



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

MCO 4631.9H
LPD-2
17 Aug 2011

MARINE CORPS ORDER 4631.9H

From: Commandant of the Marine Corps
To: Distribution List

Subj: CONSTRUCTION AND USE OF CUSTOMER IDENTIFICATION CODES (CICs)
APPLICABLE TO MARINE CORPS FUNDED PASSENGER TRAVEL VIA AIR
MOBILITY COMMAND (AMC) CHANNEL AIRLIFT

Ref: (a) Defense Transportation Regulations 4500.9-R, "Passenger Movement,"
Part I, November 2010
(b) SECNAV M-5210.1

Encl: (1) CIC Format for Individual and/or Dependent Travel
(2) CIC Format for Group and Travel Team Integrity Travel
(3) CIC Format for Station-Funded and Reserve Travel
(4) List of Appropriations and Passenger Accounting Codes

1. Situation. This Order establishes Marine Corps policy and procedures for the construction and use of CICs when they are not included on Permanent Change of Station (PCS) or Temporary Additional Duty (TAD) travel orders for passengers utilizing AMC channel airlift, per reference (a). The CIC is an alpha numeric code contained in travel orders that enables the AMC to accurately bill the appropriate Service for ridership aboard AMC channel airlift. For funded AMC PCS travel, CICs are sometimes omitted when an order, for a myriad of reasons, is rejected in the Marine Corps Total Force System (MCTFS). This results in funding not being associated with that set of PCS orders until the error is corrected through the Marine Corps order writing system, WebMASS. Marines who execute their travel prior to their PCS orders completing the MCTFS cycle, will have a set of PCS orders which do not contain the required CIC.

2. Cancellation. MCO 4631.9G.

3. Mission. Compliance with this Order will ensure the proper construction and use of CICs so that the AMC can correctly identify and bill the Marine Corps when a Marine executes travel via AMC channel airlift.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) This Order will allow the AMC to easily identify and bill the Marine Corps when travel is executed via AMC channel airlift.

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(b) This Order removes social security numbers which were previously embedded within the CIC for AMC PCS travel.

(c) This Order will reduce the number of unmatched disbursements resulting from the out-of-date guidance contained within MCO 4631.9G.

(2) Concept of Operations. Order writing activities are required to cite the CIC in TAD or PCS travel orders utilizing AMC channel airlift. The CIC normally is entered immediately after the appropriation data. If missing, a CIC should be constructed and cited in the AMC's Global Air Transportation Execution System (GATES) by the Distribution Management Office (DMO) that is arranging the transportation. This enables AMC finance systems to accurately bill AMC charges to the applicable military Service.

b. Subordinate Element Missions

(1) Deputy Commandant for Installations and Logistics

(a) Develop and issue policy guidance for the construction and use of CICs.

(b) Coordinate with AMC, HQMC (P&R) and HQMC (M&RA), on an annual basis, to update the content of this Order as deemed necessary.

(2) Installation Commanders and Activities with a DMO Assigned

(a) Ensure DMOs use this Order to construct the CIC for both PCS and TAD AMC travel when the CIC is missing on the orders. Normally, the CIC shall be cited in travel orders immediately following the appropriation data. Where CICs are not cited in PCS or TAD orders, the DMO shall construct CICs in accordance with enclosures (1), (2), (3), and (4), as applicable, and include the CICs in transportation endorsements. Once the CIC has been constructed, DMO personnel shall insert the CIC into the applicable field in the AMC GATES.

(b) Ensure DMOs cite the CIC on all AMC Transportation Authorizations (DD Forms 1482-1 and 1482-4) issued for Marine Corps funded TAD and PCS passenger travel via AMC channel service.

(c) Ensure DMOs notify the appropriate order writing activity when CICs are missing.

c. Coordinating Instructions

(1) Recommendations concerning this Order may be submitted to CMC (LPD) via the appropriate chain of command.

(2) The contents of this Order will be disseminated to all personnel whose duties involve the issuance of travel orders, budgeting and accounting for travel funds, and issuing passenger transportation procurement documents.

5. Administration and Logistics

a. Records Management. Records created as a result of this Order shall be managed according to National Archives and Records Administration approved

dispositions per reference (b) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

b. This Order will be made available to all military transportation shipping activities via the Marine Corps Publications Electronic Library at <http://www.marines.mil/news/publications/Pages/Orders.aspx>.

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.

/S/
F. PANTER
Deputy Commandant for
Installations and Logistics

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CIC Format for Individual and/or Dependent Travel

1. The guidance for construction of CICs in this enclosure addresses individual and/or dependent travel under Appropriation Military Personnel and Marine Corps (MPMC) PCS and is effective from date signed through subsequent fiscal years.

The CIC should be constructed as follows:

Position	Content	Complete Sample CIC
		<u>600027**CT#####</u>
1	Service Identification code (number "6" for Marine Corps remains constant)	
2-15	Last fourteen digits of the Standard Document Number (SDN) from the travelers original PCS Orders	

Variables defined:

** Represents the two digit fiscal year (i.e., 11 is for FY2011)

Represents the last five characters of the SDN. These five digits are unique to each individual traveler.

CIC Format for Group and Travel Team Integrity Travel

1. The guidance for construction of CICs in this enclosure addresses Appropriation MPMC, Group Travel and Travel Teams (Travel Team Integrity). This includes travel of Marines incident to PCS involving group travel orders as well as Marines traveling under individual PCS orders when mission needs dictate that two or more Marines travel together as a team (travel team integrity) on the same flight.
2. To alleviate administrative problems associated with issuing separate AMC transportation authorizations for large groups of passengers traveling under individual PCS orders, transportation officers at Marine Corps Base (MCB), Camp Smedley D. Butler, Okinawa, Japan; Marine Corps Air Station (MCAS), Iwakuni, Japan; and Marine Corps Base, Camp Lejeune, North Carolina, may use a group CIC and issue one AMC confirmation letter for any group of PCS passengers traveling on the same flight when PCS orders contain the same appropriation data (all elements of appropriation data must be identical). The Marine Corps Movement Coordination Center (MCMCC), Camp Pendleton, California, may also use a group CIC and issue one group AMC confirmation letter for entry level Marines moving under troop block procedures.
3. For all other commands, separate AMC confirmation letters must be issued for personnel traveling under individual travel orders, except for cases involving travel team integrity and family movements. Group CICs are applicable only to members who are not traveling with dependents. Do not include officers and enlisted personnel on the same group AMC authorization letter. Group CIC and group AMC authorization letter procedures are not applicable to Marines who are authorized delay en route (temporary duty/leave). Copies of individual or group PCS orders shall be attached to the memorandum copies of group AMC authorization letters and forwarded to the Commanding General, Transportation Voucher Certification Division, 814 Radford Boulevard, Suite 20262, Albany, GA 31704-0262. The CIC should be constructed as follows:

Sample CIC ("6" for Marine Corps remains constant): 6 0 L 2 10 2 00000334

Position	Content
1	Service identification code
2	Last digit of appropriation fiscal year (for fiscal year 2010, show "0")
3	Subhead code for MPMC appropriation (as indicated in the following): * Subhead 2750.....J * Subhead 2752.....K * Subhead 2753.....L * Subhead 2754.....M * Subhead 2755 (unit moves).....N
4	Passenger identification/purpose of travel (as indicated in the following): Officers between duty stations..... 1 Enlisted between duty stations..... 2

CIC Format for Group and Travel Team Integrity Travel

Position	Content
5-6	Month in which member is detached; e.g., for October, show "10."
7	Group/travel team integrity code (number "2" remains constant)
8-15	Group/travel team integrity identification number. The identification number is an eight-digit number consisting of five zeros followed by the Julian date of the flight.

Note: Do not use SSNs in positions 8-15.

CIC Format for Station-Funded and Reserve Travel

1. The guidance for construction of CICs in this enclosure addresses Appropriations Operation and Maintenance, Marine Corps Reserve (O&MMCR); Operation and Maintenance, Marine Corps (O&MMC); and Research, Development, Testing, and Evaluation (RDT&E).
2. CICs will be constructed in accordance with the instructions contained below, using the appropriate Passenger Accounting Codes (PACs) as contained in enclosure (4). These instructions do not apply to travel and transportation chargeable to Navy-sponsored funds (e.g., Military Assistance, Executive (MAE); Military Personnel, Navy (MPN); Operations and Maintenance, Navy (O&MN); and Research, Development, Testing, and Evaluation (RDT&E) (subheads beginning with numbers other than 27)).
3. Instructions concerning construction of CICs for travel of Marine Corps military and civilian personnel under Navy-sponsored TAD funds are contained in reference (a)(Applicable only to appropriations RPMC, O&MMCR, O&MDMC, and RDT&E (subheads beginning with 27)).
4. The 15 character standard document number (SDN) created from the Standard Accounting Budgeting and Reporting System (SABRS) will be used as the CIC for TAD travel. When SABRS is not used, the CIC will be constructed using the below procedures:

<u>Position</u>	<u>Content</u>	<u>Completed Sample CIC</u>
1	Letter 'M' to identify Marine Corps.	M00027 93 TO O C010
2-6	Unit Identification Code (UIC) of the orders writing activity. (BCN on USMC appropriation)	
7-8	Last two digits of fiscal year.	
9-10	Purpose of travel code. Enter TO to indicate travel orders.	
11	O = Officer E = Enlisted C = Civilian	
12-15	Travel order number (TON)(last four characters of PAAN) a four-digit number assigned locally to facilitate local accounting. For TAD type travel, include the four-digit TON assigned. For Headquarters Marine Corps O&MMC operating budgets, the TON is the last four digits of the cost code. Positions not required for local accounting shall be zero filled to complete the four-digit field.	

List of Appropriations and Passenger Accounting Codes

<u>Activity</u>	<u>UIC</u>	<u>Appn/Sh</u>	<u>OC</u>	<u>OpsBud/ BCN</u>	<u>Suffix</u>	<u>AAAN</u>	<u>OPTAR</u>	<u>PAC Acty No./ Acty Acct No.</u>
MCB, Camp Lejeune	M67001	17FY1106.1A1A	000	67001	0	67443	000	0101
MCB, Camp Lejeune	M67001	17FY1106.1A2A	000	67001	0	67443	000	0102
MCB, Camp Lejeune	M67001	17FY1106.3B4D	000	67001	0	67443	000	0103
MCB, Camp Pendleton	M00681	17FY1106.1A1A	000	00681	0	67443	000	0201
MCB, Camp Pendleton	M00681	17FY1106.3B4D	000	00681	0	67443	000	0203
MCAGCC, 29 Palms	M67399	17FY1106.BSS1	000	67399	0	67443	000	0301
MCRD Parris Is	M00263	17FY1106.BSS1	000	00263	0	67443	000	0401
MCRD/San Diego	M00243	17FY1106.BSS1	000	00243	0	67443	000	0501
MCCDC, Quantico	M00264	17FY1106.1A2A	000	00264	0	67443	000	0701
MCCDC, Quantico	M00264	17FY1106.3B4D	000	00264	0	67443	000	0702
MCCDC, Quantico	M00264	17FY1106.4A2G	000	00264	0	67443	000	0703
MCLB. Albany	M67004	17FY1106.1A2A	000	67004	0	67443	000	0801
FMFLant	M67026	17FY1106.1A1A	000	67026	0	67443	000	1001
2d FSSG	M55300	17FY1106.1A1A	000	67026	0	67443	000	1301
Hq II MEF	M20133	17FY1106.1A1A	000	67026	0	67443	000	1302
22MEU	M20179	17FY1106.1A1A	000	67026	0	67443	000	1305

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24MEU	M20180	17FY1106.1A1A	000	67026	0	67443	000	1306
26MEU	M20181	17FY1106.1A1A	000	67026	0	67443	000	1307
2dMAW	M57080	17FY1106.1A1A	000	67026	0	67443	000	1401
LFTCLant	M30407	17FY1106.3B4D	000	67856	0	67443	113	1501
Camp Elmore, Norfolk	M67391	17FY1106.BSS1	000	67026	0	67443	000	1701
MCB, Camp Butler	M67400	17FY1106.1A2A	000	67400	0	67443	000	1901
MCAGCC 29PALMS	M67399	17FY1106.BSS1	000	67339	0	67443	000	2201
*2d Sri Group	M20360	17FY1106.1A1A	000	67026	0	67443	000	2400
H&SBn, FMFPac	M20021	17FY1106.1A1A	000	00318	0	67443	000	2401
4thMarDiv	M68479	17FY1107.1A1A	000	67861	0	67443	000	2501
4thMarDiv	M68479	17FY1107.1A5A	000	67861	0	67443	000	2502
4thMarDiv	M68479	17FY1108.2731	000	11508	0	68479	000	2504
1stFSSG	M67446	17FY1106.1A1A	000	68450	0	67443	000	2701
1stMCD	M67011	17FY1106.3C1F	000	67011	0	67443	000	2902
4thMCD	M67013	17FY1106.3C1F	000	67013	0	67443	000	3002

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6thMCD	M67015	17FY1106.3C1F	000	67015	0	67443	000	3102
8thMCD	M67016	17FY1106.3C1F	000	67016	0	67443	000	3202
9thMCD	M67017	17FY1106.3CIF	000	67017	0	67443	000	3302
9thMCD	M67017	17FY1107.4A6G	000	67017	0	67443	000	3303
12thMCD	M67019	17FY1106.3C1F	000	67019	0	67443	000	3402
4thMAW	M67021	17FY1107.1A1A	000	67021	0	67443	000	3501
4thMAW	M67021	17FY1108.2731	000	11507	0	68479	000	3504
DataSysSpAct, MCASC, Kansas City	M67439	17FY1106.2790	000	67443	0	67443	000	3602
MarBks, Washington	M67029	17FY1106.3C2F	000	67029	0	67443	000	4001
HqBn, HQMC	M67353	17FY1106.BSS1	000	67353	0	67443	000	5201
COMCABEAST	M67358	17FY1106.BSS1	000	67358	0	67443	000	5301
COMCABWEST	M67428	17FY1106.BSS1	000	67428	0	67443	000	5401
COMCABWEST	M67428	17FY1106.2770	000	67428	0	60050	000	5402
3dMAW	M57081	17FY1106.1A1A	000	68450	0	67443	000	5501
1stMarDiv	M67448	17FY1106.1A1A	000	68450	0	67443	000	5601

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MCAS, Iwakuni	M62613	17FY1106.BSS1	000	62613	0	67443	000	5901
MCAS, Kaneohe Bay	M00318	17FY1106.BSS1	000	00318	0	67443	000	6101
MCAS, Kaneohe Bay	M00318	17FY1106.1A1A	000	00318	0	67443	000	6102
MCAS, Beaufort	M60169	17FY1106.BSS1	000	60169	0	67443	000	6201
MCAS, New River	M62573	17FY1106.BSS1	000	62573	0	67443	000	6301
MCAS, Yuma, AZ	M62974	17FY1106.BSS1	000	62974	0	67443	000	6401
MCAS, Cherry Point	M00146	17FY1106.BSS1	000	00146	0	67443	000	6501
MCAS, Cherry Point	M00146	17FY1106.1A1A	000	00146	0	67443	000	6502
3dMarDiv	M13000	17FY1106.1A1A	000	67443	0	67436	000	6720
MCRSC,Overland Park	M68522	17FY1107.BSS1	000	68522	0	67443	000	6799
MCRSC,Overland Park	M68522	17FY1107.4A4G	000	68522	0	67443	000	6800
HQMC. M&RA	M00027	17FY1108.2732	021	11632	0	00027	000	6801
HQMC. M&RA	M00027	17FY1108.2732	021	12632	0	00027	000	6802
HQMC. M&RA	M00027	17FY1108.2732	021	13632	0	00027	000	6803
HQMC. M&RA	M00027	17FY1108.2732	021	14632	0	00027	000	6804
HQMC. M&RA	M00027	17FY1108.2732	021	15632	0	00027	000	6805

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HQMC. M&RA	M00027	17FY1108.2732	021	16632	0	00027	000	6806
HQMC. M&RA	M00027	17FY1108.2732	021	17632	0	00027	000	6807
HQMC. M&RA	M00027	17FY1108.2732	021	18632	0	00027	000	6808
HQMC. M&RA	M00027	17FY1108.2732	021	19632	0	00027	000	6809
HQMC. M&RA	M00027	17FY1108.2732	021	20632	0	00027	000	6810
HQMC. M&RA	M00027	17FY1108.2732	021	21632	0	00027	000	6811
HQMC. M&RA	M00027	17FY1108.2732	021	22632	0	00027	000	6812
HQMC. M&RA	M00027	17FY1108.2732	021	23632	0	00027	000	6813
6thMCD	M67015	17FY1106.3C1F	000	67015	0	67443	000	3102
HQMC. M&RA	M00027	17FY1108.2732	021	24632	0	00027	000	6814
HQMC. M&RA	M00027	17FY1108.2731	021	25632	0	00027	000	6815
HQMC. M&RA	M00027	17FY1108.2732	021	26632	0	00027	000	6816
HQMC. M&RA	M00027	17FY1108.2732	021	27632	0	00027	000	6817
HQMC. M&RA	M00027	17FY1108.2732	021	28632	0	00027	000	6818
HQMC, M&RA	M00027	17FY1108.2732	021	28632	0	00027	000	6819
HQMC, M&RA	M00027	17FY1108.2732	021	30632	0	00027	000	6820
HQMC, M&RA	M00027	17FY1108.2732	021	31632	0	00027	000	6821

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HQMC, Dir AR	M00027	17FY1108.2732	021	32632	0	00027	000	6822
HQMC, M&RA	M00027	17FY1108.2732	021	28632	0	00027	000	6823
HQMC, M&RA	M00027	17FY1108.2732	021	39632	0	00027	000	6824
HQMC, M&RA	M00027	17FY1108.2732	021	40632	0	00027	000	6825
HQMC, M&RA	M00027	17FY1108.2732	021	41632	0	00027	000	6826
HQMC, M&RA	M00027	17FY1108.2732	021	42632	0	00027	000	6827
HQMC, M&RA	M00027	17FY1108.2731	021	43631	0	00027	000	6828
HQMC, M&RA	M00027	17FY1108.2731	021	44631	0	00027	000	6829
HQMC, M&RA	M00027	17FY1108.2710	000	00027	0	00027	000	6830
HQMC, Dir AR	M00027	17FY1106.2720	000	00027	0	00027	000	7001
HQMC, Dir AR	M00027	17FY1106.2790	000	00027	0	00027	000	7002
HQMC, Dir AR	M00027	17FY1106.2770	000	00027	0	00027	000	7003
HQMC, Dir AR	M00081	17FY1106.4A4G	000	00027	0	67443	000	7101
HQMC, Dir AR	M00081	17FY1106.BSS1	000	00027	0	67443	000	7102
HQMC, DC/S I&L	M00088	17FY1106.1A2A	000	00027	0	67443	000	7103
HQMC, DC/S I&L,	M00088	17FY1106.4A4G	000	00027	0	67443	000	7104
HQMC, DET	M00027	17FY1106.BSS1	000	00027	0	67443	000	7205

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MAD, NAS Patuxent River	M67356	17FY1106.BSS1	000	00027	0	67443	002	7401
MarSecGdBn, Quantico	M54050	17FY1106.4A2G	000	00027	0	67443	000	7463
MarCor Band, MarBks, Washington	M54903	17F11106.4A2G	000	67029	0	67443	000	7465
MarAdmiDet, USA DiscBks, Ft Leavenworth	M53570	17FY1106.BSS1	000	00027	0	67443	000	7473