



IPAC CHERRY POINT QUARTERLY NEWSLETTER



Vol XII 31 December 2011

MISSION :

The Mission of the IPAC is to provide quality personnel administrative support to all Commanders, Marines, and family members aboard MCAS Cherry Point.

DIRECTOR

CWO4 Walker 466-7255

DEPUTY DIRECTOR

Mr. Collins 466-2724

SNCOIC

MGySgt Richardson
466-5782

OPERATIONS OFFICER

Mr. Harrison 466-3285

CUSTOMER SERVICE OIC

CWO4 Newell 466-3403

COMMAND SUPPORT OIC

CWO2 Ferguson 466-3830

INBOUND OIC

CWO2 Beaty 466-5019

SEPARATIONS OIC

CWO3 Neal 466-2700

DEPLOYMENTS OIC

CWO2 Jones 466-6375

ORDERS OIC

WO Martin 466-8089

IPAC Cherry Point is located in Bldg 298 adjacent to the Chapel and the Devil Dog Gym.

FROM THE DIRECTOR:

Happy New Years and let's make 2012 another great year. Major Change: As the electronic record book takes effect and the units start receiving their record books back at the commands, please take the time to verify the accuracy of the OMPF. Remember it's your military record. As always if you have any comments, please let the IPAC know so we can provide a better service to the Marines and families aboard MCAS Cherry Point.

Interactive Customer Evaluation (ICE)
http://ice.disa.mil/index.cfm?fa=site&site_id=419

FROM THE SNCOIC:

Leaders, Happy New Year. Continue to let me know what I can do to help you and solve your administrative questions. We are here to help each other and take care of Marines.

QUALITY CONTROL:

OIC Mr. Harrison 466-3285
SNCOIC Sgt Davis 466-7452

MyPay Pin reset

Each Squadron Admin Chief is required to have the authority to reset MyPay pins for their squadron personnel. If your unit does not have the ability to reset MyPay pins, contact Quality Control for instructions and information to obtain this required ability.

Marine On-Line (MOL) EPARS

The IPAC currently does not utilize the EPAR module within MOL. The EPAR module lacks the necessary tools for oversight of the EPAR process to ensure timely and accurate completion of EPARS. Currently, IPAC provides a comprehensive conduit for submitting

information to be reported into the Marine Corps Total Force System (MCTFS). Any personal action that does not require the presence of the individual can be submitted through your unit S-1 to the IPAC. The IPAC tracks these PARS through completion. All PARS are completed within 5 working days.

Timely Submission of Source Documents

The following areas consistently fall below Marine Corps Timeliness Management Reporting requirements. Please ensure any source documents regarding these areas are submitted to IPAC within 24 hours of occurring:

- Dependent Add (Marriage, Birth, etc.)
- Dependent Loss (Divorce, Death, etc.)
- Meritorious Promotion
- Legal Action (NJP, Court Martial, etc.)
- Physical Fitness Test
- Proficiency and Conduct Marks

Marine On-Line Reports

All personnel have the ability to pull a multitude of reports (i.e. alpha roster, training, etc.) for personnel that fall within their chain of command. To pull reports, log into MOL, and navigate to the reports tab.



CUSTOMER SERVICE:

OIC CWO4 Newell 466-3403
SNCOIC MSgt Brown 466-7324

Many military pay entitlements are based on marital status and location of family members. Here are some examples:

Family Separation Allowance

If you were married after reporting to MCAS Cherry Point and your spouse resides outside of the local area, you may be entitled to Family Separation Allowance. If you are receiving FSA because your spouse was not residing locally and has relocated to the area, report to the IPAC to update your addresses and limit the overpayment of FSA. See IPAC for more information.

Basic Allowance for Housing

Any life changing events (marriage, divorce, birth, death) have a significant impact on your pay and benefits. As soon as an event occurs, contact IPAC to make the necessary updates. Proper documentation is required for all changes. The mother's copy of the birth certificate from the hospital is insufficient documentation and cannot be accepted. Marines will have to wait to receive the birth certificate before updating their records and updating DEERS.

Member to Member Marriages

The IPAC has attained permission to view other service LESs to ensure Marines are receiving the correct pay amounts. Members married to members pay entitlements are reviewed semi-annually. Please ensure both you and your spouse are reviewing your LESs to minimize potential dual payments. Contact IPAC Pay section if you have any questions.

BAS & Meal Cards

Personnel authorized to mess separately must turn their meal cards into Customer Service prior to us stopping the Discounted Meal Rate (DMR). We will not retroactively stop any Marines DMR.

We must recover/ destroy the meal card prior to making any monetary changes.

Marine On-Line (MOL)

Marines can make numerous updates to personal information via MOL. They can update contact information, duty preference codes, family readiness, foreign travel, gas mask, race/ethnic, religion, self-professed language skills and record of emergency data updates. Contact information updatable through MOL includes mailing address, physical address, phone numbers, and email. A listing of some duty preferences are available to be selected to give HQMC your desires on your next duty station.

In addition to updating personal contact information, Marines can also update their Record of Emergency Data (RED) to include beneficiary information. Marines should contact the IPAC after changing addresses of their spouse or moving out of the barracks as the change could affect pay entitlements such as Family Separation Allowance (FSA) or Discounted Meal Rate.

Electronic Service Records

Due to a HQMC initiative, commanders have the capability to view service records of all Marines joined or attached to their units through Marine On-line. The process of migrating from physical to electronic service records began on 24 October, 2011 and has been completed. The Cherry Point IPAC will begin delivering service records to parent units for further distribution to each Marine.

COMMAND SUPPORT:

OIC CWO2 Ferguson 466-3830
SNCOIC SSgt Whiten 466-5470

It is imperative for all documents submitted to Command Support to be turned in as soon as completed in order to avoid pay discrepancies and to ensure timeliness is not affected (ie: CSB, UPB, pg. 11's, meritorious promotion warrants, and special pay rosters.

Promotions

Cpl Junay 466-7800

The following paragraph is now included in each month's Cpl/Sgt Promotion MARADMIN:

"4. BEGINNING WITH THE CORPORAL SELECT GRADES FOR 1 SEPTEMBER 2011, LANCE CORPORALS WHO MEET THE CUTTING SCORE BUT ARE NOT PME COMPLETE WILL NOT BE SELECTED FOR PROMOTION TO CORPORAL. THEIR COMMANDS WILL RECEIVE AN ADVISORY STATING "NOT SELECTED, REQUIRED PME NOT COMPLETE". THE PME STATUS OF THESE MARINES WILL BE MONITORED BY CMC, MMPR-2 AND IF THEY COMPLETE THE REQUIRED PME AFTER SELECT GRADES HAVE POSTED AND PRIOR TO THE 1ST OF THE PROMOTION MONTH THEIR SELECT GRADES WILL BE RAN." It is imperative to ensure all Marines complete appropriate level PME.

- Per MARADMIN 535/08 MOL is the primary means for reporting non-recommendations for promotion and Will Not Promotes.

- Ensure Marines promoted to Cpl and Sgt are given Promotion Pro/Cons effective the day **before** promotion. Promotion Pro/Cons must be reported within MOL by the 2nd of each month.

Legal

Mr. Franks 466-7886

All UPB's must be completed per the LEGADMINMAN (MCO P5800.16A) par 3006. IPAC Command Support cannot accept any UPB's if not completed per the above reference.

Training

Cpl Harkins 466-7781

- Per MARADMIN 535/08, units are required to use the Training Management System (TMS) module in MOL to report Training data.

Limited Duty

Cpl Pineda 466-7642

- Members within 60 days of Limited Duty expiration should see Mr. Carter (**Naval Hospital**) to ensure they are being reevaluated on time and are either placed on another Limited Duty, PEB, or returned to full duty.

Special Pay

Cpl Junay 466-7800

- EOD rosters must include actual date/type of demo performed and indicate all Marines that have performed duties, have not performed duties, and Marines to be

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<p>terminated. Marines TAD or Deployed must have the same documentation in order to rate demo pay.</p> <p><u>INBOUNDS:</u> OIC CWO2 Beaty 466-5019 SNCOIC GySgt Pedrick 466-8146</p> <p><u>Reporting procedures for MCAS Cherry Point</u> IPAC is the endorsing authority for new joins inbound to MCAS Cherry Point. The process is as follows: Marines checking in report directly to the IPAC (not their parent unit) for orders, endorsements and their new join audit during working hours. After working hours Marines will check in with the station CDO and receive an after-hours endorsement and will be directed to report to the IPAC the next business day to conduct their new join audit. Make sure that all single Marines are aware that when reporting in after working hours they are to use their orders to eat at the chow hall. If a Marine requires transportation from the TEQ on the next business day they need to be checked out of the TEQ by 0715. Between 0730 and 0745 the IPAC driver will provide transportation from the TEQ to the IPAC.</p> <p><u>Travel Claims</u> Upon the arrival of Marines reporting to Cherry Point, travel claims are filled out and sent to disbursing within 3 working days of reporting. I ask that you contact us if your PCS travel claim has not been settled within 10 working days of reporting. We will be notifying members by email if their travel claim results in a zero balance or a checkage. In addition, missing documents or receipts need to be provided within 48 hours. Travel claims must be worked and sent to disbursing within 3 business days after reporting to ensure prompt settlement.</p> <p><u>Electronic Document Access</u> Marines who require a copy</p>	<p>of their PCS orders to Cherry Point after they arrive must go to their respective S-1. The S-1 is encouraged to gain access to this website, http://eda.ogden.disa.mil/ in order to view and print the respective orders. The website is user friendly and has easy to follow directions.</p> <p><u>SEPARATIONS:</u> OIC: CWO3 Neal 466-2700 SNCOIC: SSgt Kelly 466-4451</p> <p><u>SEPARATION TIMELINE</u></p> <p>90-60 days from EAS:</p> <ul style="list-style-type: none"> -Arrive at Separation Section IPAC for DataSheet/Counseling -TAP/TAMP class -Final Physical -Survivor Benefits Plan (SBP) Counseling and DD Form DD2656 for all retiring Marines <p>60-30 days from detach date:</p> <ul style="list-style-type: none"> -LWAS/PTAD request approved in MOL -Update records/Audit -Turn in data sheet <p>30-detach date:</p> <ul style="list-style-type: none"> - Copy of Separation/Travel Pay Certificate (NAVMC 11060) complete and signed for DMO appointment. -Review DD Form 214 -Turn in Final Physical, Separations/Retirement Brief (IPAC receives from Family Services), DD Form 2656/SBP. <p>*On Detach Date:</p> <ul style="list-style-type: none"> -Turn in: Medical/Dental Records, Checkout sheet (signed and complete) and if not already done: final physical, DD Form 2656, Separation Brief, meal card. -Review/Sign/Take DD 214 and blank travel claim. <p><u>CHANGE TO TRANSFER OF EDUCATIONAL BENEFITS (TEB) AND RESPONSIBILITIES</u></p> <p>Procedures for enlisted Marines: First speak with the command career planner. Apply to transfer unused educational benefits through the TEB website concurrent with reenlistment/extension (if required).</p> <p>Procedures for officers: Apply to transfer unused educational</p>	<p>benefits through the TEB website concurrently notifying your unit. If obligated service is required the Marine officer must contact CMC (MMA) for eligibility criteria and procedures.</p> <p>TEB application is forwarded for action to CMC via the TEB system. The command completes the SOU and submits to CMC (MMSB) for inclusion in the OMPF. Provide a copy to IPAC (Enlisted Only) for an obligated service date MCTFS entry. Marines will have 45 days from the TEB application date to incur the required obligated service or the TEB request will be rejected. (MARADMIN 651/11)</p> <p><u>NOTIFICATION OF ADMINISTRATIVE SEPARATION</u></p> <p>It is required that the units provide the IPAC Separation Section a copy of the Notification of Separation Proceeding and a promotion restriction pg 11 (IAW MCO P1070.K, par 4006.3e and PAA 9-11) in order for the promotion restriction to be ran on unit diary.</p> <p><u>IMPORTANT SEPARATIONS INFORMATION</u></p> <p>Marines leaving over the weekend are not authorized to pick up their orders on the last working day. They will check in with the weekend/holiday IPAC (SEPS) duty to receive their packages the day the orders are effective. It is required all Marines report to the Separation Section the last business day prior to their actual departure date in order to turn in required documents (medical/dental records/checkout sheets etc.) and to review and sign 214.</p> <p>If a Marine is missing their meal card, a missing meal card statement is required to be filled out, signed by the Command and turned into the IPAC Separation Section upon departure.</p> <p>Effective with Software Release 2011 modifications were made to Marine Online (MOL) to submit a request for LWAS. The option is available when requesting leave. After selecting LWAS the Marine will be presented with a message of what their leave balance, minus LWAS, will be. This will let them know how much leave is</p>

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<p>available to take prior to going on terminal. Once approved an advisory will be generated to notify the IPAC LWAS is approved. Several notifications could potentially be generated when approved LWAS is affected by subsequent leave request. Remember this is only an approval/audit/tracking tool, the IPAC will continue to issue the LWAS orders prior to departure.</p> <p><u>DEPLOYMENTS:</u> OIC: CWO2 Jones: 466-6375 SNCOIC: SSgt Sepeda: 466-7736</p> <p><u>Pre-deployment Audit</u> Per paragraph 120103.1(c) of MCO P1080.40, pre-deployment audits (RED/SGLI) are required no earlier than 60 days prior to deployment. All Marines regardless of rank must complete a pre-deployment audit. Unit Admin Chief will set up an audit with the Deployment Branch no earlier than 60 days and no later than 30 days prior from departure.</p> <p>Marines have the ability to make changes to the RED <i>except for</i> name changes to the spouse, children, mother and father. All other changes, to include Death Gratuity and Pay Arrears Beneficiaries, as well as Person Authorized to Direct Disposition of remains, can be made on the RED without having to come into the IPAC. Ensuring you make the necessary changes in MOL prior to scheduling a group/individual audit will significantly shorten the time required to conduct an audit.</p> <p>All changes to the SGLI require you to complete a new SGLV 8286, and must be completed at the IPAC. Furthermore, changes to your SGLI beneficiaries will automatically trigger an audit of RED. Please note, if you elect someone other than your spouse, regardless of legal separation status, your spouse will receive a notification of your partial or full election to someone</p>	<p>other than the spouse.</p> <p><u>During Deployment</u> If you need to have information corrected in MCTFS and you are unable to correct via MOL, provide the information to your S-1 and the S-1 will submit an EPAR to CHPT_IPAC_DEPL_OMB@usmc.mil. Your request will be processed and corrective action taken within 5 working days.</p> <p><u>Post-deployment Audit</u> The BIR, BTR, RED, SGLI are required to be audited within 30 days of return from deployment. We will report all your service awards earned while deployed and stop all deployment related entitlements. The unit admin chief should contact the Deployment Branch as soon as the deployed unit knows the return date from deployment to setup audit.</p> <p><u>PAAN-55-11 and RPAAN 54-11</u> Effective 21 November 2011, a MCTFS change has been implemented for the accrual of combat leave (CL) for a Marine in a CZTE area in an advance leave status. A Marine in an advance leave status will not accrue CL until the mbr's leave balance becomes greater than zero. All records affected have been retroactively corrected effective 1 October 2011.</p> <p><u>To/From TAD On Base:</u> Marines that are going TAD between units aboard MCAS Cherry Point need to give a copy of orders and reporting endorsement to the Deployment Branch.</p> <p>Marines returning from TAD need to bring their detaching endorsement and complete a from TAD audit within 3 business days.</p> <p><u>To/From TAD Off Base</u> Marines that are going TAD need to drop off a copy of their orders prior to departure and complete a TAD audit. Marines that go TAD more than 30 days the unit S-1 will retrieve the meal card.</p> <p>Marines returning from TAD need to bring their detaching/reporting endorsement and complete a from TAD audit within 3 business days. Unit S-1 will issue the Marine's meal card back. If meal card is lost,</p>	<p>Marine must fill out "Lost Meal Card" form and must be signed by the CO or by direction authority only.</p> <p><u>ORDERS:</u> OIC: WO Martin: 466-8089 SNCOIC: SSgt Kelly: 466-4451</p> <p>Timeframes: Marines when preparing to perform a Permanent Change of Station (PCS) move it is imperative that you begin planning immediately upon your receipt of Web Orders. Once your Web Orders are received by the IPAC we will get them to you along with any other documents that will need to be filled out as soon as possible via an email to you and your S-1. Once you have these documents completed please turn them in to the IPAC immediately. The earlier you turn in your PCS documents the better service we are able to provide you. We request that all CONUS PCS movers have the documents to IPAC no later than 30 days before YOUR requested depart date and OCONUS movers no later than 60 days prior to your requested depart date. OCONUS movers require much more paperwork and are more time consuming than CONUS movers. Advance Travel and Advance Pay request that can accompany certain PCS moves will be processed prior to the departure date 10 and 30 days respectively. Permanent Change of Assignment (PCA) orders are often short-fused when issued from HQMC; often only allowing a couple of days prior to the no later than date. PCA orders are usually given with a two day window to be executed. Once you are notified of receipt of PCA orders; you simply need to notify IPAC which of those two days you want to execute your move on; then begin your check out process no later than 3 working days prior to the execution date.</p> <p>Our number one priority is you; the Customer! Help us, Help YOU!</p>

