



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

MCO 1326.5E
MMEA-5
16 May 2013

MARINE CORPS ORDER 1326.5E

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS WEB ORDERS SYSTEMS (WEB ORDERS)

Ref: (a) Marine Corps Total Force System Personnel Reporting Instructions
Users Manual (Short title: MCTFSPRIUM)
(b) MCO 1000.6G
(c) MCO 1900.16F
(d) Marine Corps Total Force System Online Codes Manual
(Short title: MCTFSCODESMAN)
(e) SECNAV M-5210.1

1. Situation. To publish instructions for issuing Permanent Change of Station (PCS) orders through reference (a), by means of the Marine Corps Web Orders System (Web Orders).

2. Cancellation. MCO 1326.5D.

3. Mission. PCS orders are created in the Manpower Assignment Support System (MASS) and are posted to WebMASS Orders System.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Web Orders was developed to meet the following objectives:

(a) Distribute full text orders in a full-page format that is printable from the internet to all HQMC-designated recipients.

(b) Enhance tracking capability for all HQMC-designated recipients to monitor the disposition of orders at all times.

(c) Provide and create a security system that allows positive management of orders delivery and receipt in a timely manner.

(d) Give the Manpower Information System Support Office (MISSO) authority to assign, update, or delete order writing activities access to Web Orders.

(e) Provide order writing activities the ability to endorse PCS orders within one information system.

(f) To give manpower managers and planners at Headquarters Marine Corps and personnel officers in the field a common set of manpower documents to assist them in accomplishing their respective missions.

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(2) Concept of Operations

(a) Operation of Web Orders

1. Preparation and Transmission. When PCS initial orders, modification, or cancellations are necessary, staff agencies at HQMC prepare and submit entries (type transaction codes 010, 011, or 012, coupled with a history statement containing the text portion of the orders). Entries are created in WebMASS, a system restricted to Headquarters Marine Corps, Manpower and Reserve Affairs. Orders are posted from WebMASS to Web Orders every hour. Unit diary (UD) entries associated with the orders are uploaded to Marine Corps Total Force System (MCTFS) by batch system during the nightly process cycle to DFAS (Information Technology Directorate), Kansas City, Missouri.

2. Receipt Process

a. Receive. Orders are sent from HQMC to the Order writing activities.

b. Acknowledge. The order writing activity acknowledges the orders in Web Orders. This notifies HQMC that the orders were received.

c. Endorse. The order writing activity must complete the process by endorsing the orders within Web Orders.

3. Command Processing. Upon receipt of the web order, the Command Reporting Unit Code (CRUC) has the responsibility to promptly acknowledge and endorse PCS orders as directed. Orders generated via Web Orders constitute original orders and are valid without signature of the CMC. Normally, PCS orders will be issued using a copy of the web order stamped "ORIGINAL ORDERS" and an appropriate endorsement. These orders are subject to all conditions contained in the existing Marine Corps directives applicable to PCS orders, including reference (a). The CRUC, upon receipt of the web order, is no longer required to submit a UD statement acknowledging receipt of the orders. All acknowledging must be done within the Web Orders.

4. System Audits

a. Order writing activities will acknowledge all orders in their "Receive" box in Web Orders, within 3 business days of receipt.

b. Order writing activities will endorse all orders in their "Acknowledged" box in Web Orders, within 3 business days of acknowledgement.

5. Alternate Means. Alternate methods of PCS order writing via naval message shall be done only by exception. References (a) through (d) are unchanged by this Order.

b. Subordinate Element Missions

(1) Headquarters Marine Corps

(a) Manpower Management Division (MM)

1. Issue PCS orders per Marine Corps requirements.

2. Ensure timely entry of PCS orders modifications and cancellations into MCTFS.

3. As the Web Orders sponsor, periodically review procedures, policies, and conventions governing the processing of PCS orders; continuously evaluate the processing of PCS orders by field commands; report processing problems to the Web Orders functional manager.

(b) Manpower Management (MM) and Reserve Affairs (RA)

1. As Web Orders functional managers, establish and maintain quality control measures to ensure efficient and effective operation of the PCS Web Orders system per design specifications.

2. Provide liaison function for the Web Orders sponsor to ensure effective systems maintenance within MCTFS.

(c) Commanding Generals, Personnel Reporting Jurisdiction Commands

1. Ensure liaison is established with the Officer-in-Charge, MISSO, in order to provide appropriate commanders and orders issuing activities with any assistance that may be required to ensure that Web Order accounts are created and to assist with the receipt of orders.

2. Report any discrepancies in Web Orders to the CMC (MMEA, MMOA, or RA), as appropriate via naval message 45 business days prior to the Marine's estimated date of departure, if the Marine will not execute orders.

(d) All Commanding Generals/Commanding Officers

1. Establish procedures to promptly issue PCS orders, modifications, or cancellations.

2. Establish procedures to ensure that CRUCs acknowledge all Web Order issuances, modifications, or cancellations that have been received for personnel in their command.

3. Notify individuals concerned of PCSO as expeditiously as possible.

(e) Special Instructions for Overseas Commands Regarding Separation Orders (W95)

1. A Marine receiving Web Orders with a Future Monitored Command Code (FMCC) of W95 (ordered home) may, according to the records of the Headquarters, be eligible for release from active duty (RELACDU) upon arrival in the Continental United States (CONUS) per paragraph 1006 of reference (c). Upon determination of the Marine's eligibility and receipt of signed consent for early release, the transferring command will issue orders to reflect MCC W95 RELACDU. If a Marine has been assigned an FMCC other than W95 and the command determines that he/she is eligible for RELACDU upon arrival in CONUS, then the detaching command is authorized to modify the orders to reflect MCC W95. The individual in question, when appropriate, must submit a signed consent for early release statement as required by reference (c), to the CMC (Manpower Management Enlisted Assignments (MMEA), Manpower Management Officer Assignments (MMOA), or Reserve Affairs (RA)), as appropriate.

MAY 16 2013

2. Overseas commands are authorized to transfer Marines separating from the Marine Corps so as to ensure their arrival in CONUS within the prescribed tour length. The designated Present Monitored Command Code (PMCC) will be W95 (en route CONUS destination unknown), unless the individual's expiration of active service (EAS) warrants assignment to MCC W95.

3. Transferring commands will expeditiously notify the CMC (MMEA, MMOA, or RA), as appropriate, via naval message of all Marines who have been assigned MCC W95 PCS orders in Web Orders and are not eligible or do not desire RELACDU. Additionally, Marines who have not been issued W95 orders but are determined to be eligible for and desire early release, must be reported to CMC (MMEA, MMOA, or RA), as appropriate.

4. Marines who receive W95 orders, but who are not available for reassignment due to hospitalization, confinement, or any other valid reason, will be reported to the CMC (MMEA, MMOA, or RA), as appropriate via naval message as soon as the exception becomes apparent. Commanders will ensure notification includes the reason for non-availability and the FMCC of each Marine so that the future command will be kept informed about the status changes for each Marine ordered into their command. Upon receipt of this information at HQMC, assignment orders will be modified or canceled. Individual commands will notify the CMC (MMEA, MMOA, or RA), as appropriate, when the Marine is available for assignment. Names of Marines who have been granted extensions for overseas tours will not be submitted.

5. Detaching commands will establish a system to ensure Marines receive PCS orders commensurate with their rotation tour date (RTD). A naval message reporting all Marines not in receipt of PCS orders within 60 days from RTD will be submitted to the CMC (MMEA, MMOA, or RA), as appropriate. The message report will include name, grade, SSN/MOS, EAS, and home of record or dependent's location, as appropriate. When listing the home of record or location of family members, the state code in chapter 2 of reference (d), or, if applicable, the geo-location codes contained in chapter 1 of reference (d) will be used. Commands will not submit request for the status of those individuals until at least 15 days after submission of the subject report.

5. Administration and Logistics

a. Recommendations concerning the contents of this Order may be forwarded to CMC (MMEA) via the appropriate chain-of-command.

b. Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per reference (e) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

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


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Director
Manpower Management Division

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