



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION
1600 HENDERSON AVENUE, SUITE 200
SAN DIEGO, CALIFORNIA 92140-5001

DepO 5000.1A
CPAC
MAY 20 2003

DEPOT ORDER P5000.1A

From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR THE DEPOT CONSOLIDATED
PERSONNEL ADMINISTRATION CENTER (SHORT TITLE: CPAC SOP)

Ref: (a) MCO P1070.12K
(b) MCO P1400.32C
(c) MCO P1080.40C
(d) DOD 7000.14R, VOL 7A (DODFMR)
(e) MCO P5800.16A
(f) MCO P1900.16F
(g) MCO 1050.16A

Encl: (1) LOCATOR SHEET

1. Situation. To promulgate policies, procedures, guidance, and instructions, with respect to Consolidated Personnel Administration matters, to commanders aboard the MCRD.

2. Cancellation. DepO P5000.1.

3. Mission

a. This SOP provides administrative procedures and direction to all personnel aboard the MCRD.

b. These procedures are necessary for consistency, quality and timely submission and completion of administrative events.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To ensure uniform administrative procedures are established and available to all members assigned to MCRD.

(2) Concept of Operations

(a) Centralized personnel administration is completed by the Director, CPAC.

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(b) All personnel assigned to units aboard MCRD will utilize the CPAC for their personnel administrative issues.

(c) The Director, CPAC has final authority regarding matters involving CPAC procedures.

b. Subordinate Element Missions. All commanders and personnel will ensure compliance with the procedures and policy outlined in this Manual.

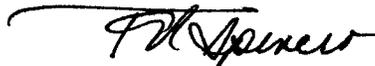
c. Coordinating Instructions. Questions regarding any procedures outlined in this Manual will be directed to either the Director or SNCOIC, CPAC.

5. Administration and Logistics. Recommendations concerning changes to this Manual are encouraged and will be submitted to the CG, MCRD (Attn: AC/S, G-1), via the appropriate chain of command.

6. Command and Signal

a. Command. This Manual is applicable to all personnel and commands serviced by the CPAC, MCRD, San Diego, Ca.

b. Signal. This Manual is effective the date signed.



T. W. SPENCER
Chief of Staff

DISTRIBUTION: A

MAY 20 2003

LOCATOR SHEET

Subj: STANDING OPERATING PROCEDURES FOR THE DEPOT CONSOLIDATED PERSONNEL
ADMINISTRATION CENTER (SHORT TITLE: CPAC SOP)

Location: _____
(Indicate location(s) of copy(ies) of this Manual.)

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RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Date Received	Signature of Person Incorporating Change

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INTRODUCTION

0001. MISSION. The primary mission of the Depot CPAC is to provide efficient and effective administration for Marines stationed aboard MCRD by centralizing record keeping, personnel reporting, and discharge and separation processing.

0002. CONCEPT OF OPERATIONS

1. CPAC is the consolidation of military personnel administration functions aboard the Depot. Consolidated personnel administration does not eliminate the commander's responsibility of command. Essential to proper administration is a viable communication link between CPAC, special staff sections, and the units served. All must coordinate their actions toward the goal of providing the highest quality personnel administration possible. The personnel administrative responsibilities outlined in the following chapters are provided for information and assistance to all Depot Marines.

2. CPAC Administrative Responsibilities

a. Determine entitlement to pay and allowances and report required personnel actions into the Marine Corps Total Forces System (MCTFS).

b. Maintain service records.

c. Process separations (discharge/release from active duty/transfer to the Fleet Marine Corps Reserve/Retirements, and officer resignations).

d. Process reenlistments/extensions (report information into the MCTFS from reenlistment/extension documents received from the organizational career planner).

3. Unit Commander's Administrative Responsibilities. The unit commander is responsible for ensuring that personnel information and support documents for MCTFS reporting, i.e. morning reports, are forwarded promptly to CPAC. For CPAC to function efficiently, a free and open exchange of information must exist between the supported command and CPAC. Unit commanders retain responsibility for the following:

a. Files.

b. Special correspondence (Request Mast, Congrats, etc.).

c. Administrative Action forms.

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- e. General correspondence.
- f. Official mail.
- g. Fitness Reports.
- h. Submission of Morning Reports.
- i. Relief for Cause or Good of the Service packages.
- j. Screening personnel for special duty assignment (completion of the CO's checklist).
- k. Preparation of administrative discharge packages.
- l. Augmentation requests.
- m. Warrant Officer and all commissioning program requests.
- n. Meritorious promotion recommendations.
- o. Distributing personal mail.
- p. Providing accurate and timely information for unit diary input, i.e., leave papers, pay and entitlement changes, legal, marriage, divorce, birth of children, and awards.
- q. Submitting conduct and proficiency marks to CPAC for unit diary input on required occasions per reference (a).
- r. Per reference (b), recommending/not recommending Marines for promotion and submitting list by 1630 on the 8th day of every month. If the 8th falls on a weekend, non-recommendations will be submitted the Friday prior to that weekend.
- s. Counseling and authenticating Page 11/6105 entries in the service record book (SRB), as required.
- t. Timely reporting to CPAC of occurrences or changes of status regarding unit personnel via the Morning Report (includes unauthorized absence, in hand of civilian authority, and hospitalization).

0003. ORGANIZATION. Appendix A illustrates the organizational chart for the CPAC. The Director serves as a Special Staff Officer to the AC/S, G-1 (AC/S, G-1). The AC/S, G-1 has operational control of the CPAC.

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0004. HOURS OF OPERATION

1. The CPAC hours of operation are from 0730 to 1130 and 1300 to 1630. With the exception of scheduled appointments, new joins, and Marines returning from temporary assigned duty (TAD), Marines requiring routine administrative action should use the morning hours. These hours are dedicated to provide immediate customer service, while the afternoon hours are reserved for accomplishing the behind the scene tasks of service records maintenance, payroll audit, unit diary reporting, allotments, and records research, etc. These hours, coupled with the Personnel Action Request and appointment system, reduce the amount of time a Marine is out of the work section for administrative matters. In cases of bona-fide emergencies requiring immediate attention, contact the Officer-in-Charge or Staff Noncommissioned Officer-in-Charge, Permanent Personnel Administration Branch.
2. To schedule appointments, contact the appropriate section utilizing the base telephone directory.
3. For after hours access to the CPAC, the RTR and HQSVCBn Officers of the Day should contact the Depot Officer of the Day for the current recall/access roster.

0005. DRESS/ATTIRE. Marines receiving administrative service at CPAC will be in the uniform of the day or appropriate civilian attire. PT gear is not authorized.

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CHAPTER 1

CPAC DIRECTOR

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CHAPTER 1

CPAC DIRECTOR

1000. DIRECTOR. The CPAC Director is responsible for the overall operation of CPAC and other functions as may be assigned by the AC/S, G-1. The Director will be authorized in writing to authenticate entries in official records, and sign for the unit commander "By direction." The Director is an authorized custodian of the CG's facsimile stamp and authorized to validate by handwritten initials the facsimile stamp signature. Designated personnel within CPAC will also be authorized facsimile signature validation.

1001. CPAC PERSONNEL CHIEF. The CPAC Personnel Chief acts as the senior enlisted administrative assistant to the CPAC Director. The CPAC Chief will keep the director advised of all pending and completed action at all times.

1. The CPAC Personnel Chief will ensure all enlisted personnel assigned to CPAC conduct the following training:

a. Mission Oriented. Schedule and conduct classes to enhance section capability. The classes will be conducted weekly. All occupational field (OccFld) 01 Marines aboard the Depot are encouraged to attend. Complete lesson plans and attendance rosters will be maintained in the CPAC central files.

b. Skills Progression. Assign CPAC Marines to administration school when available, to include local automated systems classes at the Communication Information System Department.

c. Professional Development Education. Schedule leadership and essential subjects training as directed by the CO, HQSVCBn. For the permanent personnel of CPAC, schedule required and voluntary MCI courses, off-duty education courses, as well as assign resident Staff Noncommissioned Officer and Noncommissioned Officers Schools.

d. Annual Training Requirements. Schedule assignments for annual rifle range qualification, swim qualification, annual required training, and semiannual physical fitness test.

1002. REMOTE JOB ENTRY (RJE) SITE. The RJE site serves as a satellite branch of the Manpower Information System Support Office (MISSO) located at Camp Pendleton, however, operational and administrative control belong to the Director, CPAC. The site provides the resident expertise related to the MCTFS for reporting units assigned to the MCRD; MCAS, Miramar; NAB, Coronado; and WFTBn, Camp Pendleton.

1. Support to these units may include the resolution of technical problems associated with Unit Diary/Marine Corps Integrated Personnel Systems (UD/MIPS); assisting units in the correction of erroneous information resident in the MCTFS; providing feedback to HQMC or MISSO concerning problems encountered with procedural or system changes; and disseminating information related to systems deficiencies. The site also serves as a processing station for Transaction Reconciliation (TRECON) files and unit diary uploads.
2. The reconciliation process is an integral part of UD/MIPS. It was designed as a means to ensure accuracy of the Commander's Unit Diary Data Base (CUddb). The CUddb is an abbreviated copy of the Validation and Extraction (VEF1200), an overview of selected personnel data elements, given to the unit commanders to provide up-to-date information that is easily accessible. The overall objective of this process is to allow the command to effect changes to its data base which were reported by a different source, example HQMC, MISSO, and to reconcile conflicts between what the command reported and what posted to the Central Master File (CMF). Currently the TRECON is updated by RJE.
3. The RJE Site creates and maintains a library of "NATURAL" programs to retrieve statistical data, roster, and other reports from the MCTFS. This information is available for use by the General's staff to monitor command strength and personnel staffing goals; and by unit commanders to manage personnel, pay, and training functions.
4. The RJE Site Coordinator also conducts periodic inspections/site visits of units assigned to MCRD/WRR. Areas examined may include unit diary, pay, and service records.

1003. IDENTIFICATION CARDS (ID). The Director of CPAC is responsible for the issuance of all ID cards and for maintenance of the Defense Enrollment Eligibility Reporting System (DEERS) database on all active duty, reserve, retired Marines, and family members per MCO P5512.1. The Recruit Administration Branch (RAB) is designated as an ID card issuing activity and will issue recruit ID cards only.

1. ID Card Issuing Officer/Personnel. The Super Verifying Officer is responsible for the issuance of all ID cards. The Verifying Officer is responsible for the preparation of all DD Forms 1172.
2. DEERS. The ID card section has Real-time Automated Personnel Identification Systems (RAPIDS) terminals, with on-line access to the DEERS database and is the DEERS processing center for MCRD, San Diego. The civilian personnel clerks of the ID card section will ensure that:

a. The appropriate information is entered into the DEERS database prior to issuance of ID cards.

b. The appropriate changes, additions, deletions, or terminations are entered into the DEERS database when requested by sponsor and supported by appropriate documentation.

c. All personnel (less recruits) should report to the ID card section located in Building 31, Room 117, to obtain an ID card.

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CHAPTER 2

PERMANENT PERSONNEL ADMINISTRATION BRANCH

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CHAPTER 2

PERMANENT PERSONNEL ADMINISTRATION BRANCH

2000. GENERAL. This chapter will cover services and administrative functions under the cognizance of the Permanent Personnel Administration Branch (PPAB). The PPAB mission entails providing courteous, timely, and responsive administrative service to military and family members stationed aboard MCRD, San Diego. The PPAB is divided into four administrative sections, which are Promotions Section, Quality Assurance/Pay Section, HQSVCBN Section, and RTR Section, each headed by Staff Noncommissioned Officer-in-Charge (SNCOIC).

2001. PERSONNEL ACTION REQUEST (PAR)

1. The PAR is a standard form to request resolution on any administrative problem.
2. All sergeants and below are required to submit a PAR to CPAC via their chain of command. Officers and Staff Noncommissioned Officers are encouraged to utilize the PAR concerning routine matters.
3. Once a request is submitted via the PAR to PPAB, it is immediately given to the appropriate section SNCOIC for action. The PAR is kept until all action requested is completed. Once completed, the PAR is signed by the SNCOIC and returned to the individual member via the guard mail.
4. The SNCOIC of each respective administrative section within PPAB is tasked to ensure timely response to all PARs. The PAR system is monitored on a daily basis. The response time for routine PARs is five working days. Those PARs requiring detailed research may have longer response times. No PAR is considered complete until all required unit diary action (if required) has posted.

2002. CAREER STATUS BONUS (CSB)

1. The National Defense Authorization Act for Fiscal Year 2000 significantly changed the retired pay system by repealing REDUX for those members of the uniformed services who first became members on or after 1 August 1986. As of 1 October 1999, they are under the High 3 retired pay system and may choose to revert to REDUX. Previously, they were only covered by the REDUX retired pay system. However, these members now have a choice: they may elect, upon completion of 15 years of active duty, to receive a \$30,000 CSB and the REDUX retired pay system; or they can choose the High 3 retired pay system.

2. The PPAB will be notified via the UD/MIPS Diary Feedback Report (DFR) of qualifying members who have obtained 14 years and 6 months of active service. The PPAB, SNCOIC will then make notification to the member and counsel them on the requirement to make their CSB election.

3. Members have six months from the time of notification to make an election. Members must sign DD Form 2839 upon notification and again upon making a CSB election. Once the election is made, PPAB will report the appropriate CSB election unit diary entry into the MCTFS. The unit diary entry will automatically allow for payment of CSB upon the members attainment of 15 years of active service.

4. There is a 60-day window, according to the required legislation, for the CSB bonus to post. Simply stated, it may take two paydays for the CSB to post to a member's pay account once 15 years of active service is reached.

2003. FAMILY SUBSISTENCE SUPPLEMENTAL ALLOWANCE (FSSA)

1. The FSSA program is a supplement to a member's Basic Allowance for Subsistence (BAS), which increases a member's income by an amount intended to remove the member's household from eligibility under the U.S. Department of Agriculture Food Stamp Program. FSSA is a voluntary monthly entitlement designed to bring a member's household income to 130 percent of the federal poverty line not to exceed \$500.00.

2. Requests for FSSA will be submitted via the chain of command, utilizing Special Request/Authorization Form (NAVPERS 1336/3) and the FSSA application. The CO, RTR and HQSVCBn may approve FSSA requests. All other commanders may only recommend approval/disapproval. The CO, RTR may delegate the approving authority for FSSA to the RTR Battalion Commanders.

3. All FSSA requests will be screened by the Marine Corps Community Services (MCCS) Financial Management Counselor. MCCS will prepare a budget and counsel members on financial planning. The member will be advised as to other financial programs that may be in jeopardy if the member elects to receive FSSA. Upon determination of eligibility for FSSA and approval from the member's CO, PPAB will forward a Military Pay Order (NAVMC 11116), with a copy of the FSSA application attached, to the Financial Office/Disbursing Office (FO/DO). The PPAB will assist in notifying the FO/DO when the member has been promoted, when the member is executing a PCS move, monthly household income increases by any amount greater than \$100, or the member's household size decreases.

2004. THRIFT SAVINGS PLAN (TSP)

1. The Fiscal Year 2000 National Defense Authorization Act extended participation in the TSP for members of the uniformed services serving on active duty and members of the ready reserve in any pay status. The TSP is

a retirement savings and investment plan established for federal employees as part of the federal employee's retirement system act of 1986 (PL 99-335) which has been codified in 5 U.S.C. 8431-8440D. The plan offers tax deferral advantages similar to those in an individual retirement account or 401(K) plan.

2. The Defense Financial Accounting Service's web based pay information system, MyPay, is the preferred method for Marines to enroll in the TSP. Marines who elect to participate may enroll in TSP by accessing their myPay account via the internet at <https://www.dfas.mil/mypay.asp> or by calling the interactive voice response system (IVRS) 1-877-DOD-EMSS (1-877-363-3677) or commercial (912) 757-3119. Marines needing assistance to establish a temporary personal identification number (PIN) should use MyPay or call customer support unit at 1-800-390-2348 or commercial (216) 522-5122 between the hours of 0700 and 1900 EST, Monday through Friday.

3. There are two regular open seasons per year to enroll in the TSP. Members may only elect to start or change their elections during these periods (October 15-December 31 and May 15-July 31). When EMSS is not used, a TSP election form (TSP-U-01) can be submitted to CPAC at any time during an open season. Members may stop contributions/disenroll from the TSP at any time.

4. Per MARADMIN 505/01, there is no requirement for commanders to retain the TSP-U-01 form after the unit diary transaction has posted. Original forms should be retained by the member and should be complete with effective date of transaction and a unit diary number. A copy will be forwarded to appropriate unit diary section for inclusion in the correspondence files.

2005. SPECIAL PAY. Certification of Special/Hazardous Duty Pay (Special Duty Assignment (SDA), Jump, Scuba, Demo Flight Pay, Flight Duty Pay) is conducted on a monthly basis. Rosters listing members in receipt of Special/Hazardous Pay Duty are printed each month and verified for accuracy for each type of special pay and reviewed by the appropriate battalion commander. Once reviewed, the verified rosters are filed in the PPAB master files. The annual certification of career planners, recruiters and drill instructors SDA pay is verified monthly, based on last digit of the member's social security number, ensuring each billet is filled per respective Tables of Organization and Battalion/Depot Special Orders. When the status of a member assigned to special duty changes, PPAB must be contacted **immediately** for termination and subsequent re-start of SDA pay.

2006. MORNING REPORTS

1. Battalion commander's will submit a morning report to CPAC by 1000 each day of the workweek. The battalion commander is responsible for the accuracy of the information submitted. Morning reports will be submitted via the Recruit Accountability System/Personnel Accountability System (RAS/PAS).

2. Special attention must be given for members in the categories of unauthorized absence (UA), confined, in hands of civilian/foreign authorities (IHCA/IHFA), in hands of military authorities (IHMA), hospitalization, TAD, and leave. It is imperative that the status of personnel listed in the previously mentioned categories be verified prior to submission of the morning report.

3. Once a Marine is reported UA, IHCA, or IHMA, the PPAB should be immediately informed via e-mail or telephonically, followed by the morning report and appropriate source-documentation (i.e. Confinement Orders/Release from Confinement Orders, UA Charge Sheets or Medical Patient Forms).

2007. HUMANITARIAN ATTACHMENTS

1. These requests are initiated by the individual Marine and are designed to solve short-term situations. Marines attached for humanitarian reasons will be run in a TAD status and the parent command will be notified of a Marine's attachment by message; i.e., Message Dissemination System (MDS). Upon receipt of this message, PPAB will review the pay entitlement screen to ensure that the Marine is receiving proper pay entitlements and correct leave period is reported. All Marines attached for humanitarian reasons will be in receipt of monthly BAS. The message and audited pay screens are filed in the 30/31-day tickler on the date attachment is scheduled to terminate.

2. Each battalion is responsible for reporting their Marine's in a TAD status for humanitarian reasons on the morning report. It is also the responsibility of the battalion to notify PPAB immediately when a Marine returns from this period of TAD. If the TAD was in excess of 30 days, a stage one audit will be conducted on the Marine's SRB/OQR. A travel claim must be completed at the Military Personnel Division (MilPers).

3. If HQMC directs the transfer of the Marine by service record, PPAB will immediately notify the respective battalion adjutant via e-mail that the following items are required to be **delivered to PPAB three days prior to the effective transfer date: medical/dental records and a copy of the personal effects inventory**. Transfer by service record will be completed on the effective date via unit diary as designated by HQMC.

2008. MEAL CARDS. This paragraph covers the process to acquire a meal card (DD Form 714), recovery procedures and the maintenance procedures for the meal card control logs.

1. General. The meal card will be issued to enlisted Marines who are not in receipt of monthly BAS, or other monetary allowance in lieu of subsistence-in-kind. Each meal card has a potential cash value and is a controlled form.

2. Issuance. PPAB will issue and control all meal cards for all Depot personnel. Personnel within PPAB are designated in writing as issuing authority for meal cards. Attention must be made to local directives on issuing meal cards. All meal cards will be laminated upon issuance. Meal cards will be issued as follows:

a. Upon joining (ED of join).

b. If a replacement meal card is needed due to loss or mutilation of meal card, it will be re-issued by PPAB. A Lost/Stolen Meal Card Statement Form must be completed; these forms must contain a signature from the company First Sergeant. The PPAB will notify the mess officer of the local mess hall(s), in writing, (the name and the serial number to whom the card was issued) of lost or stolen cards.

3. Recovery of Meal Cards. Meal cards will be recovered as follows:

a. Upon transfer it will be recovered by PPAB upon delivery of the servicerecord book to the member.

b. Upon separation by the separations section.

c. Upon TAD assignment by the MilPers and returned back to the Marine upon completion of TAD.

d. Prior to going on leave, the Battalion OOD or administration chief will recover the meal card and return it to the Marine upon their completion of leave. Each battalion is responsible for maintaining an accountability system for the recovery/return of meal cards regarding leave.

4. Meal Card Control Log Books. PPAB will maintain the Meal Card Logbook. Designated SNCO(s) from PPAB will be assigned in writing to perform meal card issuing functions. No tape or "white out" will be used to make corrections in the logbooks. Only lineouts with a signature are acceptable forms of corrections. Per current Marine Corps directives, joint inventories will be conducted as required every six months or earlier.

2009. SERVICE RECORD BOOKS/OFFICER QUALIFICATION RECORDS (SRBs/OQRs)

1. All SRBs and OQRs are located within the CPAC building. Records are maintained and monitored by a service record custodian. The custodian is responsible for checking in/out records and maintaining the monthly record book accountability roster.

2. To aid in the complete accountability and management of service records, only in certain cases will service records be allowed outside the CPAC building. These cases include service records needed for members in a TAD status, to career planners for reenlistments and extensions, for pending legal matters, at the request of the unit's Sergeant Major/First Sergeant

adjutant or commander. Service records that are checked out of PPAB are due back to the service record custodian immediately following the completed action. When records are checked out more than 24 hours the SNCOIC or personnel officer must be immediately notified.

3. Entries recorded in personnel records will be made by the CPAC ONLY and in strict compliance with chapters 3 and 4 of reference (a).

4. All service records for separations will be checked out permanently from PPAB and maintained by the separations section. All subsequent documents for service records maintained by separations will be forwarded to the separations section.

2010. JOIN AUDITS

1. A join process audit will be conducted on all personnel joined chargeable to the command for duty or returned from TAD. This audit focuses on data elements and records associated with entitlements resident in MCTFS.

2. A contact audit will be conducted by interview with the Marine comparing data in MCTFS to the service record. The Marine is required to certify the entitlement to Basic Allowance for Housing (BAH) at this time. This BAH certification satisfies the requirement for a triennial audit. The triennial audit will be conducted in the same manner as the join audit with the exception of working the Diary Retrieval System (DRS) option 23. Further, the local housing office will report the starting/terminating of government quarters. PPAB will be responsible to ensure the housing office has reported the entry accurately.

3. In an effort to reduce the number of times a member is required to visit CPAC, members may declare any visit for routine service as their triennial audit. Such audits must be completed within three years from the date of the last join process audit or triennial audit. Per reference (c) annual screening unit diary entries will be reported as required.

4. The Basic Individual Record/Basic Training Record (BIR/BTR) will be audited and corrective action taken on the unit diary. The audited BIR/BTR, complete with signatures and dependent certification (if required), will be filed on the left hand side of the service record until the next join process audit or triennial audit is completed, or until the next family member certification is completed.

5. The DRS option 23 will be audited and corrective action taken via the unit diary. The audited option 23 complete with annotations will be attached to the join checklist or check-in sheet and filed in the correspondence files. For rejected entries annotate the unit diary number that corrective action was taken on and the cycle number that the unit diary posted on. If no action is required ensure that "NAR" is annotated. **NO ENTRY ON AN OPTION 23 IS TO BE LEFT BLANK, A STATEMENT WILL BE ANNOTATED ON**

EVERY ENTRY.

6. The Record of Emergency Data (RED) will be audited and corrective action taken on the unit diary. The audited RED complete with signatures will be filed in the service record until the next revision to this document is required.

7. PPAB is responsible for maintaining REDs, however the individual member is responsible for the accuracy of the information on the RED. Members are required to report to the PPAB any time a change occurs that affects the RED. This document is essential for casualty reporting purposes.

8. The Record of Service, Performance Evaluation Record, Awards and Education screens, and Perstempo screen (D112) in MCTFS will be audited and corrective action taken as required. These documents will be returned to the member upon completion of corrective action.

9. During the join audit process, the combat leave balance (as required) will be checked against the members regular leave balance. Members will be credited/checked to resolve discrepancies. The members combat leave will be audited after all periods of TAD and upon reenlistment.

10. Members are required to inform PPAB immediately of changes that affect the status of family members, pay, or entitlements.

11. At the beginning of each year, rosters are generated listing members who are due for a triennial audit. Triennial audits will be conducted on these members per current Marine Corps directives.

12. The UDMIPS will be used to monitor data pertaining to service spouses on a quarterly basis, regardless of component of service. To ensure frequent reviewing of such data ensure accurate and timely reporting of information, which may have a direct impact on either service member.

2011. SERVICEMEMBER'S GROUP LIFE INSURANCE (SGLI). Members will verify their SGLI during the join audit or upon a change in family member status (Marines must verify that the correct SGLI premium is being deducted from their pay). If incorrect, a new form will be completed and reported via the unit diary prior to filing in the service record. SGLI forms may not have any corrections and must correspond with the RED (SGLI) information. Increases in coverage are effective the first day of the month in which the coverage was elected. Decreases in coverage are not effective until the 1st day of the following month in which the coverage was elected. Marines are strongly encouraged to elect \$250,000 coverage. Members who initially elect for less than the maximum coverage or no coverage may later apply for increased coverage, but must furnish proof of good health and a completed SGLI 8286 Form.

2012. SGLI FAMILY COVERAGE. Members will verify their SGLI family coverage during the join audit, during a change in family member status, or any time there is a change to the amount of the member's SGLI coverage. For newly married members coverage is automatic and will commence on the date of marriage. A SGLI Family Coverage Form (SGLV 8286A) must be completed on each married member, to include member married to member. The SGLV 8286A must be completed whether the member elects or declines coverage. Members who initially elect for less than the maximum coverage or no coverage may later apply for increased coverage, but must furnish proof of good health and a completed SGLV-8285A Form.

2013. FAMILY MEMBER PACKAGES. The Dependency Application Form, (NAVMC 10922) will be utilized when a member's marital status changes or there is a change in the number of family members. This form is used to record the start of BAH per a gain or loss of a family member. Members requiring this type of administrative service must submit a PAR and will be required to visit PPAB in person with original supporting documents, i.e. marriage/birth certificates, divorce decrees, proof of identification.

2014. TRICARE FAMILY MEMBER DENTAL PROGRAM. Administrative personnel offices are no longer authorized to report enrollments or disenrollments for dental coverage. For inquires regarding coverage, members must contact United Concordia Companies Inc. (UCCI) directly. The UCCI customer service number is 1-800-332-0366 and website URL: <http://www.ucci.com>. See MARADMINS 306/00, 496/00 AND 566/00 for additional information.

2015. SECOND STAGE AUDIT. This stage will focus on all pay and allowances with special attention to changes in allowances as a result of a members transfer. This audit will be completed by the auditor through a comparison of the MCTFS record, service records, and join documents. Personnel clerks will use the Stage-two Audit Checklist at all times when conducting a new stage-two audit.

1. Document Flow. MilPers will complete all travel claims for submission to disbursing [copy to PPAB Quality Assurance/Pay (QA/Pay) section pending stage two audit], reporting endorsements and issue the member a check in sheet. The PPAB will complete all new join service record audits and unit diary entries.
2. The QA/Pay section is responsible for ensuring the proper reporting of all joins, allowances, and entitlements. Audit tools for the completion of this requirement include the LES, Marine Corps Administration Assist Team (MCAAT) printouts, TRS, remark summary in MCTFS and travel claims. The join process audit, second stage will be conducted after the elapsed time (leave/delay) has posted into MCTFS, or 60 days after the join posts, whichever is earlier.

3. If the elapsed time has not posted within 45 days of the join, disbursing will be notified via Military Pay Order (NAVMC 11116).
4. For joins where no travel entitlements exist (e.g. Permanent Change of Assignment), the join process audit stage two will be conducted immediately after the join posts.
5. Any discrepancies that are discovered during the audit will be corrected by either a unit diary entry or NAVMC 11116. All NAVMC 11116s will be completed by the QA/Pay section and logged into the NAVMC 11116's logbook before forwarding to disbursing. The military pay technician is responsible to monitor the status of all NAVMC 11116 forwarded to disbursing for timeliness and accuracy.
6. **Once all corrective action (if any) is completed, the green embossing tape (placed in the upper left hand corner of the record book by PPAB clerks at the beginning of the process) is removed and the record books are sent to the service record section to be filed appropriately. The travel claims are returned to the Military Personnel Division to be filed in the command master files.**

2016. SECOND STAGE AUDIT PROCESS. This audit ensures the command reported the correct entitlements to include:

1. Marines entitled to receive BAH at the with dependent or own-right rate at the permanent duty station (PDS), do so, starting the day of arrival at the PDS. This date is the day before the join date.
2. BAH Differential (BAH-DIFF) is continued for Marines who were in receipt of the entitlement prior to the date of join. Marines cannot receive BAH Partial (BAH-P) and BAH-DIFF simultaneously.
3. Members receive proper entitlement to Family Separation Allowance (FSA) Type II per reference (d).
4. BAS discounted meal rate starts the date of join (if applicable) upon issuance of a meal card.
5. SDA pay for all Drill Instructors (8511s) starts on the day of arrival.
6. SDA pay for all Recruiter School Instructors (8411/8412s) starts the day after the previous stop date for those who are in receipt of repetitive SDA pay entitlement tours.
7. Start SDA pay for all first sergeants and sergeants major (9999s) on the day of arrival ensuring that only those authorized by the T/O are being paid.

2017. PAY INFORMATON

1. General. This paragraph covers pay related information relevant to all members.

2. Pay Rosters

a. A suspect pay roster will be pulled three days prior to each pay period to identify those Marines who may have a potential pay problem. The roster will be verified against current information within the MCTFS Diary Retrieval System and the Customer Information Control System to identify possible situations that will cause a Marine to receive "no pay due."

b. Any Marine who is listed as receiving an inconsistent pay amount will notified via their company first sergeant or battalion administrative section. Marines who suspect they were paid incorrectly must submit a PAR immediately to PPAB via the chain of command.

3. Liquidation. The pay section will also verify inconsistencies resulting in Marines being paid in excess of \$50.00 of their normal pay. Those Marines desiring to request liquidation will submit a PAR via their chain of command. The MPO will be submitted to disbursing requesting liquidation over a 6-month period for amounts less than \$1,000 and liquidation over a 12-month period for amounts exceeding \$1,000.

4. Major Causes of Pay Problems. The majority of pay problems can be resolved by NAVMC 11116. Some of the major causes of pay problems are listed below:

a. Monthly BAS not being stopped upon return from TAD for Marines residing in the barracks.

b. Monthly BAS (hospital rations) not being stopped upon discharge from the hospital for Marines residing in the barracks.

c. Late notification to PPAB due to changes that affect entitlement to BAH.

d. Marines receiving FSA that are not entitled to receive FSA.

e. Recoupment of advance BAH.

f. Recoupment of payments for Deferred Payment Plan.

g. Marines closing/changing their bank accounts without notifying PPAB.

5. Solutions to Preventing Pay Problems. The following actions will reduce or prevent pay problems:

- a. Monthly review of the LES.
 - b. Notifying the PPAB of any changes that effect pay.
 - c. Small unit leadership supervision.
 - d. Notify PPAB prior to terminating/changing bank accounts.
 - e. Use of MCTFS to review members pay screen.
6. Electronic Funds Transfer (EFT). All Marines who are on direct deposit will receive special payments, travel advances, and travel settlements electronically via their direct deposit accounts. If a payment has not been received within 48 hours upon notification that an EFT payment was made, contact PPAB pay section immediately.
7. Direct Deposit Participation. Direct deposit participation is mandatory for all Marines who are in a good pay status and not pending separation. Direct deposit will be stopped by the separation section for all Marines pending separation.
8. Allotments. Allotment requests (savings, bonds, direct deposit) can be processed either via PAR or on a walk-in basis. All allotment requests are processed within five working days. Allotments can also be completed by the member via myPay at the web site: <https://www.emss.dfas.mil/mypay.asp>.
- a. Requests for savings allotments must have a valid account number/routing number from the financial institution where the allotment will be sent. This information must be on a direct deposit form signed by the member. Requests for bond allotments are not required to have account numbers. Allotments are required to remain in effect for three months before they can be changed or stopped per reference (d). Members are reminded to double check account and routing numbers. Submission of incorrect accounts will result in the member's pay being deducted and funds being held in suspense until account numbers are corrected.
 - b. Due to the often sensitive and urgent nature of allotments, where credit or support of family member is involved, members must consider submission dates of allotments and plan accordingly. Generally, allotments submitted and processed prior to the 30th of the month will have an effective date on the succeeding month.
 - c. Careful consideration must be made when starting an allotment: only 80% of base pay and BAH can be allotted. All requests for allotments must have an original signature by the member requesting the allotment. Requests for an emergency stop/start will be handled on a case-by-case basis in direct coordination with the Personnel Chief and Personnel Officer.

2018. BASIC ALLOWANCE FOR HOUSING (BAH)

1. Advance BAH is paid to members authorized BAH in order to offset the expense associated with moving on the economy. Members can receive a maximum of three months BAH, however, this amount will never exceed the actual move in cost. Per reference (d), members cannot receive this advance any earlier than three days prior to the move-in date and become ineligible to receive this advance 30 days after the move-in date. Marines must be in receipt of BAH (termination of government quarters), submit a projected move-in cost amount and provide a signed lease or intent to lease, in order to receive advance BAH. The advance can be liquidated over a 12-month period, however the entire amount will be recouped in a lump sum if the Marine vacates that residence. Within 10 days of receiving advance BAH, the Marine is required to notified PPAB pay section that the advance was used for intended purposes at the requested address. This will preclude the Marine from being checked for misuse of advance BAH. Careful consideration must be made prior to requesting advance BAH, therefore, all advance BAH requests must have the approval of the company commander.

2. BAH is based on geographic duty location, pay grade, and dependency status. The intent of BAH is to provide uniformed service members accurate and equitable housing compensation based on housing cost in the local civilian housing markets and is payable when government quarters are not provided.

3. Members are required to notify PPAB of any changes that affect their entitlement to BAH. These changes include any gain or loss of family members (i.e. marriage, birth, divorce, abandonment or death of a family member). BAH is required to be certified by the member during every audit (join process, triennial or deployment/readiness audit) or as changes to the BAH entitlement occur. Pay problems resulting from late notification will not receive favorable endorsement for waiver of liquidation of debt.

4. No lease or mortgage agreement is required to receive BAH. The number of sharers in the household no longer affects the amount of BAH. It is still a requirement to know the whereabouts of the dependent spouse to receive this entitlement. For members stationed in the continental United States, the spouse's location will not effect entitlement to BAH. Members will receive BAH based on the assigned duty station zip code. For members stationed at overseas commands dependent restricted tour, the BAH entitlement will be the zip code of their spouse's address.

5. The Dependency Application Form (NAVMC 10922) will be completed and signed by the member when the BAH status of member has been changed.

2019. BAH DIFFERENCE

1. BAH-DIFF is the difference between BAH at the "with dependents rate" and BAH at the "without dependents rate." Effective 5 December 1991, all

Marines who divorced and are ordered to pay child support are entitled only to BAH-DIFF when residing in the barracks and paying child support equal to or greater than the amount of BAH-DIFF. If a Marine resides in the barracks and child support payments are less than the amount of BAH-DIFF, the member is entitled only to BAH-P. If a Marine is authorized to reside off base, and child support payments are equal to or greater than the amount of BAH-DIFF, the member would be entitled to BAH-DIFF and BAH at the "without dependents rate."

2. To receive the BAH-DIFF entitlement members will be required to provide proof of child support upon request. An allotment is generally the best proof. This entitlement is effective on the same date child support payments were started. Each NAVMC 10922 form prepared for BAH-DIFF will indicate the member is aware of the requirement for providing support to family member(s) per current Marine Corps directives and initialed accordingly.

3. For cases when the members name is not on the child's birth certificate, a court order showing proof of parentage is required.

2020. CONTINENTAL UNITED STATES COST OF LIVING ALLOWANCE (CONUS-COLA). CONUS-COLA is authorized for members in CONUS areas to offset a member's and/or family's living costs. This is accomplished by reporting the CONUS-COLA entitlement and if there is a monetary value it will be automatically credited to the member via MCTFS.

2021. LEAVE AND EARNING STATEMENT (LES). The individual Marine is responsible for auditing their LES for accuracy. At a minimum, the Marine must ensure the pay grade, the state code (where state taxes are being paid), the number of federal and state exemptions, all entitlements, all deductions, and all remarks on the LES are accurate. Proper review of the LES can detect pay discrepancies before they become pay problems.

2022. MILITARY PAY ORDER (MPO)

1. General. The MPO (NAVMC 11116) is used to transmit orders from the CO to the finance officer.

2. Certifying Officer. MPOs will be signed by the CO or other officers designated under authority of SECNAVINST 5216.5 and MARADMIN 167/99. The CO will use the Delegation of Authority Form (NAVMC 11119) to notify the finance officer when an officer has been designated to sign documents affecting pay. A Delegation of Authority letter will also be signed by the CO to authorize enlisted Marines to receipt for checks from the finance office. Battalion commanders will designate in writing those personnel who will be authorized to receipt for checks for their battalion. Letters will be updated upon a change of command. The original form will be submitted to

disbursing and a copy will be submitted to the PPAB Pay Section for retention.

3. Submission of MPO (NAVMC 11116). All MPOs originating at PPAB will be submitted to the finance office via the pay section. All MPO's (except for immediate action based upon location and advance pay) will be signed by a delegated officer assigned to PPAB. After signing, the pay section will number the MPO in the top left corner of the form. Four copies will accompany each original MPO. The MPO will be logged into the MPO logbook and tickler file for tracking/monitoring purposes. Upon final completion and return of the original form, the MPO will be retained in the files of the pay section for the current fiscal year.

2023. UPDATE AND EXTRACT (U&E) CUTOFF DATES. All entries that effect pay and allowances are reported into the MCTFS. Each payday has a corresponding U&E date. The U&E date occurs twice monthly and all pay and entitlement entries reported prior to the established cut-off dates will be reflected in the following pay period.

Example: The U&E date for the payday of 15 November is 5 November. A Marine gets married on 1 November and reports to PPAB on 6 November to complete the required paperwork for BAH. The PPAB reports this information on a unit diary dated the 7 November, unit diary processes at the Marine Corps Finance Center on 7 November. The Marine will not see a pay increase on 15 November because it was reported on the unit diary after the U&E cutoff date of 5 November. The action reported will reflect on the 1 December pay period.

2024. UNIT DIARY REPORTING

1. PPAB SNCOIC. PPAB Section SNCOICs are responsible to ensure all information reported on the unit diary is accurate, prior to submission. Each section SNCOIC will also:

- a. Ensure information is reported immediately.
- b. Ensure information reported is uploaded and accepted by MCTFS.
- c. Proper training is conducted to ensure accurate and timely reporting of unit diary information.
- d. Ensure 30/31-day tickler is being properly used for all known reportable events to be routed and reported on UD.
- e. Pull the DFR daily, tracking the acceptance and rejection rate of unit diary entries submitted from PPAB.

f. Audit information received on the DFR and inform personnel clerks of trends within their respective reporting section.

2. PPAB PERSO

a. Ensure Section SNCOIC's are comparing the source document substantiating entries, prior to submission of the diary.

b. Ensure each Section SNCOIC is monitoring the reported entries within their respective scope of responsibility to ensure accurate and timely unit diary reporting is occurring.

c. Certify unit diaries daily and diary feedback reports for each cycle within five working days.

2025. DIARY FEEDBACK REPORT (DFR)

1. General. The DFR is a single report consisting of four parts, which provides information on Marines assigned within a specific Reporting Unit Code (RUC).

2. Composition of the DFR. The five parts that comprise the DFR are:

a. Diary Feedback Report Cover Page. The cover page contains the basic unit and cycle information and a preprinted signature page.

b. Part I Diary Statistics Report (DSR). The DSR provides the commander a means of monitoring the current status of unit diaries submitted by giving an accepted, rejected and total number of action statements processed in the MCTFS cycle. It also provides a means to determine if the Reporting Unit (RU) is printing the DFR in a timely manner.

c. Part II Rejected Transactions. Contains any rejected transaction as a result of the RU's input by cycle requested.

d. Part III Advisories/Purex. Reflects rejected transactions and advisories occurring not as a result of the RU's input, i.e., PUREX, COM GENERATED, HQMC, RUC.

e. Part IV Advisory Transactions. Reflects advisory messages not requiring action but only informative in nature.

3. DFRs are printed on the first available date that the cycle completes processing or the first working day after a weekend or holiday. The DFR will be audited and corrective action taken within five working days, by all sections. The DFR must be signed and dated by the certifying officer indicating that all corrective action has been taken and is complete.

2026. DFR AUDIT REQUIREMENTS. Careful attention must be given to the joint and triennial audit. Additional audit requirements are referenced in MCTFS Automated Pay Systems Manual.

1. The personnel clerks will pull the DFR for the respective cycle that has finished processing at central. After pulling the cycle the clerk will post the DFR on the UDMIPS.

2. After the DFRs are posted the personnel clerks will make the appropriate annotations on the DFR. Advisory messages requiring unit diary action will be annotated with the unit diary number and date of the unit diary reporting the corrective action. Those advisory messages appearing on the DFR which require no corrective action on unit diary will be annotated with "UD NAR" (unit diary no action required) and a message for subsequent actions taken; i.e., "letter sent to MISSO," "copy to promotions," "e-mail to career planner/separations section."

3. The DFR, unit diary and supporting documentation (when applicable) will be forwarded to the appropriate PPAB section SNCOIC for review. Once the documentation is reviewed and initialed by the SNCOIC, the DFR, unit diary and documentation will be forwarded to the PERSO. All DFRs are electronic and can be viewed by everyone who has access to UDMIPS.

2027. DFR RETENTION. The DFR will be electronically filed by calendar year on the shared drive and retained for the current year plus one.

2028. MISSING DFR REPORT/ASSISTANCE. DFRs that are either lost or destroyed can be reprinted for up to 20 days after the cycle date. Unit and command efforts will be used to resolve errors and determine the required corrective action. Problems that cannot be resolved locally will be reported to the MISSO as soon as possible. MISSO will research the problem and provide assistance.

1. Inconsistent Condition Report (ICR). This report will be utilized as a management tool. This monthly report lists those Marines whose computer records may contain one or more data elements that are incorrect or inconsistent with the Marine's master record. The ICR is printed monthly in conjunction with the end of the month update and extract and will appear in part III of the DFR. The ICR will be worked in the same manner as DFR's. ICR advisory codes will be researched and annotated with corrective action. ICR advisory codes are listed in the MCTFS Automated Pay Systems Manual.

2. Computer generated advisory messages. Chapter 8 of MCO P1080.40 MCTFS Personnel Reporting Information Manual covers this information.

2029. PROMOTIONS. Marines in the grades of Pvt through Sgt are required to exercise in an ever-increasing degree, the qualities of maturity,

leadership, and professionalism. To a large extent, accomplishment of the ultimate mission - success in battle - depends on the manner in which Marines are developed into small unit leaders and on the professional abilities of those Cpls and Sgts. The CMC has delegated the authority to promote enlisted Marines to the grades of PFC through Sgt to commanders granted special courts-martial authority per the UCMJ, Article 23 (10 U.S.C. 823).

1. Promotion System

a. The promotion system is a continuous cycle, which starts over each month. For a system to work successfully, it is important for everyone to know what occurs at each point in the cycle and why and when established deadlines are due. A smooth flowing cycle will result in the proper Marines being promoted and receiving all pay entitlements in a timely manner.

b. The enlisted promotion system provides a procedure whereby enlisted Marines within each grade and MOS compete among themselves for promotion to the next grade. Minimum time requirements are established for each grade listed below:

USMC & USMCR PROMOTION TO	REG PROMOTION		MERIT PROMOTION	
	TIG	TIS	TIG	TIS
SgtMaj/MGySgt	3yrs	10yrs	-	-
1stSgt/MSgt	(See par. 3200.4,5 of MCO P1400.32)			
GySgt	3yrs	6yrs	N/A	6yrs
SSgt	27MOS	4yrs	N/A	4yrs
Sgt	12MOS	24MOS	N/A	18MOS
Cpl	8MOS	12MOS	N/A	6MOS
LCpl	8MOS	9MOS	N/A	NONE
PFC	6MOS	6MOS	N/A	NONE

2. Promotion to PFC and LCpl

a. PFC. Marines who have served for six months on active duty in the rank of PVT will be promoted to PFC providing the Marine's service has been satisfactory. The Marine's time in grade (TIG) will be computed from the 1st day of the month of entry on active duty.

b. LCpl. A PFC who has eight months TIG and nine months time in service (TIS) from the Armed Forces Active Duty Base Date and who is otherwise qualified for promotion, may be promoted to the rank of LCpl.

3. Cpl/Sgt. Promotions to the rank of Cpl and Sgt will be authorized on the basis of vacancies existing throughout the Marine Corps and will be effected by authorized commanders. Although Marines must meet the required TIG/TIS requirements, their promotions will be based on composite scores

automatically computed quarterly for each eligible LCpl and Cpl and will be affected monthly by their primary MOS once the promotion authority message, with the current scores is received.

4. Promotion Recommendation. In order for an eligible Marine to be promoted they must be recommended for promotion by their CO. PPAB will produce a monthly Promotion Recommendation Roster one month prior to an approaching promotion month and forward it to each battalion for review; i.e., for the January promotion month the recommendation roster will be forwarded to each battalion on 1 December. Marines eligible but not recommended for promotion will have the remarks "NOT REC or NO" annotated by their name indicating they are not recommended for promotion. The battalion commanders will review each case and sign a cover letter directing PPAB to run "NOT REC FOR PROM" on unit diary prior to the 15th of the approaching promotion month (The original roster from CPAC **must be signed by the battalion commander or executive officer when acting as the battalion commander (NO EXCEPTIONS)**). If the recommendation letters are not received prior to the 15th cutoff date, Marines who may have been considered not eligible may generate a select grade to the next higher grade in MCTFS, therefore, preventing other eligible Marines from being selected for promotion. The timeline for the promotion recommendation is as follows:

1st- The recommendation letters are forwarded to each battalion.

2nd - 5th- Each battalion determines who is recommended/not recommended.

6th - 7th- Battalion commanders review and sign recommendation cover letters.

8th- Recommendation letters with requested Page 11s for the not recommended individuals are received at PPAB.

9th - 10th- Marines not recommended for promotion are ran on unit diary "Not Rec" for promotion for the following month and the Page 11 entries are completed by the PPAB personnel clerks and forwarded to the Battalions for the member's counseling.

5. Non-recommendation Page 11 Entries

a. Marines not recommended for promotion must sign a Page 11 entry acknowledging that they were informed of such non-recommendation. If not recommended is a monthly entry, a unit diary entry must be reported by the 15th and a Page 11 completed for each month not-recommended until recommended.

b. If not recommended due to restrictions listed in MCO P1400.32b par 1204.3f through par 1204.3n, a unit diary entry "promotion restriction," must be reported by the 15th and an initial Page 11 completed covering the specific period of not recommendation. Although the Page 11 counseling is

done only once, the Marine will not be not recommended for each month during the suspension period as long as a promotion restriction entry has been reported on the unit diary. Upon completion of non-judicial punishment, the MCTFS will automatically put a three-month promotion restriction. If the member has any portion of the sentence suspended for more than three months, the unit diary clerk will report the correct promotion restriction with the NJP. Reasons for non-recommendation for promotion can be found in reference (b).

6. Select Grade. The DFR will have a list of Marines from Pvt through Cpl who have been selected to the next higher grade. This report will be forwarded to each battalion for review prior to the promotion month. If by chance a Marine shows up on the select grade roster but was never not-recommended for promotion, the battalion uses this advance roster to notify PPAB of the non-recommendation and prepares the standard Page 11 counseling entry. PPAB will report on unit diary "**Will Not Promote**" which will cancel the promotion for that Marine. The battalions will use the select grade roster to prepare promotion warrants for presentation. The battalions will need to notify PPAB of Marines who will not be promoted and the reason why, and the requested counseling Page 11. Once all recommended Marine's promotion warrants are signed by the battalion commander copies are maintained by the battalions and the promotion proficiency and conduct marks are forwarded to PPAB for reporting into the unit diary. All promotions are automatic and will update with the Auto Promote UDMIPS cycle. Copies of all **meritorious** warrants must be received by the 3rd of each month for reporting into the unit diary.

7. Proficiency and Conduct (PRO/CON) Marks. Marines promoted to the rank of Cpl and Sgt require PRO/CON marks indicating that a grade change has occurred.

8. Remedial Promotions. Remedial consideration is afforded to the grades of PFC through Sgt for administrative errors that delayed or prevented a Marine from being promoted. In most cases the error is usually due to training information being reported late on the unit diary after the composite score cutoff date. All remedial requests are approved by CMC (MMPR-2) via the chain of command. Once an error has been discovered the Marine must submit all documents pertaining to the case and forward it to PPAB for processing along with the following:

- a. PAR form
- b. Manually computed composite score worksheet
- c. Late or missing training information
- d. Erroneous Date of Rank information

When manually computing a Marine's composite score remember to determine the composite score cutoff date. If any training information is reported after

the cutoff date for a promotion quarter it therefore cannot be used for that promotion quarter. Below are the promotion quarters and their corresponding cutoff dates:

<u>Month</u>	<u>MCTFS Cutoff Date</u>
January, February, March	20 November
April, May, June	20 February
July, August, September	20 May
October, November, December	20 August

9. Zero Composite Scores/Re-compute. Zeroed out composite scores result when the MCTFS is missing or contains outdated training information or data. Immediate action must be taken to verify and correct all training information or data. In some cases the training information or data is correct and only requires validation. Corrective action cannot be taken on outdated training information when a Marine is required to complete the training and fails to do so. When missing or outdated data is available, corrective action must be taken as follows:

a. Promotion Section. The promotion section monitors all training that is to be reported. If there is training information that will not be reported before the cutting score cutoff date:

(1) Once received from training, the promotion section will report the late or missing training information.

(2) Ensure that is posts.

(3) Report Type Transaction Code (TTC) 287 002 REQ RECOMPUTE COMP SCORE, which will take away the zeroed out composite score.

(4) Start remedial procedures is Marines are eligible for promotion via message or unit diary per the REQUEST REMEDIAL SELECTION TTC if within the current promotion month.

b. Notices on DFR

(1) Obtain the missing training information or data.

(2) Report the missing training information or data via unit diary.

(3) Enter TTC 287 002 via unit diary to report late or missing rifle scores, physical fitness test, special duty points for Drill Instructors, Marine Security Guards, Recruiting Duty, off-duty education or command recruiting points. The system will automatically check the Marine's average in proficiency and conduct marking. If the average changes the system will use the new average to recompute the composite score. Any remedial requests that fall outside the current promotion month or require

the adjustment of elements other than those named above will be submitted per reference (b).

(4) Annotate on DFR all action taken.

10. Meritorious Promotion to Cpl/Sgt. CG's are delegated authority to effect without reference to Headquarters Marine Corps, meritorious promotions to Sgt and Cpl, based upon total onboard strengths in the rank of Cpl and LCpl, respectively. At the completion of a meritorious promotion board the AC/S, G-1 will complete the meritorious promotion warrants. These warrants will be prepared for the CG's signature and forwarded to the battalion for presentation. A copy of all meritorious promotion warrants and the Pro/Con marks must be forwarded to PPAB by the battalion for entry into the unit diary.

11. Meritorious Promotion to PFC and LCpl. CO's as defined in MCO P1400.32B, paragraph 1200.3b are authorized to meritoriously promote any Pvt and PFC to the next higher rank in recognition of outstanding leadership or performance. At the completion of a meritorious promotion board the battalion administration section will complete the meritorious promotion warrants. These warrants will be prepared for the Battalion Commanders signature and forwarded to the company for presentation. A copy of all meritorious promotion warrants must be forwarded to PPAB by the battalion for entry into the unit diary.

2030. NON-PUNITIVE REDUCTIONS. A non-punitive effective date of reduction will be the previous date of rank to which reduced. The MCTFS entry will be reported per references (b) and (c).

2031. GOOD CONDUCT MEDALS (GCM). A GCM roster, resident within UD/MIPS, will be pulled monthly by PPAB to determine which members are eligible for award. All service records will be screened by the PPAB personnel chief to ensure there are no disqualifying entries. The GCM certificate is then printed and the original will be forwarded to the member's battalion for signature. A signed copy will be returned to PPAB for unit diary reporting.

2032. LEAVE. Battalion commanders or personnel who are designated in writing to sign "By direction" of the battalion commanders are authorized to grant and sign leave requests. To ensure accountability, compliance and timely unit diary reporting, PPAB is given a copy of all leave papers that are prepared by each battalion. These copies are then put into the PPAB 30/31 day tickler folder by date of return.

1. Except for orders authorizing leave or delay, the NAVMC 3 form shall be used as the source document for granting, reporting, liquidating, and

auditing the leave balance on the LES, all periods of annual leave. All copies of leave papers will be forwarded to PPAB on the first working day after the papers have been typed and properly signed.

2. Leave normally commences at the end of the workday (1630), not earlier than 1200 for shift workers (leave papers must be annotated **SHIFTWORKER**), and at 0800 on weekends and holidays. Personnel will not sign out on leave prior to the end of the normal workday. Signing out prior to the end of the normal workday will result in being charged an extra day of leave (effective 2359 the day prior).

3. Leave can be taken in conjunction with holidays and liberty providing the leave is not in conjunction with special liberty. Leave and special liberty may only be combined when the member will physically be within the normal commuting limits (as established by the local commander) and available for recall to duty during the special liberty period. When combined with special liberty, Marines will not be charged annual leave during the special liberty period provided they are within specified limits.

4. Prior to departing on leave, members will pick up the original leave papers from their respective Battalion Officer of the Day (Bn OOD), and surrender their meal card, if applicable. The meal card will be kept with the battalion adjutant, for safekeeping, for the duration of the leave.

5. Officers and SNCOs are authorized to pick-up leave papers prior to the commencement of their leave but are required to check-out on leave with their respective Battalion OOD via telephone.

6. Leave authorization/extensions can only be approved by company commanders, first sergeants, or those posted as an Officer of the Day (in emergency situations). When applicable the leave extension portion is required to be filled out and signed by the commander or authorized representative. The member authorized the leave extension is required to obtain the required signature on their leave papers prior to submission to PPAB for unit diary reporting.

7. PPAB maintains a 30/31 day tickler file consisting of folders consecutively numbered for each day in the month. A copy of the NAVMC 3 will be inserted in the folder that corresponds to the date that the leave data is to be entered on the unit diary. For accountability of all leave taken it is imperative for each battalion that authorizes leave, ensures a copy of all leave papers are delivered to PPAB.

8. Upon return from leave members are required to sign/turn in original leave papers to the Bn OOD or the battalion administration section. The battalion will immediately forward the leave papers to the PPAB on the first working day after the member returns from leave. If original leave papers are not received within three days from the date of return and contact with the battalion has been made, the full leave period on the copy maintained in

the tickler file will be reported. Leave periods will be verified from battalion morning reports.

9. If a Marine does not execute an authorized leave period, battalions will expeditiously return the leave papers to PPAB with the words "DID NOT TAKE" written in bold letters across the front.

2033. PERSONNEL TEMPO

1. General. The Fiscal Year 2000 National Defense Authorization Act (section 586) mandated the Marine Corps track the Personnel Tempo of every Marine and other service personnel assigned to Marine Corps units as of 1 October 2000.

2. A detailed explanation and specific guidance on Personnel Tempo reporting is contained in Depot Order 1320.17A.

2034. LEGAL ADMINISTRATION. This paragraph covers the processing and submission of all legal administrative matters: Page 11 entries, (6105) entries, NJP, unit punishment book (UPB) procedures and courts-martial. Battalion adjutants are responsible for the timely submission of all legal documentation such as the unit punishment book or courts-martial results of trial records. It is imperative that viable communication procedures be established and maintained between the battalions and PPAB to ensure timely processing of MCTFS reporting entries, to include To/Fr UA, To/Fr confinement and time lost, as applicable. Battalion Adjutants will provide a weekly legal report of all courts-martial, NJPs, investigations, administrative discharges, absences, pretrial confinements, appellate leave, and "In Hands of the Civilian Authorities" to the PPAB by close of business every Thursday.

1. PAGE 11 Entry. All derogatory entries will be made per reference (a). Battalions/companies will submit all requests for entries to Page 11, signed by the commanding officer, to PPAB. Each request must include:

- Name
- Rank
- Social Security Number
- Deficiency
- Time and Date of incident
- Location of incident

The request will then be printed to the Page 11 entry and the service record will be returned to requesting unit. Derogatory entries not only require the Marine's signature, but the CO's signature as well. (Derogatory entries cannot be signed by direction.)

2. Mandatory Page 11 Entry. Per the IRAM, an SRB entry must be made after counseling a Marine for any alcohol-related misconduct, unsatisfactory performance and non-recommendations for promotion.

3. NJP. Upon completion of the UPB, and within three working days, the command must forward to PPAB the original UPB with 3 copies. Once the UPB is completed, PPAB will annotate Block #19, report the final punishment on unit diary per reference (c), provide unit diary number/date, and retain/forward UPB per reference (a).

a. Questions concerning the NJP appeal should be directed to SJA. The appeal decision must be routed back through PPAB for final administrative documentation.

b. In the case of reduction, reduction Pro/Con marks must be provided with the UPB to PPAB. Per reference (e), for each case involving an unsuspended reduction, copies of the complete UPB will be forwarded to CMC (MMSB) and a copy delivered to the Marine by the battalion adjutant/legal officer.

c. All commands will utilize the current calendar year Maximum Forfeiture Chart. No other substitutes are authorized. Forfeitures will be applied to the grade to which reduced.

4. Unauthorized Absence (UA) Status

a. UA is when a Marine is absent from the parent command without authorization. CPAC will be notified immediately via e-mail and subsequently the morning report for MCTFS reporting. The PPAB will properly annotate Page 3 of the member's service record and report the appropriate unit diary entries into the MCTFS upon receipt of source documents. For accountability and casualty purposes, commanders must ensure proper procedures for UA Marines are completed in a timely manner.

b. Upon return from UA status, commanders must notify the PPAB immediately and provide the appropriate source documents: (logbook entries, e-mail, police report). It is imperative PPAB be notified in order to restart Marines pay entitlements. PPAB will update Page 3 with the information contained in the UPB, then report the appropriate unit diary entries into the MCTFS as required.

5. Desertion Status. If a Marine is absent from the parent command without authority over 30 days, PPAB will be responsible for:

a. Reporting required unit diary entries into the MCTFS.

b. Making required SRB/OQR entries.

c. On the 181st day of absence, forwarding the SRB/OQR along with the Health and Dental Records to CMC (POS-40.)

6. Confinement

a. Confinement/In Hands of Foreign/Civilian Authority. PPAB must be notified immediately via phone call, e-mail, and morning report of personnel that are confined. Copies of all source documents; i.e., NAVPERS 1640/4 (Confinement Order) or police report for Marines being held by civilian authorities must also be provided. Upon receipt of appropriate source documents PPAB will report the proper unit diary entries into the MCTFS.

b. From Confinement/In Hands of Foreign/Civilian Authority. PPAB must be notified immediately via phone call, e-mail, or morning report of release of any Marine from confinement and provided the appropriate source documents; i.e., DD Form 367 (prisoner's release order) or police report. Upon receipt of appropriate source documents, PPAB will make the appropriate unit diary entries into the MCTFS.

2035. COURTS-MARTIALS

1. Per reference (c), PPAB will report TTC 257 000 that will trigger the automatic forfeiture for punishments awarded by a General or Special Courts-Martial when one of the following occurs: (1) any sentence of confinement for more than six months; (2) death; (3) confinement for less than six months and a dishonorable or bad conduct discharge or dismissal.

2. Page 13. Upon completion of a court-martial, PPAB will require a copy of the Results of Trial to complete required service record and UD entries. Immediately PPAB will report unit diary entries into the MCTFS and initiate processing to stop all existing bonds, allotments, and direct deposit, if required.

CPAC SOP

CHAPTER 3

SCHOOLS AND SEPARATIONS BRANCH

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CHAPTER 3

SCHOOLS AND SEPARATIONS BRANCH

3000. GENERAL. The Schools and Separations Branch is responsible for providing administrative support for all formal school students aboard the Depot and for providing administrative support for all personnel separating/discharging or retiring from active duty aboard the Depot as prescribed by reference (f) and other applicable directives.

3001. SCHOOLS SECTION

1. Check-in Procedures

a. Students reporting aboard during normal working hours will have their original orders endorsed by their respective school indicating the date and time they reported. Students reporting after normal working hours or on weekends/holidays will receive a reporting endorsement from the Depot Officer of the Day.

b. The administrative section for the respective school will be responsible for giving a copy of the endorsed orders to the schools section within two working days.

2. Student Brief. The schools section will conduct an in-brief as scheduled by the respective school, which will normally be conducted within the first week of training. A mid-brief will be conducted at least three weeks prior to graduation, followed by an out-brief given the day prior to graduation. These briefs will inform the students of administrative requirements for service records, pay related items and orders completion.

3. SRBs. All student SRBs will be maintained and monitored by the schools section, with the exception of Recruiter School/Career Planner School students; their SRBs are maintained and monitored by the Recruiter School administrative section. Upon receipt of the SRB a pay audit will be conducted.

4. Elapsed Time Form (NAVMC 11108). Students will be required to fill out an elapsed time form (Appendix B) at the in-brief as scheduled by the respective school. Once all elapsed time forms have been collected, they will be sent to disbursing to record the first leg of travel in connection with PCS/TDY into the MCTFS.

5. BAH

a. Students on PCS orders with dependents will continue to receive their BAH at the with dependent rate for the old permanent duty station

zip code for the duration of TEMINS.

b. Students on PCS orders in receipt of BAH-Own right/active duty spouse will continue to receive it for the first 30 days of school. On the 31st day, it will be changed to BAH-Partial.

c. Students on PCS orders in receipt of BAH-Partial will receive BAH II for the first 30 days of school. On the 31st day, it will be changed back to BAH-Partial.

6. Cost of Living Allowance (COLA)

a. Overseas COLA

(1) COLA with Dependents. Students will continue to receive their overseas COLA to include Hawaii, provided their dependents remain at the old permanent duty station.

(2) Barracks COLA. Barracks COLA stops automatically upon transfer.

b. CONUS-COLA. Students receiving CONUS-COLA will continue to receive their entitlement, provided their dependents remain at the old permanent duty station.

7. FSA

a. Students with dependents who are not residing at or near the temporary duty station will be credited FSA-T on the 31st day.

b. Students married to an active duty spouse who were residing together and separated due to orders and the spouse is not residing at or near the temporary duty station will be credited FSA-T on the 31st day.

8. PCA/TAD Orders. Students on PCA/TAD orders will not have their entitlements changed, unless there is a change in their status.

9. Disenrolled Students

a. All student drop packages will be prepared by the respective school and endorsed by the schools section.

b. Students disenrolled from school will be processed to return to their parent command within three working days, if the parent command is located within CONUS.

c. Students disenrolled from school whose parent command is located overseas or those Marines from independent duty will remain attached to this command until HQMC directs further assignment.

10. School Completion

a. The day prior to graduation, students will sign for their original orders, which contain instructions for further assignment.

b. The administrative section for the respective school will ensure a copy of the endorsed original orders and transfer proficiency and conduct marks for Cpls and below are given to the schools section by 0730 the next working day after completion of school.

11. Customer Service

a. All administrative concerns should be referred to the administrative section of the respective school, then schools section.

b. All disputes/disagreements will be addressed to the Administrative Chief and/or the OIC of the Schools and Separation Branch and finally the Director of CPAC.

3002. SEPARATIONS SECTION

1. Separation Requirements

a. Separation Physical. **Battalion commanders must ensure Marines schedule and complete a separation physical or a screening if a physical examination was completed within the past five years a minimum of 90 days and no more than 120 days prior to the date of separation to include PTAD/terminal leave. Upon completion of the separation physical, a copy of the completed forms, to include the Human Immune deficiency Virus (HIV), must be given to the separation section.**

b. TAP/TAMP. **Battalion commanders must ensure Marines schedule and complete a TAP/TAMP or retirement seminar prior to the date of separation, to include PTAD/terminal leave. Upon completion of the seminar, a copy of the completed certificate must be given to the separation section.**

2. Request for Retirement/Transfer to the FMCR/Resignation. All requests for retirement, transfer to the FMCR or resignation will be submitted to the separations section via the Marine's chain of command.

a. Initial Interview. All Marines desiring retirement, transfer to the FMCR or resignation are required to schedule an appointment with the separations section to determine eligibility and receive/review the necessary paperwork required for processing. Marines requesting to retire/transfer to the FMCR, will complete a Pre-Retirement Counseling Checklist (Appendix C). **The separations section will submit the request via unit diary no earlier than four months and no later than 14 months prior to the requested date.** HQMC acknowledges receipt of the request by entering "PENDING" on the DFR. The separations section will notify HQMC if the entry

is not received on the DFR within 10 working days of reporting the request.

b. Follow-up Appointment. Once a response has been received from HQMC, the separations section will contact the Marine via their chain of command. If approved, the Marine will have a follow-up appointment with the separations section to finalize the retirement, transfer to the FMCR, or resignation. The follow-up appointment will consist either of making Survivor Benefit Plan (SBP) elections, reviewing DD 214/11060, and/or making arrangements for movement of household goods through the Traffic Management Office.

c. SBP. SBP allows all members of the uniformed services who will be entitled to retired pay to leave an annuity to their designated survivors at a reasonable cost. Marines will be counseled via Page 11 entries at their 18th year of service and 60 days prior to the approved retirement date.

3. DD FORM (2656). **The Data for Payment of Retired Personnel (DD Form 2656)** (Appendix D) **must be mailed to Defense Finance and Accounting Service at least 30 days prior to retirement**. If this form is not received prior to retirement the maximum amount of SBP will be taken out of the retired/retainer pay.

4. Separation at EAS. Marines being released from active duty or discharged upon EAS will set up an appointment with the separations section for administrative processing at least 90 days prior to their EAS.

5. Will Re-enter. A "will re-enter" code will only be reported via unit diary on Marines who have **submitted** for re-enlistment. The career planner must provide this information to the separations section via correspondence letter.

6. Administrative Separations. All administrative separations will be initiated and prepared by the Marine's respective battalion and will be submitted per reference (f) and other applicable directives. Once approved by the proper separation authority, the separations section will initiate the required separation documents. **Separation requirements must be completed per paragraph 3002.1 of this SOP.**

7. Physical Evaluation Board (PEB), Transfer to the Temporary Disability Retirement List (TDRL), Permanent Disability Retirement List (PDRL). Marines are required to report to the separations section via their respective battalion commander to process the necessary paperwork prior to being sent home awaiting orders PEB. If the Marine is found to be medically unqualified for duty, TDRL/PDRL, the separations section will process the Marine per reference (f) and other applicable directives. If the Marine is returned to full duty, the separations section is responsible for destroying all discharge documents.

a. Home Awaiting Orders. Marines who are awaiting the results of a PEB and elect to be ordered home awaiting orders will be reported with a constructive hour and date of arrival via authorized transportation mode of travel as 0001 following the last day of constructive travel. Their individual location will be reported via unit diary.

b. Entitlements

(1) BAS. BAS "Rations In Kind are Not Available" (RIKNA) will be reported via unit diary.

(2) BAH. BAH will be started at the PDS Zip Code from the date of entitlement to BAH, through the day prior to the date of arrival at the designated place. BAH at the designated place will be started from the actual or constructive date of arrival (constructed via authorized transportation mode) via unit diary.

(3) CONUS-COLA. CONUS-COLA will be reported via unit diary if applicable.

8. Appellate Leave. Appellate leave will be initiated per the procedures set forth by reference (g) and other applicable directives. As provided by article 76a of the UCMJ, service members sentenced by courts-martial to a punitive discharge or dismissal may be allowed or required to take appellate leave while awaiting final review/appeal of a punitive discharge or dismissal. Voluntary or involuntary appellate leave is used to remove members from the physical presence of the command, thus promoting readiness, good order, and discipline. **Separation requirements must be completed per paragraph 3002.1 of this SOP.**

9. Limited Duty. The battalion commanders are responsible for monitoring and tracking Marines in a limited duty status. On the first of each month, the separations section will provide the battalion commanders with a roster and cover letter of all personnel in their battalion not in a full duty status for review. Upon review, the battalion commander will notify the OIC of the Schools and Separations Branch of any change in a Marines status with a source document to be reported via unit diary by the end of each month.

10. Separation Leave/Transition Permissive Temporary Additional Duty (PTAD). **PTAD may be taken in conjunction with separation leave and is only authorized for Marines retiring or involuntarily separated.**

a. Request for separation leave/PTAD will be made using a Special Request Authorization Form NAVPERS 1336-3 (Appendix E). The form will be submitted through the Marine's chain of command and delivered to the separations section for processing. The final approval for such leave/PTAD will be made by the company commander or higher.

b. Authorized separation leave shall run continuously, to include normal authorized leave periods, such as weekends and holidays. Leave in

excess of 90 days may not be granted without prior authorization from CMC (MMEA or MMOA).

c. Transition PTAD may be taken in increments subject to the approving authority's discretion. For Marines electing to take PTAD in increments, it is required that the Marine returns to the immediate vicinity of the duty station for a minimum of 24 hours prior to commencing the next increment as prescribed by MCO P1050.3.

d. Battalion commanders must ensure Marines who are within 90 days of their EAS, separating from the Marine Corps and desiring to take annual leave, deliver a copy of the approved Leave Authorization Form NAVMC 3 (Appendix F) to the separations section.

11. Allotments/TSP. The separations section will counsel Marines who are separating on their responsibility to adjust all allotments and TSP accounts a **minimum of 60 days prior to separating** from the Marine Corps.

12. DD 214/ID Cards. Prior to receiving a DD 214 all Active Duty/Family Member ID cards must be returned to the separations section. If a Marine is going PTAD/terminal leave the ID cards must be returned to the separations section via certified mail prior to receiving their DD 214. Retired/Reserve ID cards will be issued at the ID Card Center in Building 31 or the nearest Marine Corps Reserve Center.

13. Customer Service

a. All administrative concerns should be forwarded through the Marine's chain of command and then separations section.

b. All disputes/disagreements will be addressed to the Separations Chief and/or the OIC of the Schools and Separations Branch and finally the Director of CPAC.

3003. PERSONNEL ASSIGNED TO RUC 34024

1. Permanent Personnel. The Schools and Separations Branch is the reporting section for all permanent personnel assigned to RUC 34024. Permanent personnel assigned to RUC 34024 will provide all necessary and supporting administrative documents that require unit diary reporting in a timely manner, i.e. leave papers, copy of travel claims.

2. Administration. The administrative responsibilities include, but are not limited to, the following:

a. Determining and reporting entitlements to pay and allowances and submitting required personnel actions into the MCTFS.

b. Preparing, maintaining, accounting, and ensuring security of service records.

c. Processing requests associated with separation/discharge from the Marine Corps.

d. Processing reenlistments and extensions received from the career planner via unit diary reporting.

e. Preparing and submitting bond/allotment and TSP requests.

f. Monitoring enlisted promotions and GCM eligibility, and submitting it to the respective battalion.

g. Conducting new join, triennial, and transfer audits.

h. Permanent personnel assigned to RUC 34024 will follow the same applicable guidelines per chapter 2 of this SOP.

3. Hospital Liaison Section. The CO, HqCo, HQSvcBn has cognizance of the Marines attached to this section. Marines attached TAD will come under RUC 34024, for reporting purposes.

a. The Schools and Separations Branch will provide administrative support for the Marines attached to this section.

b. The Marine Liaison will submit an accurate morning report, providing accountability to the Schools and Separations Branch by 0800 on workdays. **The Marine Liaison will also submit a monthly status report of limited duty and physical evaluation boards to the COs, HQSvcBn, RTR and the OIC of the Schools and Separations Branch.**

c. The Marine Liaison will route all requests to transfer a Marine by service record book (TR by SR) to the CO, HqCo via OIC, Schools and Separations Branch for approval of the released message.

3004. SECONDARY DIRECTIVES CONTROL POINT (SDCP) SECTION

1. General. This section is responsible for the overall housing and control of pertinent references governing the administrative duties of CPAC. Routine duties include; determining inventory requirements, ordering, distributing, and maintaining the minimum technical and operational directives required to accomplish the mission of CPAC.

a. All requests for directives must be submitted in writing to the SDCP section utilizing the format contained in Appendix (G). Each request must also contain the signature of the requesting sections SNCOIC/OIC.

b. Locator sheets will be completed and filed appropriately in the SDCP for all directives temporarily or permanently removed from the SDCP utilizing Appendix (H).

c. Due to the importance of maintaining an accurate on-hand accountability of all directives within CPAC, strict guidance governs the request and acquisition process for all directives requested and received; The SDCP is the only section authorized to coordinate with the Depot Adjutant Office in regards to requesting any directive or change to Depot directives.

d. Compact Disks containing all current Marine Corps and Navy Directives will be furnished quarterly (or when received) to the following CPAC sections; SDCP, PPAB, and Schools and Separations Branch.

e. A list of applicable directives pertaining to the functional areas of CPAC are in Appendix (J).

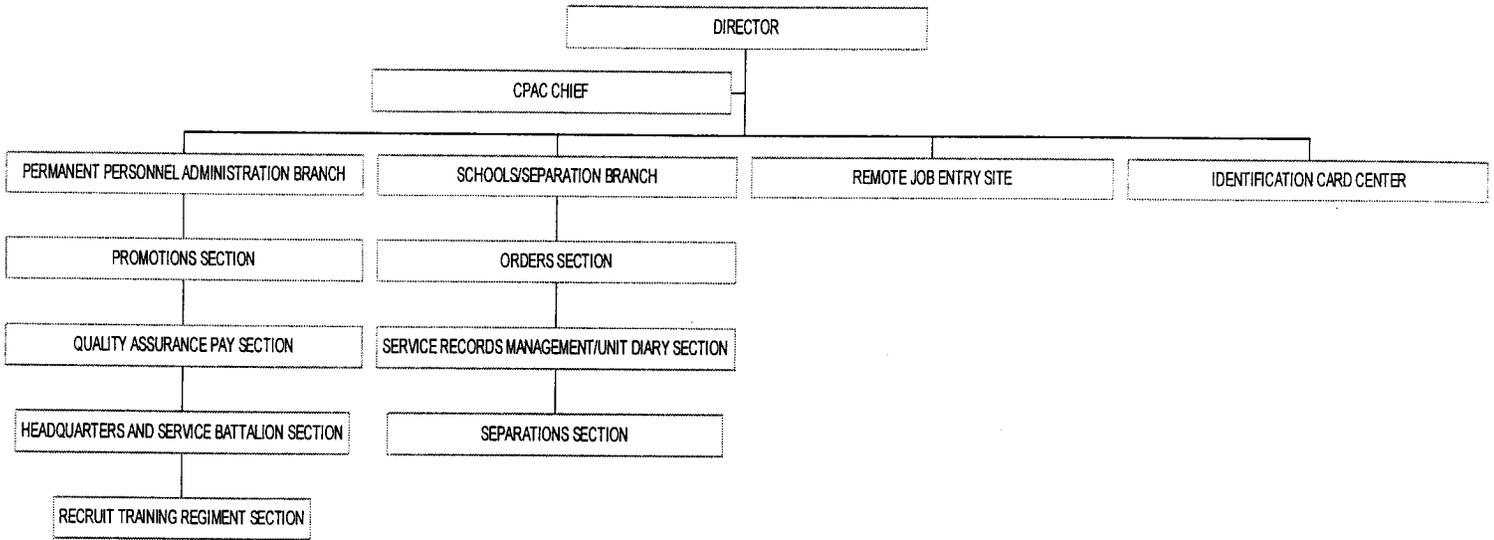
2. Ordering Section's Responsibility. Each section will designate in writing at least one clerk to serve as the Section Directives Clerk. Once changes are received to directives housed in that section, the Section Directives Clerk will be ultimately responsible for receiving the appropriate number of changes and correctly incorporating the changes into the basic directive. The Section Directives Clerk also has the responsibility of furnishing newly received directives to the original requestor. A quarterly checklist will be conducted by the SDCP and maintained per MCO 5215.1H.

3. Disposition of Outdated Directives. Disposition of canceled or revised directives will be handled per SECNAVINST 5212.5, Navy and Marine Corps Disposal Manual.

CPAC SOP

APPENDIX A

CPAC ORGANIZATION



CPAC SOP

APPENDIX B

ELAPSED TIME FORM

CERTIFICATE OF ACCOUNTIBILITY FOR ELAPSED TIME <small>(NAVMC 11108)</small>						
1. NAME (Last, First, Middle (initial) (Print or type))			2. GRADE	3. SSN		
4. ORGANIZATION AND STATION						
5. ITINERARY						
a. DATE		c. PLACE (Home, Office, Base, Activity City and State; City and County, etc.)	d. MEANS/ MODE OF TRAVEL	e. REASON FOR STOP	g. POC MILES	
20__	DEP					
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6.a. CLAIMANT SIGNATURE / DATE			b. SNM REPORTED ABOARD AT _____ (TIME) ON _____ (DATE)			
			7. APPROVING OFFICER SIGNATURE			
TEMINS Report of Elapsed Time Accession Pipeline						
Det _____	Det _____	Det _____	Det _____			
PR _____	DE _____	DE _____	_____			
DE _____	TR _____	TD _____ +	_____			
TR _____	TD _____ *	TR _____ *	_____			
TD _____ *						
* Note: Systems Logic requires the first day of TDY be reported as TD 01 for TDY of more than 45 Days. + The entire period of permissive TD for recruiters assistance must be reported for BAS purposes for those Marines in the accession pipeline.						
NAVMC 11108 SEP 01						

APPENDIX C

PRE-RETIREMENT COUNSELING CHECKLIST

RETIREMENT PRE-APPLICATION CHECKLIST

MCRD 2800/2 EG (03-03)

For the purposes of this checklist "retirement" includes transfer to the Fleet Marine Corps Reserve (FMCR).

Recognizing that a Marine's twenty years or more of active service could not have been without considerable sacrifice, Headquarters, U. S. Marine Corps (HQMC) is committed to assisting each Marine with making an informed decision to retire and preclude unnecessary hardship resulting from incorrect information. This checklist highlights areas that are most frequently the source of questions and problems. It is also intended to ensure that commanding officers are aware of the Marine's request to retire. If for some reason this checklist is not completed, it will not negate an otherwise qualified voluntary request to retire or transfer to the FMCR. This is an instrument to aid the Marine in planning for retirement. Upon completion, file a copy of this checklist in the Marine's service record and forward the request via unit diary or other appropriate means to HQMC. For administrative purposes, the Marine's parent command will retain the checklist until the actual retirement date.

GENERAL:

NAME (LAST FIRST MI) _____ RANK _____ SSN _____

1. I understand that by applying for retirement, I:

- a. Remain liable for assignments and training until my release from active duty.
- b. May be approved for a date other than the date requested, as dictated by needs of the service, service limitations or the laws and policies relating to retirements.
- c. May not incur a voluntary service obligation which extends beyond my requested or approved retirement date.
- d. May have to reimburse the Government for the cost of advanced education equal to any unserved or unearned portion of a service commitment incurred due to advanced education assistance programs.

EFFECTS OF RETIREMENT ON PROMOTION ELIGIBILITY:

2. I understand that my request to retire has the following effects on promotion eligibility:

- a. For an enlisted Marine, my request for retirement will cause my deletion from promotion eligibility. Exception: If I have twice failed selection and my EAS is after the adjournment date of the board, I may request via message to be considered for promotion while voluntarily processing for retirement. I understand that this request must be submitted to HQMC (MMSR-2 and MMPR-2) at the time I request retirement. I understand that if selected for promotion and my name is on a promotion selection list, my request for retirement or transfer to the FMCR will result in the removal of my name from that list.
- b. If, in the case of an officer, I am selected for promotion after having submitted my request to retired, I understand that I must request withdrawal of my retirement or refuse the promotion in writing to CMC (MMPR). Additionally, an approved retirement date that occurs within 90 days of the convening date of a promotion board for which I am to be considered, will cause my deletion from the eligibility zone and counts as a failure of selection should I successfully withdraw my retirement at a later date.

WITHDRAWAL OF APPROVED RETIREMENT OR EXTENSION OF RETIREMENT DATE:

3. I understand that once my request for retirement has been submitted to HQMC:

- a. I may NOT request cancellation of my application for retirement or modify the effective date except for one of the following reasons:
 - (1) For a fully documented humanitarian or hardship circumstance that has occurred since my application was submitted.
 - (2) In the best interest needs of the Marine Corps. I understand that this determination will ultimately be made by HQMC and not by my present command.

APPENDIX C

PRE-RETIREMENT COUNSELING CHECKLIST

RETIREMENT PRE-APPLICATION CHECKLIST CONTINUATION

MCRD 28002 EB (03-03)

b. Requests for modification or cancellation will not be favorably considered, in the event PCS orders were canceled.

c. I can expect to retire on the date approved by CMC unless I am placed on legal or on medical hold, as authorized only by HQMC, prior to my actual retirement date. I understand that if I am at service limitations or otherwise pending mandatory retirement, a deferment for medical reasons may only be accomplished if I HAVE A COMPLETE MEDICAL BOARD ACCEPTED BY THE PRESIDENT OF THE PHYSICAL EVALUATION BOARD OR I AM HOSPITALIZED ON MY ACTUAL RETIREMENT DATE AS AN IN-PATIENT.

d. A request to modify a retirement date must be submitted with appropriate justification and command endorsements no less than 45 days prior to the approved retirement date.

TERMINAL LEAVE:

4. If I plan to request leave in conjunction with my retirement (terminal leave), I understand that:

a. I must apply for retirement to allow at least 4 months of lead time for processing of my application and issuing of orders. This lead time is to afford CMC (MMA/MMEA/MMSR) sufficient opportunity to slate a replacement and properly process my request. Justification for a waiver to the submission time frame must be forwarded in writing.

b. Authorization for terminal leave is not guaranteed. Terminal leave is granted at the commander's prerogative.

c. I may not extend my approved retirement date nor does my command have the authority to extend it, solely to allow me to take terminal leave.

d. I will not commence terminal leave until I have an approved retirement date and all retirement processing is complete.

e. Departure on terminal leave constitutes my acknowledgment that all required medical and administrative requirements, have been completed.

RETIRED PAY COMPUTATION:

5. I have been counseled on the effect that my proposed retirement date will have on my retired pay:

a. I understand that the Defense Finance and Accounting Service, Cleveland (DFAS-CL) computes retired pay under the applicable formula established by law, according to my grade, years of service, and the applicable retirement plans (see paragraph 1405).

b. I understand that military members are paid a specific amount of basic pay when they have served one day past any longevity increase point established within each pay grade. To receive retired pay at any longevity increase point I must have completed the full number of years of service plus one day.

c. Constructive service for enlisted members, and credit for inactive reserve service as outlined in paragraph 1402 or MCO 1900.16F may be credited to my retired pay multiplier. I understand how my retired pay multiplier will be credited and my retired pay calculated per paragraph 1405 of this Manual.

d. I fully understand that I may not extend my retirement date, once a date has been requested, solely to increase my retired pay.

e. I understand that if I have received separation, severance or readjustment pay under any provision of the law for service in the armed forces, and if I am now qualified for retired pay, DFAS-CL will reduce each payment of retired pay until the total amount deducted equals the amount of Separation, severance or readjustment pay.

APPENDIX C

PRE-RETIREMENT COUNSELING CHECKLIST

RETIREMENT PRE-APPLICATION CHECKLIST CONTINUATION		MCRD 280012 EG (03-03)
<p>6. Whether retirement is a voluntary decision or due to service limitations imposed by law or policy, the transition from active duty can be challenging. Ensuring that you understand the laws and policies that affect your retirement and answering any questions you may have regarding the above is an essential part of the process. HQMC is committed to assisting in making your retirement processing and subsequent transition as smooth as possible. Additional information is available on the Separation and Retirement Branch web page.</p>		
<p>ACKNOWLEDGMENT OF UNDERSTANDING:</p> <p>I acknowledge that I have been advised of the effects of my application for transfer to the FMCR/retired list, the consequences of its official submission, and I am satisfied that all topics in this checklist have been adequately covered. I intend to request transfer to the FMCR/retired list effective for the following reason:</p> <p style="text-align: right; margin-right: 50px;">_____</p>		
Signature _____	Date _____	
<p>I have been advised of this Marine's desire to request to retire and have discussed with this Marine his/her desire for a retirement ceremony.</p>		
<p>I have been advised of this Marine's projected departure date of: _____</p>		
Career Retention Specialist	Eligible/Ineligible	
Section OIC	Approved/Disapproved	
Company 1stSgt	Approved/Disapproved	
Company Commander	Approved/Disapproved	
Battalion SgtMaj	Approved/Disapproved	
Battalion Commander	Approved/Disapproved	
<p><u>During "Stop Loss" periods:</u></p>		
Commanding General	Approved/Disapproved	
Page 3 of 3		

APPENDIX C

PRE-RETIREMENT COUNSELING CHECKLIST

RETIREMENT COUNSELING CHECKLIST				
MCRO 2800/2 EG (03-03)				
NAME (LAST, FIRST MI)	RANK	RETIRE TR TO FMCR EFFECTIVE DATE	EAS	POO
<p>I REQUEST TRANSFER TO THE FMCR/RETIREMENT LIST ON: _____</p> <p>MY DCTB IS: _____ I UNDERSTAND THAT MY DCTB MUST NOT BE LESS THAN 2 YEARS OF MY REQUEST TO TRANSFER DATE. IF MY REQUEST IS LESS THAN 2 YEARS OF MY DCTB, I MUST REQUEST A WAIVER OF TIME ON STATION REQUIREMENTS.</p> <p style="text-align: right;">_____ SIGNATURE DATE</p> <p>I DESIRE TO TAKE _____ DAYS TERMINAL LEAVE AND _____ DAYS PERMISSIVE TAD IN CONJUNCTION WITH LEAVE AWAITING SEPARATION ORDERS.</p> <p style="text-align: right;">_____ SIGNATURE DATE</p> <p>I UNDERSTAND THAT I MUST SCHEDULE AND COMPLETE A SEPARATION PHYSICAL A MINIMUM OF <u>3 MONTHS</u> AND A MAXIMUM OF <u>6 MONTHS</u> PRIOR TO MY SEPARATION DATE. I FURTHER UNDERSTAND THAT IT IS MY SOLE RESPONSIBILITY TO SCHEDULE AND PROVIDE A COPY TO THE SEPARATIONS SECTION PRIOR TO THE EFFECTIVE DATE OF MY PTAD TERMINAL LEAVE SEPARATION.</p> <p style="text-align: right;">_____ SIGNATURE DATE</p> <p>I UNDERSTAND THAT I MUST ATTEND AND COMPLETE A TAP TAMP OR RETIREMENT SEMINAR. I FURTHER UNDERSTAND THAT IT IS MY SOLE RESPONSIBILITY TO SCHEDULE AND PROVIDE A COPY OF THE COMPLETED CERTIFICATE TO THE SEPARATIONS SECTION PRIOR TO THE EFFECTIVE DATE OF MY PTAD TERMINAL LEAVE SEPARATION.</p> <p style="text-align: right;">_____ SIGNATURE DATE</p> <p>I UNDERSTAND THAT MY SPOUSE (IF APPLICABLE) AND I MUST BE COUNSELED BY THE SEPARATIONS CHIEF ON THE SURVIVOR BENEFIT PLAN (SBP) AT LEAST 60 DAYS PRIOR TO MY RETIREMENT DATE AND THAT I MUST MAKE AN ELECTION ON MY RETAINER PAY RETIRED DATA FORM (DD FORM 2656). I FURTHER UNDERSTAND THAT MY RETAINER PAY RETIRED DATA FORM MUST BE SENT TO DFAS AT LEAST 30 DAYS PRIOR TO MY RETIREMENT DATE. IF THIS FORM IS NOT RECEIVED, THE MAXIMUM AMOUNT OF SBP WILL BE TAKEN OUT OF MY RETIRED RETAINER PAY. I HAVE RECEIVED THE RETAINER PAY RETIRED DATA FORM (DD FORM 2656).</p> <p style="text-align: right;">_____ SIGNATURE DATE</p>				

APPENDIX C

PRE-RETIREMENT COUNSELING CHECKLIST

RETIREMENT COUNSELING CHECKLIST (CONTINUATION)

MCRD 2800/2 EG (03-03)

I UNDERSTAND THAT IT IS MY SOLE RESPONSIBILITY TO ADJUST ALL BOND ALLOTMENT AND TSP ACCOUNTS A MINIMUM OF 60 DAYS PRIOR TO RETIREMENT DATE; FAILURE TO DO SO COULD RESULT IN A NEGATIVE NET PAY AND ALLOTMENTS BEING STOPPED BY DFAS, EXCEPT THOSE TO NAVY MARINE CORPS RELIEF SOCIETY.

SIGNATURE DATE

I UNDERSTAND THAT RETIRED TRANSFER TO THE FMCR MARINES MUST KEEP THE CMC (MMSR-7) INFORMED AT ALL TIMES OF THEIR CURRENT RECORD OF EMERGENCY DATA AND HOME MAILING ADDRESS. ALL CHANGES WILL BE ADDRESSED TO:

**COMMANDANT OF THE MARINE CORPS
(MMSR-7)
HEADQUARTERS U. S. MARINE CORPS
3280 RUSSELL ROAD
QUANTICO, VA 22134-5103**

SIGNATURE DATE

APPENDIX D

DATA FOR PAYMENT OF RETIRED PERSONNEL (DD FORM 2656)

SECTION IX - SURVIVOR BENEFIT PLAN (SBP) ELECTION <i>(See your Survivor Benefit Plan counselor before making an election.)</i>							
26. BENEFICIARY CATEGORY(IES) <i>(X only one item) (See Instructions and Section XII.)</i>							
a. I ELECT COVERAGE FOR SPOUSE ONLY. <input checked="" type="checkbox"/>		DO		DO NOT HAVE DEPENDENT CHILD(REN).			
b. I ELECT COVERAGE FOR SPOUSE AND CHILD(REN).							
c. I ELECT COVERAGE FOR CHILD(REN) ONLY. <input checked="" type="checkbox"/>		OO		DO NOT HAVE A SPOUSE.			
d. I ELECT COVERAGE FOR THE PERSON NAMED IN ITEM 28 WHO HAS AN INSURABLE INTEREST IN ME <i>(See Instructions).</i>							
e. I ELECT COVERAGE FOR MY FORMER SPOUSE <i>(See Instructions and complete DD 2656-1, "Survivor Benefit Plan (SBP) Election Statement for Former Spouse Coverage").</i>							
f. I ELECT COVERAGE FOR MY FORMER SPOUSE AND DEPENDENT CHILD(REN) OF THAT MARRIAGE <i>(See Instructions and complete DD 2656-1, "Survivor Benefit Plan (SBP) Election Statement for Former Spouse Coverage").</i>							
g. I ELECT NOT TO PARTICIPATE IN SBP. <input checked="" type="checkbox"/>		DO		DO NOT HAVE ELIGIBLE DEPENDENTS UNDER THE PLAN.			
27. LEVEL OF COVERAGE <i>(X one. Complete UNLESS 26.d. or 26.g. was selected above. See Instructions.)</i>							
a. I ELECT COVERAGE TO BE BASED ON FULL GROSS PAY WITHOUT SUPPLEMENTAL SBP.							
b. I ELECT COVERAGE WITH A REDUCED BASE AMOUNT OF \$ _____ <i>(See Instructions).</i>							
c. I ELECT COVERAGE BASED ON FULL GROSS PAY PLUS SUPPLEMENTAL COVERAGE OF: <i>(X one)</i>							
5%		10%		15%		20%	
BY ELECTING SUPPLEMENTAL COVERAGE, I UNDERSTAND THAT I WAIVE MY BENEFICIARY'S RIGHT TO USE THE SOCIAL SECURITY OFFSET METHOD OF COMPUTING THE SURVIVOR BENEFIT PLAN ANNUITY AT AGE 62 AND OLDER <i>(See Instructions).</i>							
28. INSURABLE INTEREST BENEFICIARY							
a. NAME <i>(Last, First, Middle Initial)</i>			b. SSN		c. RELATIONSHIP		d. DATE OF BIRTH <i>(YYYYMMDD)</i>
a. STREET ADDRESS <i>(Include apartment number)</i>				f. CITY		g. STATE	h. ZIP CODE
SECTION X - REMARKS							
29. Use this section to continue an item or make additional comments. Attach separate sheets if more space is needed.							
SECTION XI - SBP SPOUSE CONCURRENCE <i>(Required when member is married and elects child(ren) only coverage, does not elect full spouse coverage, or declines coverage.)</i>							
30. SPOUSE I hereby concur with the Survivor Benefit Plan election made by my spouse. I have received information that explains the options available and the effects of those options. I know that retired pay stops on the day the retiree dies. I have signed this statement of my free will.							
a. SIGNATURE						b. DATE SIGNED <i>(YYYYMMDD)</i>	
31.a. WITNESS NAME <i>(Last, First, Middle Initial)</i>			b. SIGNATURE			c. DATE SIGNED <i>(YYYYMMDD)</i>	
d. STREET ADDRESS <i>(Include apartment number)</i>				e. CITY		f. STATE	g. ZIP CODE
SECTION XII - CERTIFICATION							
32. MEMBER. Under penalties of perjury, I certify that the number of withholding exemptions claimed does not exceed the number to which I am entitled, and that all statements on this form are made with full knowledge of the penalties for making false statements <i>(18 U.S. Code 287 and 1001 provide for a penalty of not more than \$10,000 fine, or 5 years in prison, or both).</i> I agree to notify DFAS - Cleveland Center when I become employed by a Federal agency. I will provide the effective date of employment, name and address, including ZIP Code of the employing agency type of employment <i>(full time, part time, seasonal, etc.)</i> and the amount of my salary. <i>(A Standard Form 50 or Postal Form 50 should be provided.)</i> Also, I have been counseled that I can terminate SBP participation, with my spouse's written concurrence, within one year after the second anniversary of commencement of retired pay. However, if I exercise my option to terminate the SBP, future participation is barred.							
a. SIGNATURE						b. DATE SIGNED <i>(YYYYMMDD)</i>	
33.a. WITNESS NAME <i>(Last, First, Middle Initial)</i>			b. SIGNATURE			c. DATE SIGNED <i>(YYYYMMDD)</i>	
d. STREET ADDRESS <i>(Include apartment number)</i>				e. CITY		f. STATE	g. ZIP CODE

APPENDIX D

DATA FOR PAYMENT OF RETIRED PERSONNEL (DD FORM 2656)

DATA FOR PAYMENT OF RETIRED PERSONNEL <i>(Please read instructions before completing form.)</i>				
SECTION I - PAY IDENTIFICATION				
1. NAME (LAST, First, Middle Initial)	2. SSN	3. RETIREMENT/ TRANSFER DATE (YYYYMMDD)	4. RANK/PAY GRADE/ BRANCH OF SERVICE	5. DATE OF BIRTH (YYYYMMDD)
6. CORRESPONDENCE ADDRESS <i>(Ensure DFAS - Cleveland Center is advised whenever your correspondence address changes.)</i>				
a. STREET <i>(Include apartment number)</i>	b. CITY	c. STATE	d. ZIP CODE	e. TELEPHONE <i>(Incl. area code)</i>
SECTION II - DIRECT DEPOSIT/ELECTRONIC FUND TRANSFER (DO/EFT) INFORMATION <i>(See Instructions)</i>				
7. ROUTING NUMBER <i>(See Instructions)</i>	8. TYPE OF ACCOUNT <i>(Savings (S) or Checking (C))</i>		9. ACCOUNT NUMBER <i>(See Instructions)</i>	
10. FINANCIAL INSTITUTION				
a. NAME	b. STREET ADDRESS	c. CITY	d. STATE	e. ZIP CODE
SECTION III - SEPARATION PAYMENT INFORMATION				
11. Complete if you are retiring or a member/former member of the Reserve Component not on active duty retiring at age 60.				
a. DID YOU RECEIVE READJUSTMENT PAY (RP), SEPARATION PAY (SP), VOLUNTARY SEPARATION INCENTIVE (VSI), OR SPECIAL SEPARATION BONUS (SSB)? <i>(X one. If "Yes," attach a copy of the orders which authorized the payment, and a copy of the DD Form 214.)</i>		b. TYPE OF PAYMENT	c. MONTHLY AMOUNT OF PAYMENT	
		YES		
		NO		
SECTION IV - MEMBER OF THE RESERVE COMPONENT				
12. Complete only if a member or former member of the reserve component not on active duty retiring at age 60.				
a. DO YOU RECEIVE OR WERE YOU RECEIVING ON THE DATE OF RETIREMENT ANY VA SEPARATION INCENTIVE OR SALARY FROM A FEDERAL AGENCY? <i>(X one)</i>		YES	b. EFFECTIVE DATE OF PAYMENT OR SALARY (YYYYMMDD)	
		NO		
c. FEDERAL AGENCY (1) NAME	(2) STREET ADDRESS	(3) CITY	(4) STATE	(5) ZIP CODE
				d. TYPE OF PAYMENT
				e. AMOUNT OF PAYMENT
SECTION V - DESIGNATION OF BENEFICIARIES FOR UNPAID RETIRED PAY				
13. Mark (X) option a. or b. and complete as applicable. <i>(Continue in Section X, "Remarks," if necessary.)</i>				
a. LEGAL ORDER OF PRECEDENCE		b. BENEFICIARIES <i>(List below)</i>		
c. NAME <i>(Last, First, Middle Initial)</i>	d. ADDRESS <i>(Street, City, State, ZIP Code)</i>	e. RELATIONSHIP	f. SHARE	
			%	
			%	
			%	
			%	
SECTION VI - FEDERAL INCOME TAX WITHHOLDING INFORMATION <i>(Submit information in Items 14 - 17 in lieu of IRS Form W-4 for tax purposes.)</i>				
14. MARITAL STATUS <i>(X one)</i>	15. TOTAL NUMBER OF EXEMPTIONS CLAIMED	16. ADDITIONAL WITHHOLDING <i>(Optional)</i>	17. I CLAIM EXEMPTION FROM WITHHOLDING <i>(Enter "EXEMPT")</i>	18. ARE YOU A UNITED STATES CITIZEN? <i>(X one)</i>
SINGLE				YES
MARRIED				NO <i>(See Instructions)</i>
MARRIED BUT WITHHOLD AT HIGHER SINGLE RATE				
SECTION VII - VOLUNTARY STATE TAX WITHHOLDING INFORMATION				
19. STATE DESIGNATED TO RECEIVE TAX	20. REQUESTED MONTHLY AMOUNT <i>(Not less than \$10.00)</i>	21. RESIDENCE ADDRESS <i>(If different from address listed in Item 6)</i>		
	.00	a. STREET <i>(Include apartment number)</i>	b. CITY	c. STATE
				d. ZIP CODE
SECTION VIII - DEPENDENCY INFORMATION <i>(This section must be completed regardless of SBP Election.)</i>				
22. SPOUSE		23. DATE OF MARRIAGE (YYYYMMDD)	24. PLACE OF MARRIAGE <i>(See Instructions)</i>	
a. NAME <i>(Last, First, Middle Initial)</i>	b. SSN	c. DATE OF BIRTH (YYYYMMDD)		
25. DEPENDENT CHILDREN <i>(Indicate which child(ren) resulted from marriage to former spouse by entering (FS) after relationship in column d. Continue in Section X, "Remarks," if necessary.)</i>				
a. NAME <i>(Last, First, Middle Initial)</i>	b. DATE OF BIRTH (YYYYMMDD)	c. SSN	d. RELATIONSHIP <i>(Son, daughter, stepson, etc.)</i>	e. DISABLED? <i>(Yes/No)</i>

APPENDIX E

SPECIAL REQUEST AUTHORIZATION FORM

SPECIAL REQUEST AUTHORIZATION			
NAVPERS 1336_3 (Rev. 9-75) S/N 0106-LF-063-8633			
PRIVACY ACT STATEMENT The authority to request this information is contained in 5 USC 301, Departmental Regulations. The principal purpose of the information is to enable you to make known your desire for one of the four items listed or for some other special consideration or authorization. The information will be used to assist officials and employees of the Department of the Navy in determining your eligibility for and approving or disapproving the special consideration or authorization being requested. Completion of the form is mandatory; failure to provide required information may result in delay in response to or disapproval of your request.			
NAME (Last, first, middle initial)		RATE	SSN
SHIP OR STATION		DATE OF REQUEST	
DEPARTMENT, DIVISION, WARD		DUTY SECTION, GROUP	
NATURE OF REQUEST <input type="checkbox"/> LEAVE <input type="checkbox"/> SPECIAL LIBERTY <input type="checkbox"/> SPECIAL PAY <input type="checkbox"/> COMMUTED RATIONS <input type="checkbox"/> OTHER (BELOW)			
NO. DAYS REQUEST	FROM (Date and time) (DD MMM YYYY)	TO (Date and time) (DD MMM YYYY)	
DISTANCE (Miles)	MODE OF TRAVEL <input type="checkbox"/> AIR <input type="checkbox"/> TRAIN <input type="checkbox"/> BUS <input type="checkbox"/> CAR		
LEAVE ADDRESS (Street, box or route no., City, State, Zip Code)		TELEPHONE NUMBER (ACODE)	
REASON FOR REQUEST			
SIGNATURE OF APPLICANT			
I AM ELIGIBLE AND OBLIGATE MYSELF TO PERFORM ALL DUTIES OF PERSON MAKING APPLICATION -		SIGNATURE OF STAND BY	
		DUTY STATION	
PERSONNEL OFFICE			
EARNED LEAVE		LEAVE THIS FISCAL YEAR	DATE LAST PAID
DAYS AS OF:			
RECOMMENDED APPROVAL		SIGNATURE AND RANK RATE TITLE DATE	
<input type="checkbox"/> YES <input type="checkbox"/> NO			
RECOMMENDED APPROVAL		SIGNATURE AND RANK RATE TITLE DATE	
<input type="checkbox"/> YES <input type="checkbox"/> NO			
RECOMMENDED APPROVAL		SIGNATURE AND RANK RATE TITLE DATE	
<input type="checkbox"/> YES <input type="checkbox"/> NO			
RECOMMENDED APPROVAL		SIGNATURE	
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED			
REASON FOR DISAPPROVAL			
LOG OUT AND IN WITH OOD (When required)			
OUT (Hour and date)	INITIALS OOD	IN (Hour and date)	INITIALS OOD

HITCHHIKING IS PROHIBITED

*U.S.GPO:1993-581-002/94040

CPAC SOP

APPENDIX G

CPAC DIRECTIVE(S) REQUEST

(DATE)

SECTION: _____

SECTION DIRECTIVE CLERK: _____

DIRECTIVE(S) REQUESTED:

_____ DIRECTIVE #	_____ DIRECTIVE SHORT TITLE

SNCOIC/OIC PRINTED NAME

RECEIVING SDCP CLERK

(SIGNATURE & DATE)

(SIGNATURE & DATE)

APPENDIX H

DIRECTIVES LOCATOR SHEET

(Today's Date)

(Directive No.)

(Directive Date)

LOCATOR SHEET

SUBJECT: _____

COPY

- #1 _____
- #2 _____
- #3 _____
- #4 _____
- #5 _____
- #6 _____
- #7 _____
- #8 _____
- #9 _____
- #10 _____

(Section)

(Printed rank/name)

(Signature)