to ensure that all required entries have been reported.
- b. DTS administrators should ensure that all travelers that rate perstempo will report the entries via unit diary monthly

13. Each Co/Det must have written internal control procedures for their Defense Travel System process. These procedures must include billet responsibilities, monthly report procedures, document flow within the office, and relationship with other organizations and service

## **Drill Weekend Actions**

1. S-1 has important responsibilities before, during and after drill weekends. Being proactive and having excellent communication with the SMCR leadership is vital to ensure all required actions are complete.

### **Prior to Drill Weekend**

(a) All month long, you are receiving new joins, attempting to obtain documents from SMCR Marines, constant discrepancies you must work, but need the SMCR Marines to do something to fix it, etc. Drill weekends are prime time to take care of everything that couldn't happen during the month. A good way to track this and ensure everything gets done is by creating an "Admin Hit List". This list should contain the following:

- Name of Marine you need to see
- Brief description of what needs to be done
- Any documents required by the Marine

2. When creating this list, it is best to sort it by platoon or section so it is easier for the SMCR leadership to pass the word and ensure those Marines make it to S-1 to take care of what is required. Send this list out to the SMCR leadership a few days prior to drill so there is time to inform the Marines on the list and gives them a chance to bring whatever is needed with them to drill.

3. New Joins- to serve as a reminder, the SMCR leadership should be sent an email with all the new joins that have reported since the previous drill weekend to include their contact info. This is a step to ensure the Marines that are new to the command receive the word regarding when drill is, what is required, and billeting is set up, if applicable.

4. Drill Folder- prior to drill, the drill folder should be prepared that includes everything the SEA needs in order to handle all administrative matters during drill weekend. At a minimum, the drill folder will include

- a. Current recall roster
- b. Current UA report (highlight any Marines that will reach the 9 or more UA mark during that drill weekend if UA)
- c. Paid drill report for the current FY (this becomes very important during the last few months of the FY)
- d. Hard copy of the Unit Muster Sheet (print this the day prior to drill to ensure all joins, drops, transfers have posted)
- e. Blank UA contact sheets
- f. Site Hit List

In addition to the drill folder, S-1 should have anything needed for signature, presentation, etc for the 1stSgt or SEA ready by the beginning of drill. (For example- promotion warrants, awards, page 11's for signature)

\*Transfer to the IRR requests and checkout sheets should be maintained by S-1 to verify the Marine meets the requirements to do so prior to beginning the checkout process.

## **During Drill Weekend**

1. In addition to training your Marines during drill weekend, S-1 has other responsibilities during drill weekend.

a. Accountability

(a) While this falls under the 1stSgt/SEA realm of responsibilities, S-1 needs to know who is present and who not to ensure all administrative actions are complete. After the first muster of the weekend is complete, obtain a copy of the muster sheet so all UA's can be identified. For each UA Marine you will need the following

(b) UA contact sheet for each drill missed (for example- 4 drills missed, S-1 should receive 4 UA contact sheets)

(c) Unsatisfactory participation letter – generated for each UA Marine that lists each drill missed along with the standard verbiage and signed by the Company or Detachment CO/OIC.

(d) Character statements (if a Marine reaches the 9 UA mark) – these must be typed and reviewed for content and grammatical mistakes prior to the end of drill.

Stay in contact with the Company or Detachment SEA during the drill weekend to ensure you are aware of any changes to the muster sheet after each muster.

b. Admin Hit List

(a) Track your Admin Hit List through completion. Another purpose of obtaining a copy of the muster sheet is so you know who on your hit list is present or not. Be familiar with the training schedule for the weekend and ensure all Marines that are present for duty complete what is required. Update the list and provide the Company or Detachment SEA a current copy each day of drill.

(b) Engage the I-I leadership as needed if you aren't getting the support needed to complete the items on the hit list. Once drill weekend is over and the SMCR Marines leave, it is difficult to get what you need done. Keeping the leadership informed on what is still required throughout the drill weekend is a key step in ensuring everything gets accomplished.

## **Post Drill Weekend**

1. After drill weekend if concluded you should take the time to gather all the documents and actions that happened over drill weekend and prepare them for diary, submission, etc. During the drill weekend you should have placed everything in a tickler folder for you to act on throughout the next week.
2. First you should export all the drills from drill weekend, but you will not do this until you verify that the muster submitted is correct. Many a times you will need to verify that the Marine was actually UA or is not a member. It pays dividends to do the research and track all the accountability from the weekend.

a. Legal

- (a) You will gather all the character statements, unsatisfactory participation letters, contact sheets and upload them to the CLA created for the member. If the member is a UA Marine then likely you will have to mail the NOSP, AOR, and BCNR to the member for signature. The 20 days starts the day you mail it out.
- (b) Upload all documents that can be uploaded so when either the 20 days passes or the member returns the package signed you can forward immediately.

b. Admin Hit List

- (a) As you track the hit list, this too is how you will track completion of post drill actions. You should track and mark off each item that you have completed this way nothing goes undone. For instance, if you have (4) Marines that were identified as needing a primary residence and you received all the paperwork you will then run them on diary and mark them as completed.

## **GOVERNMENT TRAVEL CHARGE CARD (GTCC)**

**Government Travel Charge Card (GTCC):** All Marines and sailors are required to have a GTCC upon arrival to CLB 451 and any subordinate command. When a Marine checks into the command and is a pipeline Marine or does not have a valid card the administrator must ensure that the Marine completes the application or is pulled into the command's hierarchy.

1. The following billets are required to have access in the Citibank system.
  - a. Battalion Personnel Officer- Battalion APC
  - b. Inspector-Instructor First Sergeants or Senior Enlisted Advisor (SEA) Company or Detachment Agency Program Coordinator (APC)
  - c. Administration Chiefs- Battalion, Company, or Detachment Alternate APC
  - d. Administration Clerks- Battalion, Company, or Detachment Alternate APC

2. Appointment Letters:

- a. Each Co/Det I-I must assign a Primary Agency Program Coordinator (APC) it is recommended that the APC be the I-I 1stSgt/SEA and an Alternate Agency Program Coordinator (AAPC) be the administration Marines. All administrators are required to have access to the Citibank website and be either an APC or AAPC. The APC's and AAPC's must be appointed in writing; this letter must contain all information required by, MCO4600.40B, paragraph 4b(2)(c).

- b. Letters must include: mailing address, e-mail address, telephone numbers, central account numbers and hierarchy numbers.

- c. The APC and Alternate APC must have access to the Citi Manager website.  
<https://home.cards.citidirect.com/CommercialCard/login>

2. Report Requirements:

- a. APCs are required to extract, work, and maintain monthly reports.
  - b. Annotate all action taken on each report.
  - c. The APC must request reports from Citi Direct and reconcile them prior to the close of the next month's billing cycle. Do not extract the reports until the last "post" date (8th) each month.
  - d. The APC/AAPC has two days to work the reports from the USMC billing cycle.
  - e. The AAPC must extract, work, and maintain the required monthly reports which are:

- (1) Account Listing Report. The APC or AAPC must contact the Intermediate Agency Program Coordinator (IAPC) for assistance in removing unidentified cardholders from their account listing. These names must be identified when the account listing is pulled and worked each month. The Intermediate APC is normally located at your Regiment/Group or your local Disbursing Office.

(2) Account Activity Text File CDI00T Report. The Commanding Officer or his designated representative must conduct a spot check of at least 25% of the Account Activity Report each month. The front page of the report should be signed and dated when it is worked, this will document that the process took place as required. This process ensures that charges posted to the report were made in conjunction with official travel.

(3) Delinquency Report. The APC or Alternate APC must document the delinquency report to include completing and maintaining the 60, 90, and 120 day letters found in Enclosure (1) of MCO 4600.40B. A copy of these delinquency letters must be kept on file for current plus 2 years.

(4) Declined Authorization Report. This report provides a summary level of declined transactions for the unit.

(5) DoD Travel IBA Aging Analysis Summary. This report provides a detail level of the required metrics of dollars and accounts delinquent.

(6) Weekend/Holiday Activity Report. This report capture usage during times of possible non-duty days.

(7) Non-Travel Activity. This report capture usage during times of possible non-duty days.

f. These reports must be kept on file for current plus two years.

3. Storage of GTCC Records. All Co/Det's GTCC reports and cardholder information must be kept in a locked storage area or container that is only accessible by the APC and AAPC. Files may be stored electronically; however, they may not be stored on a shared drive. If files are stored electronically they should be kept on an external hard drive that is password protected and maintained in a locked storage container when not in use.

4. Statements of Understanding:

a. The Co/Det must have a statement of understanding (SOU) on file for each Marine that has a GTCC. The statements of understanding should be maintained alphabetically in a separate binder.

b. The APC or AAPC cannot sign the SOU Supervisor block.

c. The APC or AAPC must compare the statements of understanding on file with the account listing report each month to identify which statements of understanding are missing. An SOU must be completed for those Marines that do not have an SOU on file.

d. Each Marine that has an existing GTCC must complete an SOU as part of the check in process.

e. Marines who are applying for a new account must complete Anjou when they complete the GTCC application.

f. The APC or AAPC must destroy the statements of understanding for those Marines who have been transferred or discharged (maintain each SOU until the cardholder drops from your account listing).

5. Travel Card 101 Training Certificates:

a. The APC will file and reconcile the account listing first, then attach the certificates to the sous for each traveler. If the traveler's name remains on the Account Listing, the APC must maintain the SOU and training completion certificate.

b. It is mandatory that all cardholders complete "Programs & Policies (Travel Card 101)." <https://www.defensetravel.dod.mil/Passport/bin/Passport.html?CFID=5614230&CFTOKEN=57498207#>

c. APC must also advise new cardholders of the proper use of the card, and ensure that cardholders, supervisors, and commanders are informed on policy and procedures changes to the government travel card program.

6. Activating/Deactivating Cards:

a. The APC or Alternate APC will ensure that each individual's GTCC account is always activated unless there is suspected misuse, abuse, or fraud. If there is any of those circumstances, the site I-I must sign a letter stating the circumstance and keep it on file.

b. The APC or Alternate APC will ensure that each individual's GTCC account is deactivated within five days after completion of official travel.

c. In all cases where the CO authorizes accounts to remain active, the approval must be in writing and a copy maintained on file.

d. The most efficient way to activate and deactivate the GTCC for your travelers is to utilize the scheduling tool that is available on the Citibank website. This allows the APC and/or AAPC to program the dates for automatic activation and deactivation for each period of TAD.

e. Each Co/Det's check-in and check-out sheet must contain a block for the APC/AAPC to initial. This will ensure that all Marines check-in and check-out with the APC/AAPC for PCS and TAD.

f. Note: A common problem is the units allows someone other than the APC or AAPC to sign the check in/out sheet for the APC. This completely defeats the purpose of having them on the check in/out sheet. Only the APC or AAPC will sign the check in/out sheets for all Marines at each individual command.

g. Marines with delinquent balances may execute PCS/PCA orders to another command; however, the APC or AAPC must make coordination with the gaining command's APC or AAPC.



h. Any Marine executing TAD orders more than 45 days must have their GTCC joined to the hierarchy of the TAD command.

i. The APC or Alternate APC must log into the Citi Direct website to verify that each Marine being separated has a zero balance on their GTCC account prior to discharge or departure on PTAD/Terminal leave.

j. The APC must then cancel the member's account.

k. Any Marines separated/retired will be coded as "T1" to ensure they fall off the report when processed out.

7. Each Co/Det must have written internal control procedures for their Government Travel Charge Card process. These procedures must include billet responsibilities, monthly report procedures, document flow within the office, and relationship with other organizations and services

## **MFR G-1 Admin Readiness Report**

**G-1 Report:** The G-1 readiness reports can be accessed with the following [G-1 Admin Reports](#). The reports were initially created due to the lack of administrative oversight at the sites across MFR. These discrepancies were directly related to MCAAT, FRAAP, and CGI inspectable items. More importantly it showed the bigger issue, which was Marines not being administratively ready. The following is direct guidance on how to ensure that the areas of the G-1 readiness are always maintained.

1. On a bi-weekly basis the Battalion PersO or Admin Chief will pull all the reports and reconcile them into 1 spreadsheet.
2. This report will then be hung on the Battalion SharePoint for consolidation and working.
3. The site admin chiefs are responsible for ensuring their discrepancies are annotated with the corrective action taken (reported on UD# and date)
4. All corrective action and annotations on the report must be worked before COB on Friday that week.
5. The Battalion PersO will contact the site I-I's and SEA's once the report has been hung for situational awareness.
6. The following is all areas that are a part of the G-1 admin readiness reports and how to correct them:
  - a. Billet Identification Codes – The Marine responsible for the management of the unit BIC's will utilize MOL to report BICs for active-duty joins. This will be done during the joins/check in process. For all SMCR joins the day following the join the joins clerk will login to IDMS (located in RTAMMS) and assign the new join to the proper BIC.
  - b. Electronic Service Records – Upon check in the Joins Marine will scan the SRB utilizing the ODI scanner and upload to the member's OMPF. On the join diary utilize the ODI cover sheet as the source document and run the ER training code on the unit diary.
  - c. Primary Residence – Upon check in the joins Marine gather (2) forms of proof of residence i.e. driver's license, mortgage, lease, etc. These will be used to verify residence and will run the primary residence on the join diary.
  - d. Not Joined – All SMCR Marines are to be joined to the SMCR RUC the day following a drop from active duty. The joins clerk will keep all current orders for Marines in a tickler system to ensure the Marines are properly dropped and joined the following day.
  - e. STR – All Marines checking out of the command will have their medical and dental records scanned into the STR database and sent to HQMC utilizing their mail or Pitney Bowes system. Upon proper transfer to the IRR, FMCR, Ret AWTG Pay, or completely dropped from the Marine Corps, the Separations clerk will gather the medical and dental records from medical and proceed to register and mail the files.
  - f. Join Audit – All active duty joins will be joined the day following checking in unless they are a new accession to the AR program. A check in day is not considered a day of duty and is considered a travel day. Therefore, always join a Marine that is PCS'ing or PCA'ing the following day

## Inspections

### **1. Marine Corps Administrative Analysis Team (MCAAT)**

a. Per MCO 7220.13, the MCAAT is the eyes and ears of Headquarters Marine Corps, Manpower and Reserve Affairs (M&RA), Director Manpower Strategy Division (MX) for the Personnel Administration Field and Director Programs & Resources Department, Fiscal Division, Resources Finance Fiscal Branch (RFF) representative for the Disbursing/Finance Field. As such, the MCAAT's primary mission is to provide commanders a detailed evaluation of the efficiency and effectiveness of internal audit procedures, regulatory compliance, systems management, internal controls, command administrative and disbursing/ finance (DO/FO) operations, and the timely and accurate performance of pay and entitlement transactions in the Marine Corps Total Force System (MCTFS), travel systems, and other associated systems; and act as a conduit between the field activities and CMC (MX) and CMC (RFF). MCAAT also provides audit support to varying outside agencies as directed by higher. The most up to date checklist can be found here [MCAAT Checklist](#)

**b. Best Practices:**

- (a) Conduct an internal inspection utilizing the MCAAT Admin checklist
- (b) Ensure compliance with the Records Management Program and MARADMIN 015/20 to support the Full Financial Audit
- (c) Request assist training visit from local Administrative Assistance Unit or MCAAT.
- (d) Routinely review the MCAAT website for the following resources o MCAAT Grades

**c. Trends:**

- (e) Inspection Schedule
- (f) Admin Checklist & DO/FO Checklist (Finance) (also available through the Manpower Codes Lookup Site)
- (g) Unit in-brief presentations
- (h) [AskMCAAT](#) – seek clarification to administrative questions that remain unanswered after conducting thorough research

- 2. Inspection Frequency: Administrative units are inspected once every three fiscal years. Per DODFMR, all DO/FO are required to be inspected annually. To find out if you are in this year's inspection schedule check here [MCAAT Inspection Schedule](#)
- 3. All corrective actions and discrepancies annotated on inspections are required to be corrected and addressed with a corrective action plan endorsed by the first O-6 in the office's chain of command within 60 days from the conclusion of the inspection.

## **Commanding General's Readiness Inspection (CGRI)**

1. Per MCO 5040.6\_, the Inspector General of the Marine Corps (IGMC) is the principal advisor on inspection matters and is the eyes and ears of the Commandant of the Marine Corps that are, and will continue to be, the hallmark of our Corps. Through the IGMCIIP, the IGMC will evaluate the thoroughness and efficacy of all commands with and without a CGIP in the Marine Corps. The IGMC will ascertain current command conditions, assess policy compliance, and recommend corrective actions, thereby promoting Marine Corps institutional discipline and foundational readiness. The following link will show the most up to date checklists [Functional Area Checklists](#)
2. Inspection Frequency:
  - a. Comprehensive Command Inspection: Every third or fourth Fiscal Year
  - b. Independent Command Inspection: Typically, every other Fiscal Year
3. Best Practices:
  - a. Conduct an internal inspection of your primary and collateral duties utilizing the corresponding Functional Area checklists. Research each question by locating the appropriate response in the referenced identified.
  - b. Communicate with the HQMC Subject Matter Expert identified in the header of the Functional Area checklist to seek clarification to checklist requirements
  - c. Routinely review the Inspections Division website (link above) for the following resources o Functional Area Checklists (new, updated & removed)
    - (a) Functional Area Concerns & Best Practices
    - (b) Grading Criteria
    - (c) Contact Information
4. Background: Inspectors shall use Functional Area Checklists to assess the thoroughness and effectiveness of a functional area. Checklists are written by subject matter experts on behalf of their Headquarters, U.S. Marine Corps sponsors. Each checklist question will reference a congressional mandate, Department of Defense directive or instruction, Secretary of the Navy Instruction, Marine Corps Order, or Marine Corps Bulletin. While compliance to all policies is required, the IGMC publishes a list of functional areas that are Critical or Required Evaluation (CoRE) to prioritize efforts. The Core list, which includes the Commandant's "Top Priority" functional areas, serves as the focus of inspections, and has the highest priority for support. At a minimum, the CoRE list is inspected within all commands with board selected commanders regardless of unit size, mission, or location. Programs will be graded as "Effective" or "Ineffective." Commands will be assessed as "Mission Capable" or "Non-Mission Capable." Inspection teams will train and assist functional area managers as needed and as time permits during inspections. After receiving an inspections report, Commanders shall write a corrective

action report that details a plan and timeline to remediate ineffective functional areas and effective functional areas with findings. A command found Non-Mission Capable shall be re-inspected, typically three to six months after the original inspection. Inspections shall recognize excellent performance during inspections. Functional area managers invest a significant amount of their time in such duties. Excellent performance shall be recognized by the command, Commanding General, or IGMC, as appropriate.

### **Force Readiness Administrative Analysis Program (FRAAP)**

The MARFORRES Command Inspector General (CIG) will conduct periodic inspections of Selected Marine Corps Reserve (SMCR) units to ensure unit activation readiness for smooth integration with the GFC. This assessment will be scheduled for prioritized units identified annually by the G-3/5 based on Global Force Management (GFM) sourcing, units in a post Service Level Training Event (SLTE) status, and units identified for operational plan (OPLAN) preferred sourcing.

**Commander's Intent:** The purpose of the FRAAP assessment is to evaluate a reserve unit's ability to activate, stage, and marshal personnel and equipment for follow-on movement prior to integration with a Gaining Force Commander (GFC).

1. The functional areas inspected for the administration section are:
  - a. Muster
  - b. Frost Call
  - c. Personnel Administration
  - d. Manpower Management
  - e. Employer Support of the Guard and Reserves (ESGR) if applicable
2. To successfully prepare for a FRAAP you must first pull the checklists and thoroughly go through them. Linked here [FRAAP Checklists](#)

## LEAVE

**Leave:** IAW Chapter 4, paragraph 1 of MCO 1050.3J, each command must establish their own leave and liberty regulations/policy. This regulation/policy must cover all topics required by Chapter 4.

1. Approval: I-I, OIC, or unit SEA personnel must review the Leave, PTAD, Special Liberty, and PDMRA modules in MOL daily to ensure all pending requests are either approved or disapproved by the appropriate personnel prior to their effective date.
2. Check out procedures:
  - a. Each command must have procedures in place to ensure that all Marines are properly checked out and check in via MOL.
  - b. Ensure that Marines are checked out in MOL for all requests that had a departure date that has passed.
  - c. This can be accomplished each morning by verifying that all Marines scheduled to depart the day prior were signed within MOL.
  - d. Call the Company/section to verify the status of those Marines who were supposed to check out then take corrective action as necessary, i.e., sign Marines out if he or she departed, modify dates if necessary, or cancel period if Marine is not going on the period of Leave, PTAD, Special Liberty, or PDMRA.
  - e. Ensure Marines have checked in via MOL for all requests that had a return date that has passed.
  - f. Each morning verify that all Marines scheduled to return the day prior were signed in via MOL.
  - g. Call the Company/section to verify the status of those Marines who were supposed to check in then take corrective action as necessary, i.e. sign Marines in if they returned, get an extension approved if necessary, or place in an Unauthorized Absence (UA) status.
3. Departure and return times:
  - a. IAW Chapter 2, paragraph 5 of MCO 1050.3J, Marine's driving POV to a location outside of the local area are authorized to depart on leave at 1201 and return at 1200.
  - b. All others must depart at the end of the normal workday and return at the beginning of the normal work day
  - c. There are exceptions to the departure time rule when ORM is applied for example; when a Marine is flying to a leave location and there is a lengthy drive on both ends to/from airport.
  - d. In these cases, the leave approval must state that the Marine was approved to depart at 1201 and return at 1200 due to ORM considerations. Use specific justification used to apply exception to policy, not just "ORM considerations).
4. Leave in conjunction with special liberty: Each command must ensure that when leave is taken in conjunction with special liberty that the leave period begins and ends in the local area.

5. Permissive Temporary Additional Duty (PTAD) request:

a. S-1 or SEA personnel must also verify that the dates and reasons for PTAD requests are authorized IAW with Chapter 5 of MCO1050.3J.

b. PTAD will not be approved by Co/Det's for reasons that are not in accordance with the regulations. Additionally, personnel will not be approved PTAD who are not authorized by regulations to do so.

6. Saved Leave Account:

a. Each Co/Det must have procedures in place to identify those Marines who are in danger of losing leave at the end of each fiscal year. During June of each year, each Co/Det identify all Marines with excessive leave balances and encourage the use of leave before it is lost on 30 September.

b. These Marines should be notified so that they can submit leave requests and exhaust their excess leave prior to Sep 30th.

c. The Commanding Officer must enter the SLA module of MOL after 1 Oct to see which members of their Co/Det they can approve for restoration of SLA (Applies to those Marines unable to reduce their leave balance below the maximum limit).

d. MCO 1050.3J, Chapter 2, paragraph 9a(4) outlines the requirements and routing procedures for the restoration of SLA for those Marines that fall under the other category (these must be routed through the CG).

7. Post Deployment Mobilization Respite Absence (PDMRA):

a. This is time off earned when dwell time between deployments has been interrupted.

b. Active component dwell time is 2:1.

c. PDMRA is earned and is dependent on the type of orders the Marine is on.

d. PDMRA is automatically calculated within MCTFS once the Marine has met all qualifications.

e. Each Co/Det must have procedures in place to monitor their PDMRA program.

f. Pull PDMRA rosters via Report Net each month when units have Marines deployed, send an email to all Marines with a PDMRA balance, and maintain copies of rosters/emails.

g. PDMRA must be taken prior to a Marine executing PCS orders or commencing terminal leave or it will be zeroed out and lost.



h. Co/Det I-I/commanders/OIC's should encourage their Marines to use their PDMRA earned before taking annual leave.

i. The number of days PDMRA that a Marine is authorized to take in conjunction with a PCS move must be annotated on the Marine's outbound interview and approved by the Commanding Officer.

j. The number of days PDMRA that a Marine is authorized to take in conjunction with terminal leave must be annotated on the Marine's LWAS data sheet and approved by the Commanding Officer.

k. The 8-1 will then place the number of PDMRA days authorized in the Marine's PCS or LWAS orders.

1. Each Marine's PDMRA balance can be viewed by accessing their MCTFS "TOUR" screen.

m. The Leave section must have written internal control procedures established that cover billet responsibilities, document flow within the Co/Det, and relationship within other organizations and services. These procedures must cover all aspects of the leave clerk's duties and responsibilities.

## LEGAL

**Legal:** Guidance: Use ref (d) Legal admin manual for guidance, along with the below Personnel Admin Advisories PAA's for clarification:

1. Clarifying guidance:
  - a. PAA 02/11 - Correction to PRO/CON Reporting Requirements
  - b. PAAs 09/11, 10/11 & 12/11 - Promotion Restriction Page 11 format.
  - c. PAA 06/12 and PAA 07/12 UPB Processing, Distribution, and Updates in the ESR.
  - d. PAA 04/13 Promotion Restrictions for Administrative Separations (Misconduct).
  - e. PAA 06/14 Location of forms/documents and Table 5-1referenced in MCO P5800.16A.
2. Non-Judicial Punishment: First NJP authority cannot be delegated. "Acting" commanding officers may not hold NJP based solely on their "Acting" status. At the time NJP is imposed, the commanding officer must be subject to the UCMJ (**on IDT status or on orders**). Before imposing NJP or convening a court-martial, the commanding officer must ensure the following requirements are met.
  - a. The accused must have been subject to the UCMJ at the time of the commission of the offense.
  - b. The accused must be subject to the UCMJ at the time of the NJP or trial by courts-martial.
  - c. To be "subject to the UCMJ", the reservist must be either:
    - 1) On active duty or ADT.
    - 2) On IDT.
  - d. In addition, to be subject to the UCMJ, the reservist must not have been discharged from all military service obligations before committing the offense or before the imposition of NJP or commencement of courts-martial proceedings.
  - e. The authority that sets forth the maximum punishments at NJP can be found in par. 5, Part V, MCM.
  - f. These punishments are broken down into punishments imposed upon officers and punishments imposed upon enlisted by company grade and field grade officers.
    - 1) The maximum permissible punishments that can be awarded by any individual authorized to preside over NJP punishment proceedings are as follows:
      - a) Forfeitures awarded during NJP cannot exceed the maximum allowable amount; 1/2 months' pay for two months when imposed by a field grade

officer and 7 days' pay when imposed by a company level officer.

- b) Majors who are company commanders may award forfeitures for field grade officers; however, they cannot reduce a Marine unless they have been granted special promotion authority.
- c) Forfeitures amounts are based upon the base pay for the reduced grade **even if the reduction is suspended.**
- d) Battalion: Reduction of one rank for sergeants and below, forfeiture of half months pay for 2 months, 45 days restriction and 45 days extra duty to run concurrently, or 60 days restriction in lieu of 45 days restriction and 45 days extra duty.
- e) Company: Forfeiture of 7 days' pay for 1 month, 14 days restriction and 14 days extra duty, or 7 days Correctional Custody Unit (E-3 and below) in lieu of any restriction or extra duty.

g. Each Co/Det is required to maintain a Unit Punishment Book (UPB) binder for each calendar year; all UPBs must be filed alphabetically within the binder.

h. All UPBs must be prepared in accordance with paragraph 3008.5 of MCO P5800.16A. All UPB's will be created at the **Battalion level**, but the package to include the notes taken, [charge sheets](#), [article 31 rights](#) will be submitted as one document for the Battalion to create the [UPB](#).

i. Sample UPB Package linked [UPB](#)

j. All transcripts (supporting documentation) must be filed with the UPB within the command's UPB binder.

k. The office hours guide created during the NJP proceedings will be included, along with copies of the promotion restriction and 6105 counseling page 11's, the naval drug lab message (if applicable), and any civil court adjudication paperwork.

1. UPB documents Distribution and tracking:

- 1) Copy to Battalion S-1 and report on Unit Diary.
- 2) Battalion S-1 will also forward a copy to CMC (MMSB) for inclusion in the Official Military Personnel File. Original in the UPB binder (maintain for 2 plus current.)
- 3) Copy to Marine, Marines will initial of the UPB to indicate receipt of the UPB.
- 4) Submit a copy of the UPB with the promotion restriction page 11 to the S-1 for MCTFS reporting within 3 days of the NJP.
- 5) Once all unit diary action has been completed by the S-1: Annotate block 17

of the original UPB with UD number and date.

- 6) Validate that the completed copy of the UPB and associated promotion restriction page 11 entry has been input into ESR.
- 7) The S-1 must verify the correctness before acceptance, so it is important to thoroughly review the UPB for accuracy before submission to the S-1. Supervisory personnel must ensure any corrections made are on the original copy maintained at the unit and the corrected copy is provided to the S-1 for unit diary reporting and ESR update. This will ensure the copy in the ESR matches the original at the unit.

### 3. Vacation of Suspended Punishment:

- a. If a Marine who was awarded punishment and any portion of the punishment was suspended at the NJP but is later vacated, you must:
  - 1) Prepare a vacation letter for the Commander who imposed the NJP per MCO P5800.16A, paragraph 3009. The letter should provide details of what punishment is being vacated and the effective date.
  - 2) Update the original UPB on file by entering the appropriate information from the vacation letter in block 16. MCO P5800.16A, paragraph 3008.Sp.
  - 3) Forward a copy of the vacation letter and a copy of the UPB with block 16 updated to the S-1 for MCTFS reporting and ESR update. Ensure the updated UPB has been prepared per PAA 7-12, paragraph 6.
- b. Unit legal personnel must ensure all unit diary action has been properly reported in the MCTFS. This can be accomplished by reviewing the following screens in MCTFS:
  - 1) D119 - NJP or Court Martial date
  - 2) D905 - Time lost
  - 3) D925 - NJP Forfeitures
  - 4) D990 - Court-Martial forfeitures (Also contains the Convening Authority's action) GRAD - Reduction and promotion restrictions.
  - 5) AWDS - Good Conduct Medal commencement date.
  - 6) TROS - Reduction proficiency and conduct marks.
  - 7) TRS Remarks - Time Lost and Confinement dates.
  - 8) The above screens will be printed (when applicable) and file with the UPB.

4. 6105/Page 11 entries:

- a. The following are common occasions that require a promotion restriction page 11 entry:
- b. NJP, Court-Martial, Administrative Separation (misconduct), Testing positive for illegal drugs, Drug Possession, Pending Civil Court Charges, DWI/DUI Conviction, Reckless Driving Conviction, and Conviction of a misdemeanor or felony charge.
- c. All 6105 entries must be signed by the commander with promotion authority or Battalion level or higher, unless delegated down in writing.

5. Promotion Restriction reporting:

- a. To avoid erroneous promotions, pending DWI/DUI or any other civil court charges need to be tracked on the legal report.
- b. These Marines must be "not recommended" for promotion once the promotion restriction period expires from the NJP while the civil charges are still pending adjudication.
- c. Once convicted, the paperwork must be submitted to the S-1 for the 12-month promotion restriction.
- d. The effective date of the 12-month promotion restrictions the date of conviction for the DWI/DUI.
- e. Note: If the Marine is found not guilty or charges are reduced to a misdemeanor the Marine may rate a remedial promotion (Charges dismissed) or a lesser promotion restriction for a misdemeanor (charges reduced).
- f. For positive drug use results, the drug lab message must be submitted to the S-1 to report the 18-month promotion restriction within 3 days. The promotion restriction will be reported once the page 11 is signed.
- g. Note: The promotion restriction will change to 12 months during the administrative separation process when the S-1 is notified. See PAA 11-14 concerning promotion restriction page 11 entry requirements.
- h. The command's legal report should be compared to the promotion recommendations each month to ensure Marines pending civil court action, NJP, or Court Martial are not recommended for promotion.

6. Administrative Separations: Administrative Separations via CLA is an integral part of maintaining good order and discipline. It is very important that units maintain positive control of the process as

well as understand its intricacies, due to the time sensitive items related to the process. Units will:

- a. Run via Unit diary the Administrative Separation 12-month promotion restriction if due to misconduct, unsatisfactory performance, alcohol rehabilitation failure, domestic violence, child abuse, weight control failure, etc.
- b. The effective date of promotion restriction is the date the Commander notifies the Marine of their intent to separate. If the Marine's acknowledgement of rights (AOR) and CO notification letter are different, the effective date will be the date of the Marine's acknowledgement of rights. MCO P1400.32D, paragraph 1204.4v and PAA 04/13 applies. For Reserve Marines it will be the date the Marine signs the AOR or the date of notification for those Marines who are in Unauthorized Absence and 20 days have passed since receipt of notification, this includes those "Return to Sender" cases.
- c. For active-duty Marines the promotion restriction will also terminate discretionary allotments and update the POE code to reflect EFT vice direct deposit to reduce the out of service debt incurred as applicable.
- d. Once the Commander has made the decision to separate the Marine you must immediately have the Marine scheduled for a final physical and to complete the TAMP/TAP training for active-duty Marines.
- e. Ensure that a complete copy of the Marine's package is made prior to forwarding it to higher headquarters; this package must be maintained in the correspondence files for current year plus two at each Co/Det

f. Reduction JEPES Occasions:

- 1) JEPES occasions are certified by the Battalion CO via established procedures.
- 2) All Marines that are reduced to the rank of LCpl and below must have reduction occasions entered in MOL by the respective Co/Detachment
- 3) The effective date of these occasions is the day prior to the reduction date. \*See MCO P1070.12K, Table 4-3, rule 38.
- 4) The legal clerk or Senior Enlisted Advisor (SEA) will create the occasion in MOL to ensure the marks are reported and on the correct dates. Particular attention must be made when reductions at Court- martial are effective.

7. Command Legal Action (CLA): Marine Corps Administrative Separations (AdSep) is a very detail and through process. This process if done correctly helps promote good order and discipline to Enlisted Marines and serves to discharge those Marines not adhering to Marine Corps standards. All Reserve and Active-Duty Separations will be created and processed via CLA. This system is located and can be accessed via MOL.

## 8. Roles and Responsibilities:

- a. Preparer- the Marine who prepares the Notification of Separation Package (NOSP) and the MCEAS package for certification by the Certifier (Admin Clerk).
- b. Certifier Reviewer- Someone that reviews the package before the Commander/I-I at the Co/Det level sees it. (Co/Det 1stSgt/SEA or Admin Chief if necessary).
- c. Certifier - Commander/I-I at the Co/Det level who certifies that the CLA package is complete (Company CO/I&I).
- d. Endorser Reviewer - Someone at a higher command level than the unit that reviews the package before the Endorser sees the package. (Battalion XO/SgtMaj/I-I SgtMaj/Asst I-I).
- e. Endorser - Commander/I-I above the unit level that endorses the CLA package. (Battalion CO/I&I) (Company CO who has detachments under them).
- f. Classes on CLA roles and how to, can be found via this link:  
<https://eis.usmc.mil/sites/missa/knowledge/Training%20Content/MCTFS%20FOS%20access%20SOP.aspx>
- g. The CLA application is located within MOL under the "Resources" tab titled CLA. To obtain access to this system a DD Form 2875 (SAAR) "Locked" is required IAW Ref (e). Prior to completing the SAAR form, the annual USMC Cyber Awareness Training Course Number CYBERM0000 must be completed and up to date. Once the SAAR form is completed with the appropriate signatures it is then sent to the admin clerk to MISSO for approval. Once approved, MISSO will send an email to the individual with password to access the system. Once the password is used the account is now active and will be directly tied into the MOL account and no future passwords are needed.
- h. The CLA application provides the individual users with all required documents and functionalities which are located on the homepage. It also provides a link to Marine Forces Reserve (MFR) Legal SOP, CLA Roles and Separation Basis Checklist. These checklist and links will be used as the main source for future updates outside of the individual battalion policies.

## Initiating a Package

1. All packages will be initiated in a timely manner to avoid delay in processing. The following are provided as examples:
2. Unsatisfactory Participation
  - a. Initiated the day of the 9<sup>th</sup> UA
  - b. Character statements completed by SMCR Leadership



c. UA contact sheets and unsatisfactory participation letters obtained

3. Misconduct – Drug abuse

- a. Initiated the day positive results from a urinalysis is received
- b. Initiated the day any other source documentation regarding drug abuse is received (police report)

4. Commission of a Serious Offense

1. Initiated the day source documentation received and after referring to the SJA to ensure offense warrants an administration separation package

\*Factual basis for separation should be a short concise statement as to why the Marine is being separated. There is no need to tell the whole story in this section. The Certifier can elaborate in his comments on the Commander's letter. (ex: SNM has reached 9 UA's in a 12 month period, SNM tested positive for THC on urinalysis conducted on 18 Sep 20)

\*A package should be in draft status no longer than 48 hours.

**Notification Process**

Once all the paperwork generated from CLA is printed and signed, MAKE A COPY! There are a few ways a Marine can be notified:

1. In person (must sign personal receipt of notification)
2. By mail (must be mailed CERTIFIED/RESTRICTED DELIVERY) Make copies of the front and back of the envelope. Screenshot the Marine's address from MCTFS to show the package was mailed to the correct address at that time
3. Email (this does not count as a valid attempt to notify unless the Marine responds with the completed Acknowledgement of Rights)
4. The following will be included in the notification paperwork regardless of notification attempt method:
  - a. Notice of Separation Proceedings signed by the site I-I
  - b. BCNR/NDRB
  - c. Acknowledgement of Rights
  - d. Personal Receipt of notification (only if notifying in person)
  - e. NAVMC 11378 Notice to Terminate SGLI (unsatisfactory participation packages)
  - f. AdSep page 11
  - g. A Reservist has 20 days to respond from the date they were notified of the separation proceedings. (Date notified in person, date delivered via PS Form 3811 and signed by Marine) In those 20 days, documents can start being uploaded to the package:
    - 1) Signed notification provided to Marine
    - 2) Character statements
    - 3) SRB pages (in order listed in CLA, redact all PII other than the Marine's)
    - 4) MCTFS screens (in order listed in CLA)

- 5) NAVMC 11378 (if appl.)
- 6) The Separation History and Physical Exam (SHPE)
- 7) For drug abuse packages, positive test results and required documents from the SACO

**\*FAST checklist** will be utilized for the entire AdSep Process to ensure all actions are complete to include unit diary entries required:

- 1) Promotion restriction (pending AdSep 12 months) (drug abuse requires an additional promotion restriction)
  - 2) Strength Cat X (when package is forwarded to SJA level)
  - 3) Administrative Reduction (if a Cpl or above and receives an Other Than Honorable discharge)
  - 4) Drop
1. The following identifies the battalion's timelines on AdSep packages. If done correctly all CLA packages should be processed through the battalion within 30-45 days of creation.
  2. AdSep package is created at the site level and sent to the certifier. Once at the certifier level the BN Legal Clerk will review for discrepancies. If no corrections are needed it will be stamped reviewed in CLA. (**20 to 30 days** depending on type of notification).
    - a. BN Legal Clerk will review and take initial action on the package within 2-5 days (steady state), or within 2 weeks (during times of heavy traffic).
    - b. BN Legal Clerk will reconcile any errors/omissions in the packages with the sites. If the package is sent back for corrections the site will have 5 days to correct the package and return to BN.
    - c. Once the package is free of errors/omissions, the Legal Clerk will enter in a draft commander's comments.
    - d. Legal Clerk will forward the package in CLA to the Battalion PersO/Adjutant for review.
    - e. The Personnel Officer/Adjutant will review the package in CLA, and will either approve, revise, or reject the package. If it's rejected, the PersO or Adjutant will provide specific information as to the reason.
    - f. Once the package is reviewed by the PersO/Adjutant, it will be routed to the BNCO for review/signature.

### **Command Legal Action (old MCEAS) verbiage templates:**

#### **Unsatisfactory Participation**

PACKAGE ID: 7087

NAME: JONES, J.K.

TYPE: 9 OR MORE MISSED DRILLS

<Insert Marine Name Here> is recommended for administrative separation due to unsatisfactory participation in the Ready Reserve. SNM has been unexcused from <insert number of missed drills> regularly scheduled drills (as of DD MMM YY) within the last 12 months and has made no attempts

to rectify his status. His current chain of command has made numerous attempts to encourage him to return

through certified mail, and through monthly phone calls. SNM has had no combat service or deployments and has not been diagnosed with PTSD or TBI. He is exempt from the medical evaluation requirement of MARADMIN 396/15.

Recommended character of service is (Other Than Honorable.)

### **PFT Failures**

PACKAGE ID: 7087 NAME:

JONES, J.K.

TYPE: UNSATISFACTORY PERFORMANCE- PFT FAILURES

<Insert Marine Name Here> is recommended for administrative separation due to unsatisfactory performance. SNM has failed two consecutive physical fitness tests. He has been counseled per paragraph 6105 and has not responded to counseling. SNM has had no combat service or deployments and has not been diagnosed with PTSD or TBI. He is exempt from the medical evaluation requirement of MARADMIN 396/15.

Recommended character of service is General (under Honorable conditions).

### **BCP Failure**

PACKAGE ID: 7087 NAME:

JONES, J.K.

TYPE: UNSATISFACTORY PERFORMANCE- BCP FAILURE

<Insert Marine Name Here> is recommended for administrative separation due to unsatisfactory performance. SNM has failed the Body Composition Program (BCP). He has been evaluated by a medical physician who determined that weight gain was not due to an underlying cause or disease and found fit for assignment to the BCP. He has been counseled per paragraph 6105 and has not responded to counseling. SNM has had noncombat service or deployments and has not been diagnosed with PTSD or TBI. He is exempt from the medical evaluation requirement of MARADMIN396/15.

Recommended character of service is General (under Honorable conditions).

### **Drug Abuse**

PACKAGE ID: 7087

NAME: JONES, J.K.

TYPE: DRUG

ABUSE

<Insert Marine Name Here> is recommended for administrative separation due to misconduct (drug abuse). SNM tested positive for <insert drug here> on <insert date here> (XXX ng/ml) with a cut off value of XX ng/ml. SNM is a drug user and there is no reason to believe he has any potential for rehabilitation. SNM has been screened for drug dependency and requires no further treatment. SNM has had no combat service or deployments and has not been diagnosed with PTSD or TBI. He is exempt from the medical evaluation requirement of MARADMIN 396/15.

Recommended character of service is (Other Than Honorable.)

**Commission of a Serious Offense (COSO)**

PACKAGE ID: 7087

NAME: JONES, J.K.

TYPE: COMMISSION OF SERIOUS OFFENSE

<Insert Marine Name Here> is recommended for administrative separation due to commission of serious offense. SNM has been arrested by the civilian authorities and charged with <insert charge(s) here>.

SNM has had no deployments or combat service and is exempt from the medical evaluation requirement of MARADMIN 396/15.

Recommended character of service is (Other Than

Honorable.) Alternate MARADMIN 328/10 Statements:

Per MARADMIN 328/10, SNM has (been mobilized or) had a combat deployment but has failed to attend scheduled appointments for PTSD and TBI. The command has screened his medical records and there is neither indication of a diagnosis nor symptoms of PTSD and TBI. He is exempt from the medical evaluation requirement of MARADMIN 396/15.

Per MARADMIN 396/15, SNM has been mobilized or deployed and a medical evaluation was required. SNM was screened and has not been diagnosed for PTSD or TBI.

1. If SNM has been diagnosed with TBI or PTSD, there is no template. Each one of those is a case-by-case basis
2. Unit legal personnel must ensure all unit diary action has been properly reported in the MCTFS. This can be accomplished by reviewing the following screens in the MCTFS:
  - a. D119 - NJP or Court Martial date
  - b. D905 - Time lost
  - c. D925 - NJP Forfeitures
  - d. D990 - Court-Martial forfeitures (Also contains the Convening Authority's action) GRAD - Reduction and promotion restrictions.
  - e. AWDS - Good Conduct Medal commencement date.
  - f. TROS - Reduction proficiency and conduct marks.
  - g. TRS Remarks - Time Lost and Confinement dates.
  - h. The above screens will be printed (when applicable) and file with the UPB.
1. 6105/Page 11 entries:
  - a. The following are common occasions that require a promotion restriction page 11 entry:
  - b. NJP, Court-Martial, Administrative Separation (misconduct), Testing positive for illegal drugs, Drug Possession, Pending Civil Court Charges, DWI/DUI Conviction, Reckless Driving Conviction, and Conviction of a misdemeanor or felony charge.

2. Promotion Restriction reporting:

- a. To avoid erroneous promotions, pending DWI/DUI or any other civil court charges need to be tracked on the legal report.
- b. These Marines must be "not recommended" for promotion once the promotion restriction period expires from the NJP while the civil charges are still pending adjudication.
- c. Once convicted, the paperwork must be submitted to the S-1 for the 12-month promotion restriction.
- d. The effective date of the 12-month promotion restrictions the date of conviction for the DWI/DUI.

Note: If the Marine is found not guilty or charges are reduced to a misdemeanor the Marine may rate a remedial promotion (Charges dismissed) or a lesser promotion restriction for a misdemeanor (charges reduced).

- e. For positive drug use results, the drug lab message must be submitted to the S-1 to report the 18-month promotion restriction within 3 days. The promotion restriction will be reported once the page 11 is signed.

Note: The promotion restriction will change to 12 months during the administrative separation process when the S-1 is notified. See PAA 11-14 concerning promotion restriction page 11 entry requirements.

- f. The command's legal report should be compared to the promotion recommendations each month to ensure Marines pending civil court action, NJP, or Court Martial are not recommended for promotion.

3. Administrative Separations: Administrative Separations via CLA is an integral part of maintaining good order and discipline. It is very important that units maintain positive control of the process as well as understand its intricacies, due to the time sensitive items related to the process. Units will:

- a. Run via Unit diary the Administrative Separation 12-month promotion restriction if due to misconduct, unsatisfactory performance, alcohol rehabilitation failure, domestic violence, child abuse, weight control failure, etc.
- b. The effective date of promotion restriction is the date the Commander notifies the Marine of their intent to separate. If the Marine's acknowledgement of rights (AOR) and CO notification letter are different, the effective date will be the date of the Marine's acknowledgement of rights. MCO P1400.32D, paragraph 1204.4v and PAA 04/13 applies. For Reserve Marines it will be the date the Marine signs the AOR or the date of notification for those Marines who are in an Unauthorized Absence and 20 days have passed since receipt of notification, this includes those "Return to Sender" cases.
- c. For active-duty Marines the promotion restriction will also terminate discretionary allotments

and update the POE code to reflect EFT vice direct deposit to reduce the out of service debt incurred as applicable.

- d. Once the Commander has made the decision to separate the Marine you must immediately have the Marine scheduled for a final physical and to complete the TAMP/TAP training for active-duty Marines.
- e. Ensure that a complete copy of the Marine's package is made prior to forwarding it to the higher headquarters. This package must be maintained in the correspondence files for current year plus two in the Battalion legal files.

4. Reduction JEPES Occasions:

- a. Pro/Con Marks are certified by the Battalion CO disestablished procedures.
- b. All Marines that are reduced to the rank of LCpl and below must have reduction pro/cons entered in MOL by the respective Co/Det.
- c. The effective date of these marks is the day prior to the reduction date. \*See MCO P1070.12K, Table 4-3, rule 38.
- d. The legal clerk or Senior Enlisted Advisor (SEA) will create the occasion in MOL to ensure the marks are reported and on the correct dates. Particular attention must be made when reductions at Court-martial are effective.

5. Command Legal Action (CLA): Marine Corps Administrative Separations (AdSep) is a very detail and through process. This process if done correctly helps promote good order and discipline to Enlisted Marines and serves to discharge those Marines not adhering to Marine Corps standards. All Reserve and Active-Duty Separations will be created and processed via CLA. This system is located and can be accessed via MOL.

a. Roles and Responsibilities:

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- (4) Endorser Reviewer - Someone at a higher command level than the unit that reviews the package before the Endorser sees the package. (Battalion XO/SgtMaj/I-I SgtMaj/Asst I-I).
- (5) Endorser - Commander/I-I above the unit level that endorses the CLA package.

(Battalion CO/I&I) (Company CO who has detachments under them).

(6) Classes on CLA roles and how to, can be found via this link:

<https://eis.usmc.mil/sites/missa/knowledge/Training%20Content/MCTFS%20FOS%20Access%20SOP.aspx>

6. The CLA application is located within MOL under the "Resources" tab titled CLA. To obtain access to this system a DD Form 2875 (SAAR) "Locked" is required IAW Ref (e). Prior to completing the SAAR form, the annual USMC Cyber Awareness Training Course Number CYBERM0000 must be completed and up to date. Once the SAAR form is completed with the appropriate signatures it is then sativa the admin clerk to MISSO for approval. Once approved, MISSO will send an email to the individual with password to access the system. Once the password is used the account is now active and will be directly tied into the MOL account and no future passwords are needed.
7. The CLA application provides the individual users with all required documents and functionalities which are located on the homepage. It also provides a link to Marine Forces Reserve (MFR) Legal SOP, CLA Roles and Separation Basis Checklist. These checklist and links will be used as the main source for future updates outside of the individual battalion policies.



## **Limited Duty Coordinator/Medical**

**Medical and Limited Duty Coordinating Responsibilities:** A Limited Duty Coordinator (LDC) must be appointed in writing by the Co/Det I-I/Commanding Officer/OIC; this individual must be a SSgt/E6 or above. The LDC does not have to be an administrator, but due to lack of resources on I-I duty, normally the Admin Chief will be assigned as the LDC. A LDC must be appointed in writing by an O5 or above.

1. **Documentation:** The Limited Duty Coordinator must ensure all documentation placing a Marine on limited or placing the Marine in full duty status is forward to the S-1 for unit diary reporting.

- a. NAVMED 6100/5 Form is used to place a Marine on limited duty.
- b. NAVMED 6100/6 Form is used to return a Marine to full duty.
- c. All LOD (Line of Duty), TNPQ (Temporarily Not Physically Qualified), and NPQ (Not Physically Qualified) reserve members must be tracked and submitted via MCMEDS. All submission forms and necessary documentation are located in the MCMEDS module in RTAMMS.
- d. Standard letter correspondence will be used in case of reserve Marine templates are available in the medical resources in the Battalion SharePoint via the below link. [https://usmc.sharepoint-mil.us/sites/4MLG\\_CLR45-CLB451/S1](https://usmc.sharepoint-mil.us/sites/4MLG_CLR45-CLB451/S1)

2. **Tracking**

- a. Each Co/Det must have a process in place to identify and track those Marines who are in a limited duty or any medical status.
- b. This process includes maintaining copies of all limited duty and medical documents for each Marine assigned to any medical status. This includes at a minimum; the NAVMED 6100/5, NAVMED 6100/6, EAS letters signed by the CO, extensions of enlistment, non-medical assessments, and any communications with CMC (MMSR-4).
- c. The LDC must coordinate with the LDC at the MTF, the Co/Det 1stSgt or SEA, or the individual Marines when it is time for their re-evaluation 60 days prior to expiration of the limited duty period.
- d. The LDC must document how they are contacting each Marine during this process. This is normally noted on a limited duty tracking report.

3. **Validation:**

- a. Each month the Limited Duty Coordinator must compare the information in the MCTFS with the documentation on hand. In order to accomplish this, the LDC should pull a limited duty report from Report Net each month and compare the information from the report with the

documentation at the unit. At least monthly the LDC must reconcile all Marines who are in a limited duty code "X" (expired) status.

b. The LDC must submit any updated documents to the S-1 for UD reporting and request missing updated documents from the S-1 to update their case files.

c. Assistance with extracting reports from Report Net can be obtained from the MISSO or S-1

d. The Limited Duty Coordinator must notify CMC (MMSR-4), via the LDC of the MTF, when Marines have been in a limited duty status for more than 12 months. At a minimum, they must submit a copy of the most recent NAVMED 6100/5 and a non-medical assessment (NMA).

4. Administrative Separations or Punitive Discharge:

a. The unit must notify CMC (MMSR-4), via the LDC of the MTF in any case where a Marine who has a medical board pending at the Physical Evaluation Board (PEB) and becomes the subject of an administrative separation for misconduct or a punitive discharge (pending SPCM/GCM).

b. Coordinate with the MTF LDC to notify CMC (MMSR-4) immediately if the Marine's Medical Board is pending at the Physical Evaluation Board (PEB). i.e. Marines with the duty limit code of "V" or "Y").

c. This can be accomplished via message to CMC (MMSR-4) or by-mail with attached documents to CMC (MMSR-4) Attention: MMSR-4. Attached documents include the Commander's notification to the Marine of intent to administratively separate the Marine or a copy of the Request for Legal Services (RLS) referring charges for a SPCM or GCM).

5. The Co/Det must have procedures to track the status of each Marine within the unit who has been wounded in Action or received a wound, injury or disease while in a Combat Zone Tax Exclusion (CZTE) area to ensure these Marines receive the correct pay and entitlements.

6. Each Co/Det must have written internal control procedures for their Disability Evaluation System process. These procedures must include billet responsibilities, monthly report procedure, document flow within the office, and relationship with other organizations and services.

## **Marine Resource Order Writing Service (MROWS)**

**MROWS**: The Marine Resource Order Writing Service (MROWS) automates the entire Reserve order writing process from the initial request for orders through the liquidation of those orders and includes the ability to track orders throughout the process. The tracking provides information within the routing process such as:

- a. Where the orders request is?
  - b. How long it has been in each step?
  - c. Who completed the action at each step?
1. MROWS is permission and role based automated order writing system for the Marine Corps Reserve (Selected Marine Corps Reserve (SMCR), Individual Mobilization Augmentee (IMA), Individual Ready Reserve (IRR), and Retired) which brings the individual reservist on duty in support of the reserve and active components. MROWS current logic supports the business rules and life cycle of the following call to duty and training order types:
- a. Active-Duty Operation Support (ADOS) (Active and Reserve)
  - b. Activation/Partial Mobilization
  - c. Non-Paid ADOS - Points Only
  - d. Annual Training (AT)
  - e. Appropriate Duty
  - f. Associate Duty
  - g. Funeral Detail
  - h. Inactive Duty Training (IDT)
  - i. Legal Hold
  - j. Medical Hold
  - k. Military Occupational Service (MOS) Schools
  - l. Professional Military Education (PME) Schools
  - m. Reserve Counterpart Training (RCT)
  - n. Mobilization Screening
  - o. Extended Active Duty (EAD) Recruiting

Additionally, MROWS acts as a cost computation estimate tool for pay and allowances, travel, and per diem costs based on various business rules for each individual order created within the system.

## 2. Orders Life Cycle

- a. The MROWS life cycle consist of the following areas:

- (1) Request Entry- Typically the role for an administrative clerk
  - The order process begins when the order writer generates a request for individual orders or Mass/Members Travel Together on orders. MROWS generates an order tracking number. The request entry process uses the Marine's MCTFS data for various information and hard hold triggers for the order. Itineraries are built utilizing dates and locations by the order writer, and these are utilized for the travel and per diem cost computations. These dates are also used to determine the length and location of the order for the applicable pay and allowances computation.
- (2) Hard Holds/Waivers (various business validation logic applied determines applicable approval role) - if applicable
  - MROWS enforces certain business rules based on MCTFS data or MROWS rules and counter that will create additional routings for the pending order which must be approved for that document to be authenticated and considered official.
- (3) Security - if applicable
  - If the member requires a certain level of security via the orders request, the request is routed to Security. Security personnel validate that the member possesses the appropriate level of security required by the orders request and attached appropriate comments, if applicable.
- (4) Reservations - if applicable
  - Based on the request for orders, the Reservations Office updates the requests with the necessary airline and rental car reservations and the estimated travel costs and attaches comment, as appropriate. Any other additional information relating to the member's travel or transportation is addressed this point.
- (5) Fund Approval - if applicable
  - Requests are routed to Fund Approval to ensure funding is available and obtain financial approval for the member to perform the duty. Fund Approvers are identified by the Comptrollers when the funds are allocated or sub-allocated. Upon fund approval the orders are recorded as a commitment to MROWS.
- (6) Authentication
  - The authenticating unit has administrative control of the travel. The Authenticator should have "By Dir" authority. The request is routed to this role for final approval and funding availability to perform the duty. Once authenticated, the request is an official set of orders. The authentication action will cause the previous commitment to be obligated in MROWS

## **Mobilization**

**Mobilization**: This is a means to bring a SMCR Marine on or retain on active-duty orders to support a military operation. Mobilization is a lengthy and time-consuming process, but if the following steps and information are followed it can make a big difference in the outcome. Please click the link to find utilize the Mobilization [FAST](#) Checklist

**\*Note\*** Please utilize the FAST Checklist throughout the entirety of the mobilization to ensure the Marine(s) are accurately and efficiently taken care of. For further guidance on processes and procedures please utilize the following [Personnel Readiness Checklist](#)

1. There are a total of six phases in the mobilization process:
  - a. Phase 1: Pre-Activation begins upon notification of any contingency operation to include a requirement set forth by the CMC. You will receive an activation message that will state what units are mobilizing and under what RUC and MCC. This phase also includes the Pre- Mobilization which is the coordination between the administrators and the Marines to be mobilized. This is where the command will screen the Marines to ensure they are fit to mobilize. The following items are requirements that must be met to ensure a Marine can successfully mobilize:
    - (1) [Mobilization Audit](#)
    - (2) Audit (TBIR, TBTR, TEDU, TRED, RT07) opt M
    - (3) GTCC with new statement of understanding
    - (4) DTS active-duty profile and DTS reserve profile
    - (5) Certified family care plan if applicable
    - (6) An accurate primary residence
  - b. Phase 2: Activation begins once the Marines report to their HTC for activation and screening. During this phase you will join the Marine to the active-duty roles laid out in the message. You will need to ensure that the RUC/MCC combination is built into MCTFS before this point. The day for before the Marines reporting in you will reporting the transfer on diary. Upon the Marines reporting in you will report the following:
    - (1) Join
    - (2) Reporting/Detaching endorsement
    - (3) Perstempo (if outside local commuting distance)
    - (4) FSA-T (if outside local commuting distance and have proper dependents)
    - (5) BAH (with zip code for primary residence)
    - (6) Conus Cola (with zip code for primary residence)
    - (7) Uniform allowance to include officers
    - (8) DTS-R Authorization and Voucher for while at HTC
    - (9) DTS active-duty authorization for travel to ILOC
  - c. Phase 3: Force integration and deployment begins once you transfer the Marines TAD to the gaining force command. During this phase the Marines will be transported to the intermediate location (ILOC). You will report the following:

- (1) TAD Excess
- (2) Perstempo (for all Marines that are inside commuting distance and city limits)
- (3) FSA-T (for all Marines that are inside commuting distance and city limits)
- d. Phase 4: Deployment phase begins once the Marines reach their respective area of operations
- e. Phase 5: Redeployment begins once the Marines depart the AOR and make movement to the ILOC for demobilization.
- f. Phase 6: Deactivation begins once the Marines arrive back at the HTC. During this phase you will initiate all the following and it will be done in 5 Days:
  - (1) [Demobilization audit](#)
  - (2) All reporting/detaching endorsements from the ILOC
  - (3) From TAD
  - (4) Stop perstempo (if within the local commuting distance upon arrival at HTC)
  - (5) Stop perstempo day of departure from HTC (if outside the commuting distance)
  - (6) Stop FSA-T Day of arrival at HTC (if within the local commuting distance upon arrival at HTC)
  - (7) FSA-T Day of departure from HTC (if outside the commuting distance)
  - (8) DD-214
  - (9) Leave while awaiting separation orders to include leave days
  - (10) DTS active-duty Voucher for while mobilized
  - (11) DTS-R Authorization and Voucher for time at HTC to HOR

## **ODSE REPORTS**

**ODSE Reports:** The reports module is built within MOL. It gives users the ability to pull an abundance of information that is useful to administrators and the commanders they work for. In order to gain access you must first fill out a SAAR form located here ([SAAR](#))

1. Once access is granted you will navigate your way to the module by doing the following:
  - a. Login to MOL
  - b. Select the tab at the top of the page called Reports
2. Once you have successfully logged into reports for the first time you will navigate your way to creating a basic report by following the guide here ([Basic Report](#))
  - a. The ability to create a standard report is crucial to the success of the admin shop. The most basic standard report is the Alpha Roster.
  - b. You can use the alpha roster as a template to create any other report needed.
  - c. The alpha roster will have the following fields attached to it:

(a) Rank	(g) MCC
(b) Last Name	(h) Reserve RUC
(c) First Name	(i) Reserve MCC
(d) EDIPI	(j) Duty Status
(e) Unit Name	(k) Strength Category Code
(f) RUC	
3. Once you have the alpha roster built you can then add a prompt to look up all information by the Admin RUC
4. From this point on you can use the roster to create any roster you need all it takes is adding different fields to the rosters
5. The following rosters have been built already and can be copied and shared:
  - a. Alpha Roster
  - b. 9 and Over UA Roster
  - c. Primary Residence Roster
  - d. Select Grade Roster
  - e. Bad Pay Code Roster
6. Weekly Reports
  - a. Joins Report
  - b. Un-submitted Vouchers (DTS)
  - c. Perstempo Report (DTS)
  - d. Depart Status Report (DTS)



7. Monthly Reports
  - a. Pay Report
  - b. Member married to member Report
  - c. Dependent over 21 Report
  - d. Basic allowance for housing report
  - e. IPP Report
  - f. Travel Claims Report

## **MOL PERMISSIONS**

**Permissions:** Permissions are built into the management module within MOL. They give the commander the ability to manage his command by delegating certain permissions down to his staff so he can manage them. The permissions within this module range anywhere from approving leave to appropriately granting permissions on behalf of the commander. In order for a commander to gain permissions the administration section must submit an assumption of command letter template located here [Assumption of Command](#)

### 1. MOL

#### **All Reports (Unit Leaders > View Reports) Permission**

All Reports Viewer	Provides authorized users the ability to view Personal Information reports on members within the granted organization scope.
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#### **Awards SubModule (Unit Leaders > Awards) Permission**

GCM/SMCR Award Approval	Provides authorized users the ability to approve MCGCM and SMCRM on enlisted Marines. Note: Personnel attached TAD/FAP must be approved by the parent unit.
GCM/SMCR Award Review	Provides authorized users the ability to view enlisted Marines eligible for the MCGCM or SMCRM in a given month.
GCM/SMCR Certificate Print	Provides authorized users the ability to generate the respective certificate for enlisted Marines approved for the MCGCM or SMCRM in a given month.

#### **BIC Assignment (Unit Leaders > BIC) Permission**

BIC Assignment Approver	Provides authorized users the ability to report Billet Assignment Code (BIC) changes on Marines, Civilians, and Navy personnel assigned or FAP to an active duty unit. Reserve designated units have the ability view current BIC assignments (Reserve BIC) but not report changes through Marine OnLine.
BIC Assignment Viewer	Provides authorized users the ability to view BICs on Marine, Civilian, and Navy personnel assigned for FAP to an active duty or reserve designated unit.

#### **EPAR Unit Leader (Unit Leaders > Unit EPAR) Permission**

EPAR Unit Leader Approver	Provides authorized users the ability to create a new EPAR, manage the status, route, or assign an existing EPAR within the assigned permission scope. Approvers can submit an EPAR to IPAC whereas an Active Reviewer cannot.
EPAR Unit Leader Active Reviewer	Provides authorized users the ability to create a new EPAR, manage the status, route, or assign an existing EPAR within the assigned permission scope.

#### **Family Care Plan (Unit Leaders > Family Care Plan) Permission**

Coordinator	Provides authorized users the ability to view current FCP information on unit members and view/comment on FCPs submitted for validation. This permission is assignable by the "FAMILY CARE PLAN COORDINATOR" template only.
Validating Official	Provides authorized users the ability to view current FCP information and validate or return FCPs submitted for validation.

### **Inbound Interview (Travel > Inbound Management) Permission**

Inbound Interview Reviewer	Provides authorized users the ability to a set Report Date for Inbound Marines and review the Inbound Interview. They also have the ability to set additional reporting information.
Inbound Interview Approver	Provides authorized users the ability to approve a Report Date and an Interview for Inbound Marines. They also have the ability to set additional reporting information.

### **JEPES SubModule (Performance > JEPES) Permission**

JEPES Supervisor	Provides authorized users the ability to recommend command input marks and comments. The First Line Supervisor is the first leader in the MRO's reporting chain.
JEPES Evaluator	Provides authorized users the ability to recommend command input marks and comments. The Evaluator is a leader who has direct supervision over the FLS and responsibility for the MRO.
JEPES Reviewer	Provides authorized users the ability to recommend command input marks and comments. The Reviewer is a leader who has direct supervision over the Evaluator and responsibility for the MRO, typically at the company level.
JEPES Senior Enlisted Reviewer	Provides authorized users the ability to make comments and recommendations to the FLS, Evaluator, and Reviewer. The SER is an enlisted leader (E6 or above) who reviews JEPES Worksheets and command input marks for accuracy at the platoon and company levels. However does not have the ability to submit draft marks, return reports, or stop the flow of the evaluation through the reporting chain.
JEPES Command Reviewer	Provides authorized users the ability to make comments and recommendations to the Reviewer and Approver. The Command Reviewer is an enlisted leader appointed by the Approver (O-5 level commander or OIC equivalent) who reviews JEPES Worksheets and command marks for accuracy at the battalion/squadron level. However does not have the ability to submit draft marks, return reports, or stop the flow of the evaluation through the reporting chain.
JEPES Unit Administration	Provides authorized users the ability to assign occasions, establish reporting chains, verify archive data, and assist their commanders in the management of the JEPES in order to ensure that all Marines are properly evaluated.
<b>Leave/Liberty Application (Unit Leaders &gt; Leave/Liberty) Permission</b>	
SLA Approval	Provides authorized users the ability to approval the restoration of leave lost in the previous fiscal year as SLA for Marines eligible under type "D" (Deployment). This permission cannot be delegated by the CO.
SLA Viewer	Provides authorized users the ability view Marines who currently have a lost leave balance in the previous fiscal year that is eligible to be restored, or restoration was denied.

### **PromRec App SubModule (Unit Leaders > Prom Rec) Permission**

Print Promotion Warrant	Provides authorized users the ability generate Promotion Warrants on Select Grade Marines within their assigned permission scope.
Promotion Recommendation Certifier	Provides authorized users (CO) the ability make final recommendations (Rec/Non-REC/WNP) for reporting to the MCTFS. <i>Permission is restricted to Major and above.</i>
Promotion Recommendation Preparer	Provides authorized users the ability the ability to negatively recommend Marines within their assigned permission scope. User can reverse their own negative recommendation on a Marine but only once.
Promotion Recommendation Reviewer	Provides authorized users the ability to positively recommend if a preparer has negatively recommended. Can also negatively recommend Marines within their assigned permission scope.
Promotion Recommendation Viewer	Provides authorized users the ability to view promotion records but cannot make recommendations for Marines within the assigned permission scope.

### **UMSR Join/Drop (Unit Leaders > UMSR) Permission**

UMSR Join/Drop Approver	Provides authorized users the ability to approve gains and losses of unit members to the UMSR within the assigned permission scope.
UMSR Join/Drop Active Reviewer	Provides authorized users the ability to forward gains and losses of unit members to a Join/Drop Approver.
UMSR Duty Status Approver	Provides authorized users the ability to change a unit member's duty status and/or location within the assigned permission scope.
UMSR Morning Report Approver	Provides authorized users the ability to publish the UMSR for the assigned permission scope
Leave/Liberty Approver	Provides authorized users the ability to Approve, Deny, or extend absence requests.
Leave/Liberty Reviewer	Provides authorized users the ability to Recommend, or Not Recommend absence requests.
Leave/Liberty Check In/Out	Provides authorized users the ability to check a Marine out on or back in from an approved absence period.

### **TTS (Unit Leaders > Trouble Tickets) Permission**

Trouble Tickets System	Provides authorized users the ability to create, manage the status, route, or assign an existing trouble ticket within the assigned permission scope.
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## Permissions Matrix

### 1. Active RUC

Billet	MOL	OBI	DTS	GTCC	DTMS*
BN I-I	By Dir Template				
I-I SgtMaj	SgtMaj Template				
BN PersO	IPAC Director (All Active/Reserve Rucs)	UDMIPS Certifier	Authorizing Official	BN Level APC	Certifier
BN Admin Chief	MOL Coordinator Template	UDMIPS Certifier	Authorizing Official	BN Level APC	Certifier
Co I-I	MOL Manager	MOL Approver			
I-I 1stSgt	SgtMaj Template	MOL Approver		Co Level APC	Viewer
Co Admin Chief	MOL Coordinator Template	MOL Certifier	Company Authorizing Official	Co Level APC	Certifier
Det Admin Chief	Admin	MOL Reviewer	Routing Official	Alternate APC	Preparer
Co/Det Admin Clerk	Admin	MOL Reviewer	ODTA	Alternate APC	Preparer

### 2. Reserve RUC

Billet	MOL	DMM	CLA	IDMS	MCMEDS	MROWS
BN CO	By Dir Template	Approver	Endorser			
BN I-I	By Dir Template	Trusted Agent	Endorser			
BN SgtMaj	SgtMaj Template		Endorser Reviewer			
I-I SgtMaj	SgtMaj Template		Endorser Reviewer			
BN PersO	IPAC Director (All Active/Reserve Rucs)	DM Manager/Trusted Agent	Endorser Reviewer	RTAMMS BIC Manager	Case Administrator	Authenticator/Order Writer
BN Admin Chief	BN MOL Coordinator	Muster Manager	Endorser Reviewer		Case Reviewer	Authenticator/Order Writer

BN Admin Clerk	Admin	Muster Manager/Proxy	Preparer/Reviewer	RTAMMS/Reviewer	Case Reviewer	Order Writer
Co Commander	MOL Manager	Approver	Certifier			
Co XO	XO Template	Trusted Agent	Certifier Reviewer			
Co 1stSgt	SgtMaj Template	Muster Official	Certifier Reviewer			
Co I-I	By Dir Template	Trusted Agent	Certifier			Authenticator
I-I 1stSgt	SgtMaj Template	Muster Manager	Certifier Reviewer	RTAMMS Manager	Case Reviewer	Authenticator
Co Admin Chief	MOL Coordinator Template	Muster Manager	Preparer	RTAMMS Manager	Case Administrator	Preparer
Co Clerk	As required	Muster Official	Preparer	RTAMMS Reviewer	Case Reviewer	Order Writer
I-I Training/S3	Reports	APD Mngr/Schedule creator				Reviewer
Co Corpsman	Reports				Case Administrator	

a. Gaining Access to Systems

- **MOL:** An Assumption of Command Letter must be sent to MISSO 16/17 via trouble ticket in UDMIPS in order to receive the MOL Manager role for a RUC. All other templates can be assigned once the Company Commander or Company I-I receives their access to MOL.
- **DMM:** To become an Approver the Assumption of Command Letter must be forwarded to the DM Manager (BN PersO) in order to grant access. For all other permission, submit a DD Form 577 IAW MCO 1001R.1L, Chapter 6
- **MROWS:** DD Form 2875 (SAAR) must be filled and submitted to MROWS Helpdesk ([mrowshelpdesk@usmc.mil](mailto:mrowshelpdesk@usmc.mil))
- **CLA:** DD Form 2875 (SAAR) must be filled and submitted to MISSO 16/17 via the trouble ticket in UDMIPS.
- **IDMS:** DD Form 577
- **MCMEDES:** Must be HIPPA certified
- **OBI:** Can be granted via the MOL management module. Already included in most supervisory templates.
- **DTS:** DD Form 577 and training must be completed IAW MCO 4650.39A.
- **GTCC:** Appointment letter and training must be completed IAW MCO 4600.40B
- **IAPS:** Administration Marines must request role via the website.

## **PROMOTIONS**

**Promotions:** Promotions are the backbone of the Marine Corps for rewarding enlisted Marines for excellence. SMCR promotion eligibility periods for PVT/PFC are held monthly. Promotions eligibility periods for LCpl and Cpl are held quarterly. Commanders will ensure all Marine's promotion data is entered accurately and timely into Marine Corps Total Force System (MCTFS) and through the MOL Training Module or via Unit Diary. MOL will be the primary means for recommending and non-recommending Marines for promotion. Any secondary changes to this will be communicated via email from the BNCO, XO or Personnel Officer (PersO) if MOL is unavailable or in other cases. Below are CLB 451's requirements for monthly/quarterly promotions:

1. **CO/I&I Permissions:** Due to the geographic distribution of CLB 451, Company Commanders, Detachment Officers In-Charge (Det OIC), and Inspector-Instructors are granted permissions as the Commanding Officer (CO) for their respective Reporting Unit Code (RUC) which would usually be reserved for a Commanding Officer with special courts-martial convening authority as defined by reference. In order to facilitate the promotion process via MOL, Company Commanders, Detachment Officers In-Charge (Det OIC) and Inspector-Instructors must grant approver permissions within the promotion module in MOL to the Battalion CO and Inspector-Instructor.

a. Company Commanders, Detachment Officers In-Charge, and Inspector-Instructors will ensure their assumption of command letter is submitted and received via MISSO/MISSA portal to be granted permissions for their unit and grant permission as required to the designated Battalion personnel. Commanders must familiarize themselves with the procedures for requesting and giving permission in MOL and take the action as required.

2. **Promotion Recommendations:** Promotion recommendations for Marines not recommended for promotion are due to the battalion administrative shop via email [SMB CLB-451 SI@usmc.mil](mailto:SMB_CLB-451_SI@usmc.mil) NLT the 10th of every month from the site I-I, I-I 1stSgt, or site admin chief or designated representative of each unit. All submissions for promotion recommendations will be submitted using a roster of Marines that are being not recommended along with it being submitted in JEPES. The roster will serve to validate all not recommended Marines and will allow the BN CO/I-I to know who is being not recommended. The roster will also be accompanied by signed pg. 11's. If the pg. 11 cannot be signed due to the Marine being UA or pending legal matters, please annotate in signature block as follows:

“SNM unavailable for signature due to (put reasoning here)”

a. All Marines who are not recommended for promotion must have their entries certified by the Battalion Commanding Officer/Inspector-Instructor by the 15<sup>th</sup> of each month. If further clarification for a recommendation is required, ensure to provide amplifying guidance in an email to the BN staff with a better picture of the situation.

b. Company Commanders do not have authority to certify unless given special promotion authority.

c. The command's legal report should be compared to the promotion recommendations each month to ensure Marines pending civil court action, NJP, or Court Martial are not recommended for promotion. Special attention should be given to those pending legal, for example DUI/DWI charges or a Marine being processed for Administrative Separation via CLA.

d. NLT the 10th of the month the BN S-1 will consolidate all recommendations from the units. The S-1 will then send out an email to the BN CO/I-I to notify of which sites have recommendations for the appropriate month.

e. Once the recommendations have been approved by the BNCO, the BN S-1 will run the recommendations via Unit Diary and the submitted pg.11's will be uploaded to the members OMPF.

3. Will not promote: Will be used to not promote a Marine who was recommended and selected for promotion in cases which apply. If a commander has such instances, NLT 5th of the month the commander will non-recommend the Marine by notifying the BNCO/I-I. Once approved by BNCO, an email will be sent to the BN S-1 with a pg. 11 and the roster for action. The same sequence in the above non-Rec process will be used to complete the process. Will not promote will not be used in place of the non-rec process.

4. Delete as Erroneous promotions: As soon as identified, a standard naval format letter, explaining/justifying the circumstances must be drafted and sent to the BNCO for signature. The letter will then be forwarded to the S-1 Promotions section for action for any Marines that the BNCO/I-I does not wish to promote. A signed copy of this letter will be placed in the Co/Det promotion folder.

5. Zeroed out composite score:

a. All CLB 451 units must pull a zeroed out composite score roster from Report Studio/Net on a quarterly basis after the new composite scores have posted in the MCTFS.

(1) The promotion quarters are Oct, Jan, Apr, and Jul

b. The new composite scores usually post in the MCTFS about the middle of the month prior to the new quarter, i.e. scores for the October quarter post in the middle of September.

c. Rosters containing zeroed out scores, will be reviewed by each Individual Co/Dot to determine what caused the Marine's composite score to zero out.

d. Each Marines "CSHW" screen in the MCTFS must be reviewed to determine the missing data that caused their composite score to zero out.

e. Contact your servicing MISSO or S-1 to obtain assistance with extracting rosters from Report Studio/Net.

f. The causes for a composite score to be zeroed-out are missing rifle score, PFT score, CFT score, or missing pro/con marks.



g. The promotion clerk must then obtain the missing information from the S- 3 and/or the individual Marine.

h. This process must be monitored on a regular basis. After the initial request for information is submitted to the S-3 or Marinette promotion clerk must conduct follow-up action and retain copies of all correspondence in the promotion folder.

i. Zeroed-out composite score rosters must be maintained in the Co/Det's promotion folder and forwarded to BN's promotions section along with annotations that show exactly what action was taken to correct the zeroed-out composite scores.

j. In cases where eligible Marines are missing PFT/CFT scores due to assignment to limited duty their last PFT/CFT score will be used to report a current score in the MCTFS to update the composite score. This only applies to Cpl's and LCpl's who need a composite score.

k. Once the missing data has been obtained it must be reported via Marine Corps Training Information Management System (MCTIMS) at the unit or via unit diary at the S-1.

l. Your S-3 personnel can update most of these deficiencies via the MCTIMS module.

m. The S-1 must request a "Request Re-compute Composite Score "entry via the unit diary once the missing information has posted in the MCTFS.

n. If eligible, a remedial promotion request must be submitted if your Marine meets the cutting score.

6. Junior Enlisted Promotion Evaluation System (JEPES): JEPES occasions are designed to evaluate junior Marines job proficiency and conduct. It is also used as a means for increasing or decreasing junior Marines promotion opportunities. Paragraph 4007 of the IRAM outlines the standards of proficiency and conduct which should be applied to the assigned marks.

a. MOL JEPES occasions are auto generated in the system for the Semi-Annual/Annual (SA/AN) marks and when specific occasions occur per the IRAM. Marks need to be entered immediately by the chain of command and have annotations by every Marine in the chain of command that makes remarks.

b. Per References (b) and (c), When the effective date of any reporting occasion coincides with the SA/AN marking period on the 31st of July and December (for Reserves), the other reporting occasions will take precedence.

c. No later than ten working days prior to their completion the Battalion Adjutant and Sergeant Major are to be notified of the completion status of SA/AN occasions.

- d. All Marines who are promoted to the rank of Corporal and Sergeant are required to have promotion occasions created reported via the JEPES module in MOL.
- e. The effective date of these occasions is the date prior to the Marines promotion, i.e. Marines Date of Rank is 20181201 and the effective date of promotion occasion is 20181130.
- f. The most efficient way to process and track promotion occasions for the Co/Det is to open one occasion for all Marines being promoted each month. Once the occasion is open, the SEA must place all Marines being promoted, then the companies/sections can enter their recommendations.
- g. The SEA can then print out the occasion and place it in the promotion folder once the Battalion Commanding Officer or Inspector-Instructor approves all marks in MOL.
- h. Upon approving the JEPES occasion site admin chiefs will ensure the occasion is closed out and archived in MOL for future use.
- i. Page 11 entries:
- (1) A page 11 entry must be generated for all Marines who are not recommended for promotion, have a will not promote entry reported, and for all periods of promotion restriction.
- (2) An example of the Promotion Restriction page 11 entry can be found in paragraph 4006.3e of the IRAM as updated by PAAs 09/11, 10/11 and 12/11.
- (3) An example of the eligible but not recommended for promotion counseling entry can be found in paragraph 4006.3f of the IRAM.
- (4) All page 11's must be provided to the S-1 for uploading into the Marine's Electronic Service Record (ESR).
- (5) The Promotion clerk must review each Marine's ESR to verify that the page 11 entry has been properly uploaded.
- (6) A copy of each page 11 entry should also be place into the Co/Det's promotion folder.

7. Body Composition Program (BCP):

- a. All Marines assigned to the BCP program must have the completed BCP Evaluation form (NAVMC 11621) and completed page 11 entry on file.
- b. The Battalion S-1 will report these Marine's BCP assignment via MCTIMS once the complete package is received from the Battalion S-3.
- c. Each Co/Det must track the status of these Marines to ensure that they are properly assigned, removed, and extended on the program

## **BCP assignment process**

**Step 1:** Upon notification that a Marine exceeds established weight standards, the FFI or CPTR will conduct a BCE and record results on NAVMC 11621.

**Step 2:** After confirmation that a Marine exceeds established weight and body composition standards, the FFI or CPTR will notify the chain of command that a medical evaluation is required.

**Step 3:** At any time in the BCP assignment processing period (60 days), Marines may have additional weigh-ins/BCEs conducted. If the Marine returns to standard within the BCP assignment processing period, the Marine will not be assigned to BCP. If the Marine is still out of standards at the end of this period, the Marine will be assigned to BCP. If a performance evaluation is due during the period of BCP processing, the Marines HT/WT/BF percentage data will be accurately reported, and a statement will be included in the report that the Marine is being evaluated for assignment to BCP. The Marine will be provided the opportunity to submit a statement regarding this adverse comment.

**Step 4:** An authorized medical provider (Independent Duty Corpsman, Nurse Practitioner, Physician, or Physician Assistant) will evaluate the Marine and make the following determinations: (a) Medical clearance to participate in the BCP/MAP/ remedial conditioning. (b) Physical limitations or restrictions. (c) Recommended weight and body composition fat reduction goals. (d) Recommended nutritional and dietary measures. (e) Referral to BCBEMP for evaluation of possible underlying cause for weight gain.

**Step 5:** After the medical evaluation, the FFI or CPTR will deliver the package to the commander/OIC. The commander/OIC will conduct an assessment and make a BCP assignment decision. ONLY the commander is authorized to sign the NAVMC 11621. The assignment to BCP will be ran via MCTIMS.

**Step 6:** If assigned, the Marine will be counseled on his/her deficiencies, corrective action required and information regarding BCP assignment responsibilities. The Marine will acknowledge notification of deficiencies and BCP assignment by signing the NAVMC 11621 and a NAVMC 118, Administrative Action,” (page 11) entry in accordance with paragraph 6105 of MCO 1900.16. Provide admin with source documents for assignment to BCP and promotion restrictions to upload into the ESR.

**Step 7:** At the conclusion of the six-month period, the FFI or CPTR will complete the final BCP assessment and deliver the package to the commander/OIC for a final determination. For Marines on extended or second assignments, this process can occur as soon as the Marine complies with established weight and body composition standards.

**Step 8:** Once the final determination has been made and appropriate entry will be reported via S-3 MCTIMS, the FFI or CPTR will complete documentation of the BCE and retain, in accordance with MCO 5210.11 and SECNAV M-5210.1.

- (a) **Body Composition Program (BCP) Extension:** (1) Only Marines on their first assignment can be granted an extension. (2) A Marine who has failed to comply with established weight and body

composition standards, but has made satisfactory progress will be afforded a one-time six-month extension. Additional extensions are not authorized. (3) Marines who fail to make satisfactory progress will not receive an extension and will be processed for administrative separation in accordance with MCO 1900.16 and SECNAVINST 1920.6. (4) An extension does not constitute a second assignment.

(b) **Second Body Composition Program (BCP) Assignment:** (1) Marines who have been assigned to and officially removed from the BCP at any time in their career yet fail to meet established weight and body composition standards, may receive a second one-time six-month assignment to the BCP. (2) Extensions to second assignments are not authorized. (3) All other BCP management policies apply.

(c) **Body Composition Program (BCP) Removal:** (1) Marines on their first BCP assignment who comply with established weight and body composition standards at the conclusion of their six-month assignment period will be removed from the BCP by their commander/OIC possessing special courts-martial convening authority utilizing NAVMC 11621, with no further action required. (2) Marines on their second assignment who comply with established weight and body composition standards can be removed from the BCP at any time during their six-month assignment. (3) Marines who fail to comply with established weight and body composition standards due to unsatisfactory progress shall receive a page 11 entry in accordance with paragraph 6105 of reference MCO 1900.16 and be processed for administrative separation (Weight Control Failure). (4) Marines who fail to comply with established weight and body composition standards due to indifference or apathy shall receive a Page 11 entry in accordance with paragraph 6105 of reference 1900.16 and be processed for administrative separation (Unsatisfactory Performance).

(d) **Coordination and Communication:** The S-3 is responsible for the program to the CO (Per MCO 6110.3A; The Commands Force Fitness Instructor (FFI) or Command Physical Training Representative (CPTR) is responsible to the commander for development, implementation, management, and supervision of the organizational MAP, BCP and remedial conditioning programs). The S-1 is responsible for the correct promotion process created by the Body Composition Program. **The “Week” after drill weekends:**

2. Pull the roster of Marines on BCP once a month (the week after drill). (The “BCP/MAP Assignments” roster is available via MOL Reports, Team Content, ODSE User Reports, MCAAT, FUNCTIONAL AREAS, and Promotions).

3. Designate a specific date and time to go over with S-3 on all BCP assignments for the command.

### **BCP (6 part folder) process and checklist**

**1<sup>st</sup> tab:** NAVMC 11621 “BCP Evaluation”.

- 1) Verify form has all required fields completed correct to include signatures and dates.

**2<sup>nd</sup> tab:** Medical documentation.

- 1) Verify all required medical documents able to be released under HIPPA are present.

**3<sup>rd</sup> tab:** Counseling records “6105’s and Pg11’s”

- 1) Verify correct 6105 counseling are completed, signed, and uploaded into the ESR as it applies:
  - a. When a Marine is assigned to the BCP.
- 2) When a Marine fails to make satisfactory progress while assigned to the BCP. This entry is to be made during the fourth month of assignment.
- 3) When a Marine makes satisfactory progress, but fails to meet established weight and body compositions standards. This entry will be made at the conclusion of the six-month BCP assignment period.
- 4) When a Marine is granted an extension to the BCP.
- 5) Verify correct page 11 promotion restriction has been completed, signed, and uploaded into the ESR and it posted to MCTFS with code 4.

**4<sup>th</sup> tab:** Weekly weigh-ins and BCE results (ACDU). Monthly weigh-ins and BCE results (Reserves).

**5<sup>th</sup> tab:** Remedial conditioning training log.

**6<sup>th</sup> tab:** PFT and CFT performance results.

#### **4. Competency Review Board (CRB):**

a. Procedures:

- 1) All competency review boards, and administrative reductions must be completed in accordance with Chapter 6 of MCOP1400.32D (Marine Corps Enlisted Promotion Manual).
- 2) This includes the Marine's notification, allowable response time, board composition, and date of reduction.
- 3) A complete copy of the CRB package must be kept in the command’s correspondence files.
- 4) The Marine's date of rank (DOR) must be the date of rank previously held in the grade to which reduced.

- 5) The effective date of rank must be the date that the Commanding Officer with promotion authority signs the letter.
- 6) Example: Commanding Officer signs letter administratively reducing a Marine from Corporal to Lance Corporal on 20181205 (Marine's previous date of rank for Lance Corporal was 20150101). Marine's new date of rank is 20150101 and effective date for pay purposes is 20181205.
- 7) There is also a 3 or 6 month promotion restriction associated with the reduction per Paragraph 1204.4n and 1204.40 of the Enlisted Promotion Manual (MCO P1400.32D). Please note, this also includes suspended administrative reductions per paragraph 1204.
- 8) A copy of the letter from the Commander to the Marine notifying them of the results of the CRB must be provided to the S-1 within 3 working days.
- 9) Each Co/Det must track the CRB to ensure that it was properly reported and has posted in the MCTFS. Recommend the "GRAD" screen be printed and filed with the CRB package to document the correct completion of the reduction.
- 10) A page 11 must be completed in accordance with PAAs 009, 10, and 12-11 for the corresponding promotion restriction period.
- 11) Reduction pro/con marks must be completed via MOL. The effective date is the date prior to the effective date of the reduction. Recommend the S-1 personnel create the occasion in MOL to ensure completion and the correct effective date is reported.

b. Each Co/Det must have internal control procedures in place for the CRB process.

5. The Promotion section at each Co/Det must have written internal control procedures established that cover billet responsibilities, document flow within the Co/Det, and relationship within other organizations and services. These procedures must cover all aspects of the promotion clerk's duties and responsibilities. Coordination between the promotion clerk and legal clerk must be made and supervisory personnel must ensure this is reflected in the turnover.

## **REENLISTMENTS AND EXTENSIONS**

### **Reenlistments and Extensions:**

#### **1. Will Reenter:**

- a. The Career Planner must submit a "will reenter" request to the S-1 for all Active Duty/Active Reserve Marines who are within 90 to 45days of their EAS/ECC and have submitted a request for reenlistment or extension.
- b. The Career Planner must also notify the S-1 in any case where a "will reenter" has been reported in the MCTFS and the Marine subsequently chooses to separate from active duty.
- c. The S-1 will then report a "delete as erroneous" entry in MCTFS.

#### **2. Reenlistments:**

- a. Each Co/Det must ensure that each Marine's DD Form 4 (Enlistment/ Reenlistment Document), NAVMC 321A (Agreement to Extend Enlistment), and Statement of Understanding (SOU), as applicable, are forwarded to the S-1 within 3 working days of their occurrence for unit diary reporting.
- b. The S-1 will report the entries on the unit diary and scan all documents to the Marine's Electronic Service Record (ESR).

#### **3. Auditing:**

- a. The Co/Det must verify the reenlistment and extension is properly reported in MCTFS.
- b. The unit must also verify that all documents submitted have been scanned to the Marine's ESR. Certifying S-1 will scan the document into the ESR, Detachments just must ensure that they have posted.

#### **4. Lump Sum Leave (LSL):**

- a. The Career Planner must afford each Marine the opportunity to sell back leave in conjunction with any reenlistment and on the effective date of the first extension of any contract.
- b. Each Co/Det must have written internal control procedures for their reenlistment and extension process. These procedures must include billet responsibilities, monthly report procedures, document flow within the office, and relationship with other organizations and services.

## **RTAMMS/Drill Manager/ IDMS**

**RTAMMS/DMM:** Reserve Training and Medical Management System (RTAMMS) is the website that all I-I and SMCR members use to track, maintain, submit and pay SMCR member for drills. The website itself also tracks all SMCR members placement into Billet Identification codes (BIC). The system is useful in terms that all SMCR members are loaded into the system and able to be moved around to appropriate BICS. This will also establish them as a member that rates IDT reimbursement if properly aligned.

### **Permissions**

1. There are several permissions that are within RTAMMS as listed and described below:
  - a.

### **Drill Manager**

1. Drill Manager is designed for the SMCR leadership to handle all functions of mustering, submitting and certifying the drills, however, S-1 should be involved in this process to ensure the muster sheet is filled out correctly. The following are the only statuses that should be on the muster sheet:
  - a. X – present for duty
  - b. EA – excused absence (should include a brief reason for the absence)
  - c. UA – unauthorized absence
  - d. NS – not scheduled (Only for a RIDT approved PRIOR to drill or a Marine on orders at the time of drill. NS with a reason of 48 drills scheduled can be written over. Refer to the paid drills report prior to marking present for duty)
  - e. NM – not a member (this should ONLY be used if the Marine has an approved transfer to the IRR request effective prior to the drill or the Marine is past his/her RECC and diary action hasn't been taken yet)
2. Prior to the muster being submitted, S-1 should review the muster sheet to ensure it is administratively correct. Once the company or detachment CO/OIC certifies the drills, S-1 exports the muster sheet which results in the drills being reported in MCTFS. THIS IS DONE ON THE LAST DAY OF DRILL.

### **IDMS (Inventory Development and Management System)**

The Inventory Development and Management System (IDMS) is a sub-module of the Requirements Transition and Manpower Management System (RTAMMS), which also includes the Drill Manager (DM) and Marine Corps Medical Entitlements Data System (MCMEDS) modules. IDMS provides inventory management, needs identification, and vacancy fulfillment for improved decision support, optimal inventory distribution, and collaboration. It also aids in the development, forecasting, prioritization, and sourcing of Selected Marine Corps Reserve (SMCR) and Individual Mobilization Augmentee (IMA) manpower requirements.

#### **1. Billet Identification Codes (BIC)**

- a. It is required that every morning part of the daily battle rhythm for an administrator is to log into IDMS and check for BIC discrepancies.



- b. This process is automated but requires that user to validate placement of Marines in proper BICs. To successfully do this, the administrator must select the discrepancy and choose the appropriate BIC for the Marine.
- c. The BIC for the Marine must be a Grade and MOS match.
- d. Per guidance from the HQMC drilling reserve BIC assignment and management policy (Ref p), when two Marines belong to the command with only one BIC open the Marine with great obligated service will be assigned to the BIC. The other Marine will be reported as excess.
- e. All Marines pending legal or medical will be reported as excess.
- f. Two Marines are not authorized to fill the same BIC except during a 90-day turnover period in conjunction with HQMC-directed action. Outgoing SMCR Marines will be assigned into an excess BIC of EX009.

## **SEPARATIONS**

### **Active-Duty Retirements/Separations**

For Active Duty retirements within the normal parameters of 4 to 14 months from the date of retirement or separating from active duty, the below procedures must be followed.

1. The Marine requesting retirement must submit an Appendix J via the correspondence tracker to the battalion S-1 to be signed by the battalion I-I.
2. Site administrators will report the request for retirement within 5 business days from receipt of the signed Appendix J.
3. Once approved by Headquarters Marine Corps, the OBI module in MOL will populate for retiring Marines and Marines that wish to separate from their active service can begin the OBI process as early as a year from their EAS (same OBI procedures will apply).
4. A Survivor Benefit Plan (DD Form 2656) notarized as required, and SBP training certificate must be submitted to the administrative section no later than 45 days prior to departing on Leave While Awaiting Separation (LWAS) for Marines that are retiring. Upon receipt of the DD 2656, the unit S-1 will report the "SP" training code on unit diary.
5. No later than 30 days prior to the Marine departing on LWAS orders, a draft DD 214 will be provided by the unit administrators for review by the Marine. Any corrections to the DD 214 will be submitted via email to the battalion or company level administrative section within 5 business days.
6. No later than 15 days prior to departing on LWAS orders, the final Transition Readiness Seminar (TRS) form and final physical (SF 600) must be submitted in the OBI or S-1 Section to complete the Marine's separation file. The S-1 will then report the "TA" and "TZ" training codes for TRS and report the final physical on unit diary.
7. The S-1 Section will finalize and sign the DD 214 and return it to the retiring/separating Marine within 5 business days. The member will receive copies of DD214 pages 1 and 4. The S-1 will retain the Service 2 copy.
8. Upon the member's departure, the signed DD 214 and all source documents will be submitted to the S-1 Section for final verification and upload to members OMPF.
9. On the day after the member's retirement, the unit S-1 will verify if they need to create an 11060 or if the Marine will be automatically paid their remaining entitlements. (SEPS screen in MCTFS, Final Pay Flag A = Automatic, M = Manual entry in DTMS). If a manual entry is needed, it will be submitted to the finance office via DTMS within 3 days of the retirement.

### **Outbound Interview (OBI) via Marine Online (MOL)**

1. Upon receipt of Permanent Change of Station (PCS) or Permanent Change of Assignment (PCA) Orders, the OBI module inside of MOL will populate. To complete the OBI process the following steps must be completed:

- a. Marine must complete the OBI no later than (NLT) 90 days from the requested detach date.
- b. Unit administrators will review the OBI and add comments, as required.
- c. The admin reviewers (S-1 clerk) will finalize OBI no later than 45 days prior to the requested detach date.
- d. Battalion and/or Company administrators will review and certify OBI within 5 business days for CONUS personnel and within 10 business days for OCONUS members.

If the above timeline is followed, a Marine executing orders will have certified orders in hand NLT 5 days prior to the member's detach date. If the above timelines cannot be met, an email from the unit leadership must be sent to the battalion S-1 with reasons why the standard timelines could not be met and must copy the Assistant I-I, Battalion I-I, Sergeant Major, and the Personnel Officer on the message.

### **Reserve Retirements/Separations**

For reserve retirements within the normal parameters of 4 to 14 months from the date of retirement or separating from the SMCR, the below procedures must be followed.

1. The Marine requesting retirement must submit a request to transfer to the retired reserve awaiting pay at age 60 [Reserve Retirement Request](#) via the correspondence tracker to the battalion S-1 to be signed by the battalion CO.
2. Site administrators will report the request for retirement within 5 business days from receipt of the signed request.
3. Once the request is approved by HQMC a DFR will generate an approval notification and the Marines retirement date will post to the record.
4. On Marine's retirement date, site administrators will report the transfer to retired at age 60 list via unit diary.
5. For separations for Marine's being released from active duty to include reserves on orders over 90 days and reserve mobilizations, the below procedures must be followed.
6. Site administrators will create a DD 214 based off the Marine's EAS in DTMS utilizing the [Appendix B](#) from the separations manual to verify the Marine's service. Once the DD 214 is reviewed by the Marine and certified by the unit's certifier, the Marine will be automatically dropped by DTMS.
7. [Release from Active-Duty orders](#) will be created by the site administrators and signed off by the Commanding Officer. These orders will include the Marine's EAS, final address and how many days of leave will be taken, sold, or carried over.

8. Once the drop has posted, site administrators will verify the SEPS screen in MCTFS for the final pay flag code. If the final pay flag is an “A”, the member’s final pay and LSL will automatically pay out following the drop. If the pay flag is an “M” an 11060 will automatically be created in DTMS. The document will need to be assigned to a preparer by the certifier and worked. All MROWS orders to include modifications and release from active-duty orders will need to be attached.
9. When a Marine elects to carry over their remaining leave balance, the site administrators will need to create a [Carry Over Leave Statement](#) that is to be signed by the Marine separating. TTC 316-000 will need to be reported via unit diary prior to the Marine being dropped from active duty.
10. If a Reserve Marine is on order over 30 days but less than 90 you will not draft a DD214, and will instead utilize the [Release from Active Duty orders](#) and run a drop sequence 378-000 on diary for the last date of orders.

## **UNIT DIARY AND UDMIPS**

**Unit Diary:** The unit diary is the input method used to report events and occurrences of units, personnel action, and data relative to Marines supported by a reporting unit of the Marine Corps. The UDMIPS module is the system by which all administrators effectively process and manage most administrative actions for a command. It is by this standard that as a BLAM that you must maintain integrity and standardization across all sites. The purposes of Unit Diary are below:

1. Provide the means to report information pertaining to Marines and units into the MCTFS.
2. Serve as a permanent historical record of the unit in the Archives of the United States.
3. Serve as the principal document to substantiate pay status changes or critical personnel changes.

The PRIUM, MCTFS Codes Manual, and MCTFS FPM are the three references used and required to prepare unit diaries and manage MCTFS. These three manuals contain all pertinent information concerning MCTFS. These manuals must be maintained and most importantly must be used. A common error is to rely upon memory or refer to old documents. The MCTFS is dynamic and extensive changes are implemented approximately every 6 months (Oct/Apr).

## **INTERNAL CONTROL PROCEDURES**

1. Commanding Officers and delegated officials must and will establish written internal control procedures that describe the methods used to ensure accurate and complete reporting of pay-related information. These written procedures should be tailored to fit the needs of each administrative or financial office, and can take the form of any, all, or a combination of the following: Standard Operating Procedures (SOP), individual desk top procedures, unit/organizational directive(s), "tickler files," etc. Regardless of the form of the written internal controls, they must, at a minimum, include audit procedures, billet responsibilities, document flow within the office, and relationships with other organizations; for example, DFAS-Cleveland (DFAS-CL), joint reception center, or housing office. Other areas that require particular attention, to ensure internal command information is relayed to the appropriate reporting unit, are legal, training, off-duty education, career retention, promotion recommendations, personnel tempo events, leave tracking, and separations. Once documented, the internal controls must be maintained and reviewed for current content.

### **2. Unit Diary Process**

Step 1. Member/unit submits source documentation.

Step 2. Preparer reviews source documentation. If source documentation is not accepted, the Preparer returns the source documentation to the member/unit, else the Preparer opens, prepares, reviews, corrects, and submits unit diary to the Reviewer.

Step 3. Reviewer reviews unit diary. If the unit diary needs corrected, the Reviewer returns the unit diary to the Preparer for correction, else the Reviewer submits the unit diary to the Certifier.

Step 4. Certifier reviews unit diary. If the unit diary needs correction, the Certifier returns the unit diary to the Reviewer for correction, else the Certifier certifies the unit diary.

Step 5. The unit diary processes with the MCTFS cycle then the Unit Diary Archive process.

Step 6. After successful processing, the unit diary and all its source documents are filed in accordance with the applicable retention requirements.

### **PERMISSIONS**

1. The commanding officer uses the commander's role and permissions to assign/create UD certifiers, reviewers, and preparers within the unit. Once the Commanding Officer has assigned additional Certifying Officers, the Commanding Officer may then delegate the ability for Certifying Officers to further assign certifier, preparer or reviewer roles. Commanding Officers must request the Commanding Officer role and permissions from their servicing MISSO
2. There are three types of permissions that are granted in UDMIPS. They are certifier, reviewer, and preparer. Certifier gives you the ability to review and certify the following: diaries, diary feedback reports (DFR's), orders, EPARS, and grant permissions to others. Reviewer gives you the ability just to review all the modules within UDMIPS but does not allow you the ability to edit anything. Lastly, preparer gives you the abilities to create and work diaries, DFR's, EPAR's, lastly outbound and inbound orders.
3. The Battalion I-I and CO are the authorities to grant permissions. In most circumstances this permission is delegated down to the Battalion Personnel Officer or Administrative Chief. To get permissions, the administrator must fill out a DD577 which must be signed by either the Battalion I-I, PersO or Company I-I's. The complete verbiage for block 7 is:
  - a. **Certifier**: Reviewing for accuracy and certifying unit diaries, outbound and inbound orders, and EPAR's within UDMIPS.  
Command: Your site  
ARUCS: Your' active and reserve ARUC  
Permission Form: [UDMIPS Permissions](#)  
  
\*Note\* A certifier must complete the COL Foundations and Military pay training prior to permissions being granted [COL Foundations and Military Pay](#). Once complete training code ZL must be ran in UDMIPS for annual and ZM for refresher.
  - b. **Reviewer**: Reviewing for accuracy with unit diaries, outbound and inbound orders,

and EPAR's within UDMIPS.

Command: Your site

ARUCS: Your' active and reserve ARUC

Permission Form: [UDMIPS Permissions](#)

- c. Preparer: Preparing and working unit diaries, outbound and inbound orders, EPAR's, and DFR's

Command: Your site

ARUCS: Your' active and reserve ARUC

Permission Form: [UDMIPS Permissions](#)

- 4. No other individuals are authorized to sign these documents. Once the DD577 is completed it must be uploaded to the administrator's OMPF. The Battalion I-I will need to grant delegation of authority in order for the PersO or Admin Chief to sign DD577's template is linked here

### **Unit Diary Procedures**

- 1. Due to level with which this command is spread out all Unit Diaries will be certified at the battalion Level. Reporting unit diaries daily is time consuming for the preparers as well as the certifier. As a result, diaries will be consolidated as much as possible, and reported on the last cycle of the week. Diaries will be due to the certifier's NLT 1400. All source documents and files will be uploaded directly to the diary utilizing the unit diary source document folder uploader. Click the following link to learn how to achieve this [Source Document Uploader](#).
- 2. UD entries must be checked against the entries in this Manual and TTC sequence listings. The source document (for example, leave papers or school completion certificates) will be compared with the UD to ensure the correct transaction has been reported. The source documents will be maintained in the unit diary archives for two years plus current. When the UD is presented to the Certifying Officer for certification all source documents will be attached. UD must be certified within 5 days from the Preparer creating the UD. The unit will establish a 30/31-day "tickler" file to monitor transactions that are to be reported at a future date. For example, leave authorization, subsistence entitlements, FSA, TAD periods, or separations. UD/MIPS provides an electronic tickler file that will prompt users of daily tasks.
- 3. Timely reporting of MCTFS information is 5 days from the date of occurrence to the date of unit diary certification. However, for complex matters, accuracy and completeness should not be sacrificed to meet the 5-day goal. Due to the influence the unit diary process has on the Marine's pay, it is imperative that certain unit diary transactions receive special attention to ensure their timely submission. Those transactions measured for timeliness are listed in Chapter 12, Section 5. Reporting unit commanding officers are encouraged to become familiar with them and strive to attain timely unit diary input.
  - a. Consolidated Diary Process

(1) Create a future diary at the beginning of the week for the last cycle of the week.

*\*Note\** Use the cycle calendar located in UDMIPS to verify

(2) Add all transactions to the future diary throughout the week and prepare the source documentation for the upload to unit diary source document tab.

(3) On the morning of last cycle of the week, report any other transactions, scan, and upload the source documents.

b. Exceptions to the consolidated diary process: There are time sensitive entries that need to be reported prior to the last cycle of the week. Here are just a few examples (there may be more)

(1) Joins (active or reserve)

(2) Transfers for orders 31 days or more (Reservists)

(3) Pay entries (dependent on when U&E is scheduled for Active Duty pay entries)

(4) Corrective actions for rejected transactions (See DFR Part II process)

c. When in doubt of whether a transaction needs to be reported outside of the consolidated diary, contact the PersO or Admin Chief **PRIOR** to opening a new diary.

4. Below is the guidance for all unit diaries and source documents across MFR:

a. The diary cover sheet will always be on top, and transactions sorted in alphabetical order.

b. If the diary is for a join the only thing on that diary will be all the TTC's for the join on the member.

c. The source documents will be sorted in TTC and alphabetical order behind the diary cover sheet.

d. MCTFS print outs are not considered source documents. They are supporting documents, as such, anything being reported on diary must have the original source document and if needed MCTFS print out screens. If you are in doubt, contact the battalion admin chief or PersO.

e. The only Marines authorized to finalize a diary are SNCO's or the admin chief.

f. The entire diary with source documents will then be uploaded into the diary source documents tab as one file. The file will be labeled as (ARUC\_UD\_#\_date).

g. All IADT join diaries will need to include the reporting endorsement.

h. Requirements for source documents for all joins:

(1) Fast checklist

(2) All orders in sequential order i.e. (to boot camp, to Marine Combat



Training, to school, to command)

- (3) Reporting Endorsement with sentence for receiving BAH if single
  - (4) Travel Claim
  - (5) Audit with OPT 23 worked (ensure that the transfer or drop from the previous command on has posted on this before you work it)
  - (6) D150 MCTFS Screen (if applicable)
  - (7) 10922 (if applicable) with all dependents birth certificates/marriage certificates/divorce decrees (if the member has the correct form and source documents already in OMPF attach them to the diary)
  - (8) GTCC SOU with confirmation that application was submitted
  - (9) Primary residence information with source documents (For all SMCR including PSR Joins)
  - (10) ESR upload confirmation
  - (11) DTS Profile confirmation
  - (12) Check in sheet
  - (13) SOES Completion validated
- i. The certifying site will do bi-weekly Second Stage Audits on Fridays on all Joins and will report the Z2 training codes appropriately.
  - j. If the required source document file is not uploaded correctly to the diary the certifier will ask once for you to attach it and if it is not uploaded by 1400 the Friday of that week, the transaction will be moved to the transaction pool and the diary will be deleted.
  - k. All diaries are due by 1400 EST if it needs to be certified that day. If there are any corrections to be made, they will be rejected back to you in an email or using the certifier notes in UDMIPS annotating what needs to be corrected. Corrected diaries are due back same day.
  - l. If a diary is received after 1400 EST, it will not be certified until the following day.
  - m. If a diary has been in the que and not completed by Friday of that week with all appropriate corrections it will be deleted, and you will have to redo the diary completely.
  - n. Once the diary is correct and ready for certification, the certifier will upload the source documents from UDMIPS to the SharePoint Unit Diary files folder. The certifier will upload

to the appropriate folder for the site the diary is related to.

### **DFR's (Diary Feedback Report) Procedures**

2. DFR's will be answered weekly by 1300 on the last cycle of the week. This prevents the DFRs from building up as well as ensures any required diary action is taken in a timely manner. If there is a DFR that cannot be answered that day for whatever reason, communication with the PersO and/or Admin Chief is required.
3. The DFR consists of three parts. The PRIUM defines them as follows:
  - a. Part I will contain all unit diaries that processed in the requested cycle. If the DFR is requested without a cycle number, Part I will contain all unit diary information on the Diary Statistic Report (DSR) for that reporting unit. As stated in Ref c, this is the result of the diary that was processed on the cycle. No action required on this part, but you should be aware if there were any rejected transactions or if the total number of entries reported on the diary does not match what is on Part I.
  - b. Part II contains error messages generated from unit diaries submitted by the reporting unit. Therefore, if no unit diaries are processed for the cycle requested, or if there are no rejected transactions listed on Part I, there will be no action required. If there are rejected transactions on Part II of the DFR, the following actions are required:
    - (1) Each transaction listed on the report will be audited to determine why the transaction failed to process correctly. The error message printed below the transaction gives a brief reason for the failure and should be used as a starting point for research. Once the reason for the error is known, the appropriate correction procedures can be taken.
    - (2) Explain in the unit's own words why the transaction failed. This will ensure the certifier sees that the preparer understands why the transaction failed and will also assist the preparer with not making the same error in the future.
    - (3) Action Taken. This can be done by reporting a diary transaction from the DFR (preferred method) or by stating what corrective action was taken to include the diary number and date (putting transactions in a future diary or transaction pool do not meet the requirement listed in the reference)
    - (4) Request assistance from your regional Manpower Information System Support Office (MISSO) when efforts to take corrective action at the reporting unit fail or when the unit has questions concerning error messages.
  - c. Part III contains advisory messages generated from several different modes of input and are not connected to a particular unit diary submitted by the unit. Therefore, a unit may not have submitted a unit diary for several days and still have advisory messages posting to Part III of the DFR for cycles processed during the period that no unit diaries were submitted. If there are advisory messages on this part, the following actions are required:
    - (1) Request assistance from your servicing Manpower Information System Support

Office (MISSO) when all unit efforts to resolve advisory messages fail or when the unit has questions concerning advisory messages.

- Any joins will be reported on the next cycle (Reservists) and will include the diary number and date the transaction was reported
- Annotate what action was taken on the DFR
- Future action answers will not be accepted

### **Outbound Interview (OBI)**

1. Upon receipt of Permanent Change of Station (PCS) or Permanent Change of Assignment (PCA) Orders, or within six months or End of Active Service (EAS). The OBI module inside of MOL will populate. To complete the OBI process the following steps must be completed:
  - a. Marine must complete the OBI no later than (NLT) 30 days from the requested detach date.
  - b. Unit administrators will review the OBI for discrepancies, required documents, and add comments, as required.
  - c. The admin reviewers (S-1 clerk) will finalize OBI no later than 45 days prior to the requested detach date.
  - d. Battalion and/or Company administrators will review and certify OBI within 5 business days for CONUS personnel and within 10 business days for OCONUS members.

If the above timeline is followed, a Marine executing orders will have certified orders in hand NLT 5 days prior to the member's detach date. If the above timelines cannot be met, an email from the unit leadership must be sent to the battalion S-1 with reasons why the standard timelines could not be met and must copy the Assistant I-I, Battalion I-I, Sergeant Major, and the Personnel Officer on the message.

### **Trouble Ticket Service (TTS)**

All MOL, MOL Unit Leaders, PAC, MISSO and MISSA users are able to create, modify, route, assign, complete, and track Trouble Tickets. This system provides the mid-tier user base an enterprise solution to submit Trouble Tickets for system issues, access requests, and feedback to their servicing MISSO for resolution. The Trouble Ticket Service will also allow servicing MISSOs to resolve system issues and requests in an efficient and timely manner as well as allowing the MISSOs to route, track and create Trouble Tickets.

1. To create a Trouble Ticket, click the following link for a PowerPoint walkthrough [TTS Walkthrough](#).

### **Electronic Personnel Administrative Requests (EPAR)**

The EPAR system is an electronic method of submitting personnel related actions through your chain of command or your supporting administrative office. It provides individual members and authorized unit leaders the ability to submit and route administrative requests. The MyEPAR option is enabled for all personnel that are affiliated to a unit in the Marine Corps Total Force System (MCTFS). This enhanced

EPAR system will allow UDMIPS users to create, modify, route, assign, complete, and track EPAR records. This system will standardize deployed administrative support, reduce rework due to incorrect source documentation and required information, and increase accurate and timely MCTFS reporting. To access the training guide for EPAR's click the following link [EPAR Training](#)

## **GENERAL ADMINISTRATION**

**General Administration:** The disbursement of the MFR units and time zone differences can create issues with tasks. It is imperative, that lines of communication always remain open. BN/Co/Det I-I staff are to keep HHQ staff informed of all systems, personnel, or equipment problems/issues right away to allow HHQ to assist/engage as needed. We must continually engage in a collective and collaborative staff effort to fully utilize and enhance the skills, knowledge, and abilities of our team. To be successful 0111 administrators, need to:

- a. Use references provided, as a guide. They will assist in answering many reserve or general administration questions.
- b. Ensure administrators are readily available to answer all questions pertaining to administration to all personnel assigned to their site. Please do the research and ensure it is passed to those affected.
- c. Always ensure positive tracking is being conducted, do not just fire and forget, see tasks through completion as applicable.
- d. Ensure that available admin manpower is used appropriately and plan accordingly to have administrative support on hand to take care of administrative issues as needed.
- e. Questions should be asked when subjects' or tasks are not clearly understood. Battalions S-1 is here to provide guidance and support all CLB 451 subordinate units.

## **SHAREPOINT**

**SharePoint:** Provides a collaborative information-sharing environment across the business and warfighting domains to support communications, computing network information assurance, and enterprise services infrastructures. It is primarily used for accessing, verifying, and updating data for the unit such as the Co/Det contact roster, shared documents, monthly updates, etc.

1. Company Commanders, Executive Officers, and First Sergeants, and all I-I staff members must obtain access within 30 days of arriving at the Co/Det.
2. Detailed information for requesting access can be provided by S-6 or the designated Company Information Systems Coordinator (ISC).
3. Much of the needed administrative resources to assist units in the everyday functions are available on SharePoint via the below link.

### **Gaining Access to the MISSA/MISSO Portal**

1. Personnel requiring access to a MCEITS EIS SharePoint site, I.E. MISSA/MISSO Portal, must have a CAC enabled MCW domain account. MCEITS EIS utilizes the MCW domain Active Directory for authentication and identification of users. Individuals who have a MCW domain workstation or an active eHQMC account do not need to submit a new account request to access MCEITS EIS hosted SharePoint sites.
2. Users who do not have access may submit their request at the following link MCIETS Users must ensure
  - a) to select “MISSA” from the available SharePoint Site menu options to have the request routed accordingly and
  - b) They provide a **\*\*valid\*\*** and **\*\*official\*\*** email address.
3. Requesting a new account is a multistep process. Once the request is submitted, MISSA personnel will review and approve the request for action by the MCEITS EIS Helpdesk. The user, upon creation of the account will receive an email notification requesting their 10-digit EDIPI (aka DoD ID). The user must reply to the MCEITS Helpdesk with their EDIPI to have the account CAC-enabled. A final notification to the user will then be provided informing the user the account has been CAC- enabled. The individual may then access the MCEITS EIS SharePoint servers and the MISSA/MISSO Portal.

### **Existing Accounts**

MISSA / MISSO personnel **\*\*do not\*\*** have the capability to make changes to an individual’s Active Directory account information. If your rank, email address or last name has changed please contact the MCEITS Help desk via a Service Request or [eishelpdesk@usmc.mil](mailto:eishelpdesk@usmc.mil) or (816) 705-4865.

**Note:** Accounts not accessed within 180 days will be suspended by the MCEITS Help desk

### **SMART TOOL SMB**

In order to submit trouble tickets, frequently asked questions, or give suggestions to this tool please submit all inquiries to [SMB\\_SMARTTOOL@USMC.MIL](mailto:SMB_SMARTTOOL@USMC.MIL)