



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380-0001

MCO 7220.50B
DFAS-KC/FJSP
21 Oct 93

MARINE CORPS ORDER 7220.50B

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS POLICY FOR PAYING RESERVE MARINES

Ref: (a) MCO P1080R.38
(b) MCO P4650.37
(c) MCO P7220.42
(d) MCO 7220.44

Encl: (1) Management Reports
(2) Finance (Disbursing) Officer's, Defense Finance and Accounting Service (DFAS), Kansas City, MO, Reserve Pay Branch/FJJV Responsibilities
(3) Marine Corps Active Duty Finance Officer's Responsibilities
(4) Commanding Generals', Marine Reserve Force (MARRESFOR) G-1, 4th Marine Division (MARDIV), 4th Marine Aircraft Wing (MAW), 4th Force Service Support Group (FSSG), Selected Marine Corps Reserve (SMCR) Unit Commanders, and Marine Corps Reserve Support Command (MCRSC) Responsibilities
(5) Individual Marine's Responsibilities

1. Purpose. To publish the Marine Corps policy for paying Reserve Marines.

2. Cancellation. MCO 7220.50A.

3. Summary of Revision. This revision includes additional procedures for unit commanders to obtain payment service for Marines ordered to active duty for training (ADT) and annual training duty (AT).

4. Policy. Except as specifically authorized by this Order, the DFAS-KC/FJJV is responsible for all payments to Marines for inactive duty training and active duty for 30 days or less. The master military pay account (MMPA) maintained at the central site in Kansas City, Missouri, is designated as the official pay record for each Marine. Marines will be paid as specified in this Order. This Order will take precedence over references (a), (b), and (c) when there is a conflict.

5. Policy Exclusions. Marines ordered to active duty for 31 days or longer and accessed into the Joint uniform Military Pay System/Manpower Management System (JUMPS/MMS) are not included in the scope of this policy. They are paid under the policy set forth in reference (d).

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6. Types of Payments. Marines receive four types of payments. Each payment type serves a distinct purpose and has a unique set of procedures for authorization and disbursement. The four types are regular, AT, special, and travel payments.

a. Regular Payments. Regular payments provide scheduled pay service to Reserve Marines and are produced twice each month. They represent the net pay due for inactive duty training (IDT) periods and active duty for 30 days or less. To be included in a designated payroll update cycle, pay-related transactions reported on unit and finance diaries must be received and processed by the central site by the last scheduled update cycle before the payroll processing date. Transactions processed after the cutoff date will be included in payment computations for the next designated payroll. Regular payment checks are forwarded to the SMCR unit commanders and the Commanding General, MCRSC, as appropriate, for distribution for those members not enrolled in the Direct Deposit/Electronic Fund Transfer (DD/EFT) Program.

b. AT Payments. Reserve Marines performing AT will have pay service provided by the DFAS-KC/FJJV if the training period is from 12 to 30 days. The processing of the planned active duty unit diary entry reported by the commanding officer will produce checks. Amounts paid will be based on the Marine's MMPA standing at the time the planned active duty entry is processed by the Reserve Manpower Management Pay System (REMMPS). Checks will be forwarded by the DFAS-KC/FJJV to the finance or personnel officer at the home training site prior to the beginning of AT for delivery on the scheduled pay dates, normally the first Friday and the last day of training, regardless of whether the AT site is located within or outside the continental United States. Residual amounts due, if any, will be included in a regular payment after the completed active duty unit diary entry has been reported and processed.

c. Special Payments. Reserve Marines performing active duty other than AT will have pay service provided by the local Marine Corps finance officer if the training period is from 12 to 30 days. Special payments will be made midway through the active duty period and on the last day of the scheduled active duty period. The amount of each payment will be computed using the daily special payment rate in the Marine's MMPA. The rate is set by the planned active duty unit diary entry. If a Marine Corps finance officer is not located at the active duty site, pay service will be provided by the DFAS-KC/FJJV in the manner and frequency stated in paragraph 6b above. Residual amounts due, if any will be included in a regular payment made by the DFAS-KC/FJJV after the completed active duty unit diary entry has been reported and processed. Marines on active duty for 1 to 11 days are paid by the DFAS-KC/FJJV after the completed active duty unit diary entry is reported and processed.

d. Travel Payments. Travel pay and per diem allowances are intended to offset the cost of traveling to and from an active duty assignment and the expenses incurred for lodging, subsistence, etc., when those items are not furnished. Claims for settlement of travel and per diem allowances due for active duty of 30 days or less will be processed as directed by reference (b).

7. Indebtedness

a. The daily special payment rate and AT payments are based on the Marine's MMPA standing as of the date the planned active duty entry is posted. If the MMPA contains a negative balance on that date, the Marine's daily special payment rate or AT payment will be affected. Manual intervention in the automated daily special payment rate computation and AT payment process is not permitted. Safeguards have been established to ensure that no Marine is denied payment service. A Marine's daily special payment rate or AT payment will be reduced by the entire negative amount or one-third of the net pay due, whichever is less.

b. Marines who have a liquidation of indebtedness established will not appear on any report. Their daily special payment rate or AT payment will be reduced by the established liquidation rate.

c. A Marine's MMPA must be reviewed for negative balance (for unsettled orders, etc.) prior to planning additional periods since monies owed for a new period will be reduced by a negative balance in the system. This information must be conveyed to the potential orders recipients to compel them to submit previous orders for liquidation expeditiously.

8. Importance of Early Reporting of Planned Active Duty. Planned active duty must be reported and processed within 7 days before active duty begins to ensure that AT payments are prepared and forwarded in time for delivery on the pay dates and to set the daily special payment rate in the Marine's MMPA for other active duty (ADT) from 12 to 30 days. The planned active duty entry initiates automated processes that lead to the computation of the daily special payment rate and timely preparation of AT payments. When planned active duty is not reported and processed as required above, payment service will be provided as follows:

a. AT. AT payment service will be provided by the DFAS-KC/FJJV upon message and/or telefax requests from the SMCR unit commander or the Commanding General, MCRSC, for IMA's. SMCR units will provide an information copy of the message and/or telefax requests to the Commanding Generals, MARRESFOR (G-1), 4th MARDIV, 4th MAW, and 4th FSSG, as appropriate. If payments must be computed manually, they will be computed using the daily rates for manual special payments published by the DFAS-KC/FJJV. Residual amounts due will be paid in a regular payment after the completed active duty unit diary entry is reported and processed.

b. AT and Alternate AT. When Marines are attending AT or alternative AT and time constraints have prevented appropriate unit diary entries from being reported and processed, the local finance officer will contact the DFAS-KC/FJJV for additional guidance concerning payment.

c. ADT. Special payment service will be provided, but payments will be computed using the daily rates for manual special payments published by the DFAS-KC/FJJV. Residual amounts will be paid in a regular payment after the completed active duty unit diary entry is reported and processed.

9. Impact of Late Reporting of Completed Active Duty for AT. SMCR unit commanders and the Commanding General, MCRSC, must report the completed active duty unit diary for AT as soon as the AT is completed. AT payments are computed based on projected earnings. Pay and allowances to offset AT payments are not credited to the Marine's MMPA until after the active duty is completed, reported on the unit diary, and posted. Unit commanders and the Commanding Generals, MARRESFOR (G-1), 4th MARDIV, 4th MAW, 4th FSSG, MCRSC, will ensure that unit diary entries for the completion of active duty are reported and processed as required by reference (a). Until the completed active duty unit diary entry is reported and processed, AT payments will affect the payment amount for IDT and other entitlements.

10. Impact of Late Settlement of Individual Active Duty Orders

a. All Marines who completed individual active duty orders for 30 days or less, other than AT must ensure that the orders are settled. Special payments and advance travel and per diem allowance payments are based on projected earnings and entitlements. Travel claims must be settled, as directed by reference (b) to liquidate advance travel payments and to compute the number of days of allowable traveltime. The unit diary entry reporting the completed active duty, with inclusive dates, adjusted for the allowable traveltime, credits pay and allowances to offset special payments. Both actions, travel claim settlement and completed active duty reporting, must be accomplished to settle the orders. If the orders are not settled:

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(1) advance travel and per diem payments will not be liquidated (this could cause the Marine's MMPA to be placed in an indebted to the Government status),

(2) the Marine's MMPA will be placed in an indebted to the Government status if special payment service was provided,

(3) earned Reserve retirement credit points will not be added to the Marine's record, and

(4) total expenditure costs for the funds obligated for the active duty will not be reported.

b. The Commanding Generals, MARRESFOR (G-1), 4th MARDIV, 4th MAW, 4th FSSG, MCRSC, and unit commanders will use the expired planned active duty report described in enclosure (1), and any other management controls available, to ensure that active duty orders are settled.

11. Information. A schedule for payroll processing is published in a Marine Corps bulletin in the 7220R series each fiscal year. The schedule can be helpful in determining when payment can be expected if the date of the unit diary reporting data is known.

12. Inspections. The Inspector General will scrutinize the finance officer's and the Marine Corps Administrative Analysis Teams (MCAAT's) will scrutinize the unit commander's for compliance with this and other directives affecting payment, the overall support of the system, and the effectiveness of pay services provided to Marines. The reliability and timeliness of reported data will be evaluated. Inspectors of MARRESFOR (G-1), 4th MARDIV, 4th MAW, and the 4th FSSG will review/audit systems generated reports during inspections and assist visits to ensure policy and procedures are being followed.

13. Responsibility. Finance officers are the only individuals in the payment process who are accountable and required to make restitution for illegal, inaccurate, or improper payments. Many other individuals and operations are involved in the payment process upon which finance officers must rely. Under this policy, finance officers will have less control over the payment process and must rely on the unit commander and the pay system. The following responsibilities are assigned:

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a. Systems Assurance Officer (SAO). The Director, DFAS-KC/FJS, is designated as the SAO and is responsible for the reliability and integrity of REMMPS. The SAO will provide the Finance Officer, DFAS-KC/FJJV, with a listing of all known systems deficiencies. The listing will be updated as new deficiencies develop and when corrective action is taken to resolve these deficiencies. If a system deficiency is causing miscomputations of pay, the SAO will immediately notify unit commanders and finance officers by message, investigate the deficiency, institute action to correct the problem, and keep unit commanders and finance officers informed of corrective actions taken by the central site. (Active duty finance officers will be notified only when a deficiency will affect the accuracy of special payments.) The SAO may direct corrective action to be taken and, when appropriate, provide finance officers with alternate procedures for continued operation until the deficiency is corrected. If such a situation exists, the SAO may determine that REMMPS-generated payments will not be stopped, and it will be the responsibility of the SAO to sanction all payments in this category. Additionally, the SAO will immediately notify the Commandant of the Marine Corps (RFL, RA, and MI) of the system deficiency. In such cases, the SAO must initiate an action plan to correct the deficiency and determine whether or not to continue to sanction payments until the system is corrected. It will also be the responsibility of the SAO to take the necessary action to direct recoupment of erroneous payments that may occur. The Fiscal Director will notify the General Accounting Office of the situation and advise them of the corrective action initiated and the procedures to be used to recoup any erroneous payments.

b. Finance Officer, DFAS-KC/FJJV. The Finance Officer, DFAS-KC/FJJV is responsible for providing the services directed by enclosure (2). The pay policy does not alter the finance officer's liability or accountability. Payments computed by REMMPS will be effected without routinely adjusting the amount due. The finance officer will immediately notify the SAO of any system deficiencies.

c. Marine Corps Active Duty Finance Officers. Active duty finance officers will provide only the services directed by enclosure (3).

d. Commanding Generals, MARRESFOR (G-1), 4th MARDIV, 4th MAW, 4th FSSG, MCRSC, and SMCR Unit Commanders. Under this pay policy, the timeliness and accuracy of unit diaries and pay documents determine the quality of pay service provided to the individual Marine. The commanding generals and SMCR unit commanders are responsible for the legality and propriety of all supporting pay documents and attest to such by signature, or the

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signature of a designated representative. It is their responsibility to provide training on reviewing the leave and earnings statement (LES), functioning of REMMPS, and financial responsibility to the individual Marine. The Commanding General, MCRSC and unit commanders will research and attempt to resolve all pay discrepancies before referring them to the finance officer. The commanding generals and SMCR unit commanders are responsible for performing the duties listed in enclosure (4).

e. Director, Financial Services Activity. The Director, Financial Services Activity, is responsible for producing and distributing the management reports in enclosure (1).

f. Individual Marines. All Marines are responsible for ensuring that the entitlements and deductions recorded on their LES's are accurate. Accordingly, it is each Marine's responsibility to make sure that any monies received over the amount of entitlement are available for repayment. All Marines must be alert to overpayments received and be prepared for future deductions. For example, if an expected pay deduction is not reflected on the next payday, the Marine must be prepared for the deduction from future earnings. Each Marine is also responsible for reporting events that may affect pay entitlements, such as marriage, divorce, or any discrepancy on the LES, to the Commanding General, MCRSC, or the unit commander, as appropriate. The individual Marine must comply with enclosure (5).

14. Action. The DFAS-KC/FJJV, finance officers, unit commanders, the CG, MCRSC, and individual Marines will comply with this pay policy.

15. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.



E. T. COMSTOCK
Director, Fiscal Division
Programs and Resources Department

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MANAGEMENT REPORT

The Expired Planned Active Duty monthly report identifies those Marines whose REMMPS records show an expired planned active duty period. A planned active duty period is considered as expired 30 days after the planned completion date has elapsed and neither a "completed" nor "delete" unit diary entry for the planned active duty has posted. A copy of the report will be provided to the:

1. Commandant of the Marine Corps (RFL).
2. Commandant of the Marine Corps (MI-50).
3. Commandant of the Marine Corps (RA).
4. Commanding General, Marine Corps Reserve Support Command (MCRSC).
5. Commanding General, 4th Marine Reserve Force, G-1.
6. Commanding officers of affected units.
7. Commanding Officer, Marine Corps Support Activity (MCSA) (MISSO) and (MISSA, Manpower Liaison Division).

The Diary Feedback Report provides information to unit commanders on reported and processed planned active duty transactions (TTC 800). An advisory message 80055 identifies Marines whose AT payments or special payment daily rate will be affected by a negative account balance of \$25 or more. Unit commanders should ensure that any required transactions are reported to offset the negative balance. Additional pay due the Marine will be paid in a regular payment after the required transactions have posted to the Marines MMPA.

ENCLOSURE (1)

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FINANCE OFFICER, DEFENSE FINANCE AND ACCOUNTING SERVICE-
KANSAS CITY CENTER/FJJV, RESPONSIBILITIES

1. Forward REMMPS-generated regular payment checks to arrive not later than 10 days after each update cycle designated for payroll processing.
2. Forward REMMPS-generated AT payment checks to the finance or personnel officer at the home training site prior the to beginning of AT for delivery on the scheduled pay dates, normally the first Friday and the last day of training, regardless of whether the AT site is located within or outside the continental United States.
3. Forward special payment checks for ADT of 12 to 30 days performed at other Armed Forces installations as arranged with the Commanding General, Marine Corps Reserve Support Command (MCRSC), or the unit commander.
4. Complete a comprehensive monthly audit on a random sample of LES's as required by MCO P7220.42.
5. Cancel and credit returned checks to the Marine's MMPA expeditiously.
6. Research and resolve pay discrepancy inquiries received from the Commanding General, MCRSC, and unit commanders.
7. Inform the SAO of any system deficiencies immediately.
8. Comply with corrective actions directed by the SAO.
9. Provide payment service as specified in paragraph 6 of this Order.
10. Publish the daily special payment rates for manual payments.

ENCLOSURE (2)

MARINE CORPS FINANCE OFFICER'S RESPONSIBILITIES

1. Pay travel and per diem allowance advances when requested by Marines and settle travel claims as required by MCO P4650.37.
2. Pay special payments, as specified by paragraph 6c of this Order and MCO P7220.42, to Marines performing active duty other than AT for periods of 12 to 30 days.
3. Safeguard AT payment checks for delivery to the unit commander on the scheduled paydays when required.

ENCLOSURE (3)

**COMMANDING GENERALS', MARINE RESERVE FORCE (MARRESFOR) G-1, 4TH
MARINE DIVISION (MARDIV), 4TH MARINE AIRCRAFT WING (MAW), 4TH
FORCE SERVICE SUPPORT GROUP (FSSG), SELECTED MARINE CORPS
RESERVE (SMCR) UNIT COMMANDERS, AND MARINE CORPS RESERVE SUPPORT
COMMAND (MCRSC) RESPONSIBILITIES**

1. Ensure prompt reporting of events and transactions that affect pay entitlements.
2. Ensure that planned active duty is reported and processed within 7 days before the first day of active duty, as required by MCO P1080R.38. (NOTE: Planned active duty for 12 to 30 days must be reported even if the deadline has passed. Even if late, the transaction may post in time for REMMPS to generate a daily special payment rate prior to payment.
3. Arrange special payment service with the Defense Finance and Accounting Service-Kansas City Center (DFAS-KC)/FJJV for Marines ordered to active duty other than AT for 12 to 30 days when Marine Corps finance is not available at the active duty site.
4. Submit a message or telefax to the DFAS-KC/FJJV to arrange AT payment service when planned active duty for AT is not reported as required in paragraph 8 of this Order. The message and/or telefax request must include the Commanding General, 4th Marine Division, Commanding General, 4th Marine Aircraft Wing, or the Commanding General, Marine Corps Reserve Support Command (MCRSC), as appropriate, and MISSO-17 as information addressees. It must also include the unit's reporting unit code (RUC), inclusive dates of the AT period, AT location, and the name grade, SSN, and PEBD, of each Marine requiring payment service. The commanding generals will initiate appropriate action when late reporting trends develop.
5. Compare the actual roll of Marines who reported for training with a list of the Marines for whom a planned active duty was reported or payment requested under paragraph 4, above, and report any additions to the DFAS-KC/FJJV by priority message or telefax request within 1 day after the first day of AT. (Example: If the first day of active duty is a Saturday, the message or telefax must be transmitted by Sunday. When possible, release the message prior to departure from the home station. Failure to promptly submit the message reporting additional members could cause the members' checks to arrive during the second week of training or later. (NOTE: A list of Marines who have a posted planned active duty transaction can be obtained from the Reserve Diary Retrieval System (RDRS).)

ENCLOSURE (4)

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6. Establish liaison, when required, with the training site finance officer safeguarding the payment checks and ensure that ATD checks are distributed on the pay dates.
7. Ensure that completed active duty is promptly reported, as required by MCO P1080R.38.
8. Immediately delete a reported planned active duty unit diary entry when the Marine fails to report for training.
9. Immediately return all checks received for a planned active duty period to the DFAS-KC/FJJV when the Marine fails to report as directed. Any checks received for advance travel and per diem payments should be returned to the issuing disbursing officer for cancellation.
10. Complete a comprehensive monthly audit on a random sample of LES's as required by MCO P1080R.38 and MCO P7220.42.
11. Coordinate with the DFAS-KC/FJJV in balancing overpaid accounts.
12. Refer only pay discrepancies and inquiries that cannot be answered at the unit level to the DFAS-KC/FJJV.
13. Provide training to individual Marines on reviewing the LES, functioning of REMMPS, financial responsibility, and the importance of settling orders to active duty for 30 days or less.

ENCLOSURE (4)

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INDIVIDUAL MARINE'S RESPONSIBILITIES

1. Submit travel claims for individual active duty 30 days or less as directed by MCO P4650.37.
2. Immediately report pay discrepancies on the LES and events that affect pay entitlements; e.g., marriage, divorce, etc., to the Commanding General, Marine Corps Reserve Support Command (MCRSC), or unit commander, as appropriate.
3. Direct pay inquiries and questions to the Commanding General, MCRSC, or the unit commander, as appropriate. (Marines will not submit inquiries concerning Reserve pay directly to the Finance Officer, Defense Finance and Accounting Service-Kansas City Center/FJJV).
4. Deliver active duty orders other than AT to the active duty finance officer in order to receive special payment service midway through the active duty period and on the last day of the scheduled active duty.

ENCLOSURE (5)