

ORDERS PROCESSING SECTION

MARINE FORCES RESERVE, INSTALLATION PERSONNEL ADMINISTRATION CENTER

3rd Quarter FY17 Newsletter

Purpose

The Orders Processing Section (OPS) within Marine Forces Reserve IPAC is charged with providing accurate and timely processing of travel claims for those units currently supported by the IPAC. The purpose of this newsletter is to

Noteworthy Changes and Trends

Software Release 2016.11.01 enabled IPACs to run, via Unit Diary, missed meals for enlisted Marines that had not been issued meals during their drill

periods. In order to support this change and in accordance with the DODFMR the following are the

requirements to process missing meals through MARFORRES IPAC. Enlisted members must perform two drill periods at their HTC in order to rate missing meals. The only form accepted for the processing of missing meals is OFI 164. Missed meals

serve as a medium between OPS and those members we support by relaying any news or updated policies and/or procedures that would facilitate the liquidation of a member's travel claim.

need to be listed for each day a meals were missed. The certifying officer box must be signed by the appointed operation sponsor or the

WANT TO SPEED UP
THE ORDERS
AUTHENTICATION
PROCESS? ENSURE YOUR
PHA AND HIV DATES ARE
UP TO DATE IN MOL.

Command designee appointed in writing by the operational sponsor. Examples and further details for the

processing of missing meals can be found on the OPS public website.

Travel Claim Trends:

As we begin this year's AT season I'd like to remind everyone of some simple steps to ensure the prompt

ADMIN NOTES AND POINTS OF CONTACT

Did You Know?

The MFR IPAC Orders Processing Section's public website has many helpful tools for travelers, order writers, and administrators? Follow the link to success:
www.marforres.marines.mil/GeneralSpecialStaff/g1/Deployment_Section.aspx

Points of Contact

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processing of your travel claims. Except for extenuating circumstances, all travel claims must be submitted via the MOL EPAR module. Ensure the member's travel claim is filled out completely, to include his/her signature. Ensure that all supporting documentation, such as orders, orders modifications, and receipts are included in the traveler's EPAR submission. On our public website have provided a step by step checklist from the Quantico Disbursing Office for your assistance as well as a

block by block video on the MARFORRES YouTube channel, linked on our site.

A recent internal inspection identified an issue with the reporting of Field Rations (Field Rats) for those Marines performing duty while in the field. In order to properly process the correct checkage, an endorsement MUST accompany any orders that direct duty in the field, regardless if they are non-reporting orders, in order to properly check Marines for the correct dates of field duty.

Orders Trends:

Any type of MROWS orders with entitlements authenticated after the start date are Confirmations Orders and will require MARFORRES approval before the Disbursing Office will process the travel Claim.

Examples of Confirmation Orders Approval Requests are posted on our public website.

Order writers are advised not to call for orders authentication unless travel is within **48 hours.**

Thank you for taking a minute out of your busy schedules to read this newsletter. Together we can ensure that travel pay does not hinder mission accomplishment. If there are any questions about common trends detected, or implementation of policies or procedures, please feel free to contact the individuals listed in this newsletter.

Semper Fidelis

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OPS OIC

Marine Forces Reserve

Installation Personnel Administration Center

www.marforres.marines.mil/GeneralSpecialStaff/g1/Deployment_Section.aspx