



MCBH



Installation Personnel Administration Center



4th Quarter

[MCBH IPAC Public Website](#)

October 2013

Mission

The mission of the IPAC MCBH is to provide personnel administrative support to all Oahu based Marine Corps commands by developing processes that result in outstanding services to Marines and their families.

Vision

To be the premier IPAC of the Marine Corps, by pioneering the integration of our people and technology for the 21st century.

Motto

Pioneering the future of administration

A message from the IPAC Director

Aloha, the IPAC is always looking for ways to improve on the level of customer service we provide. We recently implemented some automation that will help close the administrative gap between us and the commanders. We have also scheduled quarterly joint training with the command administrators which will help to get us on the same sheet of music. These efforts will build on the working relationship and hopefully avoid potential and future errors. We are here to support and if at any time you or your family members to not receive the support you need and deserve, please bring that directly to me. On that note, please understand that we provide support to over seven thousand Marines and their families and errors will be made. Please give us the opportunity to correct, teach and learn to ensure we minimize future occurrences. Lastly, please take the time to provide your feedback via ICE. We don't know what we don't know and what you know may be the answer we are looking for. Mahalo!

Respectfully,
CWO4 John Ruiz
Director, IPAC, Marine Corps Base Hawaii

IPAC (Bldg

1043)

Hours of Operation

257-8566

0730 – 1630 Monday – Friday

Closed

1300 – 1630 Thursday (PME/Field Day)

Sat, Sun & Holidays

Customer Support Branch

(1st Deck)

(808) 257-

3568

FAX 257-3220

Outbound Support Branch

(2nd Deck)

(808) 257-2392

FAX 257-1579

Command Support Branch

(3rd Deck)

(808) 257-2377

FAX 257-1795

Operations Branch

(3rd Deck)

(808) 257-2329

FAX 257-2400

IPAC SHAREPOINT SITE

IPAC Marine Corps Base Hawaii has established a SharePoint site for supported Unit Administrators, Battalion/Squadron Commanders, Sergeants' Majors, Company Commanders, and First Sergeant/Senior Enlisted Advisors. This site enables the IPAC to communicate to the units on requires from their Marines. The content is updated weekly

Customer Support Branch

NEW BASIC ALLOWANCE SUBSISTENCE (BAS)

A preliminary copy of the updated MCO 10110.47A is currently available effective September 25, 2013. Remind your Marines that retroactive payments to BAS are not authorized per the new order. This is one of many changes that have taken effect. Please review the order in its entirety for all other changes; an electronic copy of the order can be found at the below link:

[Http://www.marines.mil/news/publications/electroniclibrary/electroniclibrarydisplay/tabid/13082/article/151608/mco-1011047a-prelim.aspx](http://www.marines.mil/news/publications/electroniclibrary/electroniclibrarydisplay/tabid/13082/article/151608/mco-1011047a-prelim.aspx)

DO YOU WANT TO CLAIM YOUR PARENTS, CHILD OUT OF WEDLOCK OR A WARD OF COURT AS A DEPENDANT?

The following link is provided on what documents are required for each specific case.

[Https://www.manpower.usmc.mil/portal/page/portal/m_ra_home/mf/c_personnel/deers/dependency](https://www.manpower.usmc.mil/portal/page/portal/m_ra_home/mf/c_personnel/deers/dependency)

If you have any other questions or concerns please contact the Customer Support Branch of the IPAC for additional information or guidance.

ADMIN REMINDER FOR PERSONNEL WHO COULD BE EXEMPT FROM PAYING STATE TAXES!

If you are a resident of the following states and have not yet filled out a 2013 W-4 and/or State Income Tax Exemption Test Certificate DD Form 2058-1, please contact the Customer Support Branch of the IPAC to ensure you're not overpaying state taxes.

Arizona; Connecticut (not living in the barracks); Illinois; Missouri; Montana; New Jersey (not living in the barracks); New York (not living in the barracks); Ohio; Oregon; and West Virginia.

RECENTLY/PENDING DIVORCE?

MCO P11000.22 w/CH 1-6 paragraph 2600.3b states: Members who sustain the loss of their only dependent through death, divorce, or legal separation. These persons will be granted a 90-day exemption from the assignment to on-base Government quarters. If such a member owns the home in which they reside, in the vicinity of their assigned duty station, they may be exempted from on-base residency.

This is referred to as the 90 day rule and its intent is to allow the Marines reasonable time to transition from off-base quarters to single type government quarters (barracks). The 90-days is the MAXIMUM and is NOT automatic. The authorization itself is discretionary. The Installation Commander is the authority to approve such requests.

Please route your request through your unit S-1.

An electronic copy of the above order can be found at the below link:

[Http://www.marines.mil/News/Publications/ELECTRONICLIBRARY/electroniclibrarydisplay/tabid/13082/Article/126602/mco-p1100022-wch-1-6-final.aspx](http://www.marines.mil/News/Publications/ELECTRONICLIBRARY/electroniclibrarydisplay/tabid/13082/Article/126602/mco-p1100022-wch-1-6-final.aspx)

Outbound Support Branch

SEPARATIONS TAPS SCHEDULE

The following Transition Assistance Program (TAP) classes are available:

Oct: 21 – 25 28 – 1 Nov	Nov: 4 - 8 18 – 22	Dec: 2 - 6 18 - 22
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See your unit Career Planner to sign up for the TAPs or RTAPs classes

ATTENTION ALL MARINES SEPARATING:

MARADMIN 519/13

FY14 MARINE CORPS ENLISTED VOLUNTARY SEPARATION PAY (VSP) PROGRAM

Eligibility:

The VSP is open to E6 and E7 of specific MOS's with 6-20 years of active service. Approved individuals will receive a lump sum separations payment. The request must be submitted through the career planner via TFRS and individuals must complete the transition readiness seminar, and accept a 3 year obligation in the IRR. Once the contract is signed the career planner will ensure a copy is provided to admin for unit diary reporting.

THE FOLLOWING SPECIFIC CRITERIA IS CURRENTLY IN EFFECT:

ALL ACTIVE COMPONENT MARINE STAFF SERGEANTS (E6) IN THE FOLLOWING MILITARY OCCUPATIONAL SPECIALTIES (MOS) ARE ELIGIBLE: 0369, 0481, 0619, 0629, 1361, 2146, 2311, 2862, 5524, 6074, 6112, 6122, 6152, 6172, 6174, 6212, 6252, 6322, AND 6469. ALL ACTIVE COMPONENT MARINE GUNNERY SERGEANTS (E7) IN THE FOLLOWING MOS'S ARE ELIGIBLE: 0161, 6112, 6152, 6172, AND 6322. ADDITIONALLY, ALL MARINE STAFF SERGEANTS (E6) OF ANY MOS WHO HAVE FAILED SELECTION FOR PROMOTION TO E7 AT LEAST ONE TIME ARE ELIGIBLE TO APPLY. MARINES WHO REQUESTED NON-CONSIDERATION FOR PROMOTION ARE NOT ELIGIBLE FOR VSP.

MARADMIN 514/13

Mandatory Transition Readiness CapStone:

The MARADMIN includes the requirement for Reserve Component Marines on active duty for 180 days to attend the TRS no less than 90 days prior to their end of active service. Active component Marines are required to work closely with Career Planners and attend the TRS 12-14 months before their EAS, but no later than 180 prior to EAS.

MARADMIN 529/13

FY14 Selective Early Retirement Board (SERB)

Convenes 3 Dec 13 and will recommend regular unrestricted Colonels and Lieutenant Colonels on the active-duty list for selective early retirement.

Eligible criteria:

Colonel:

- Served at least 4 years of AD in the grade by the date the board convenes
- Are not recommended for promotion
- Were not previously considered for SERB
- Have not been approved for voluntary retirement
- Are not required to retire involuntarily under any provision of law
- Senior eligible Crall, DOR 1 Nov 08
- Junior eligible Haas, DOR 1 Oct 09

Lieutenant Colonel:

- Failed selection for Col two or more times to include a second pass on the FY15 board
- Are not on the list recommended for promotion
- Were not previously considered by the SERB
- Have not been approved for voluntary retirement
- Are no required to retire involuntarily under any provision of law

MEDICAL CHECKOUT AT SEPARATION:

When checking out of your Medical Treatment Facility, your record must be reviewed for completeness and properly closed out prior to turn in with the Outbound Support Branch. When your record is properly closed out, your Medical Treatment Facility will place a DD Form 2963 in the record for transfer to the Department of Veterans' Affairs Records Management Center. If they are unable to release your record, the Medical Officer will provide you with a Custody Letter showing that they will forward your record once all medical documents are received. Your Medical Record is mailed to the Department of Veterans' Affairs within 45 days from your EAS.

Command Support Branch



PROMOTIONS

Upon your meritorious promotion, please submit a copy of your meritorious promotion warrants to the IPAC, Promotion Section, for timely reporting into the Marine Corps Total Forces System.

Corporals and Lance Corporals eligible for promotion, please verify your composite score data information for correctness. If your composite score is zeroed out, please notify your unit S-1 for corrective action.

LEGAL

Per Personnel Admin Advisory 04-13, clarification on the effective start date of a twelve (12) month promotion restriction for Marines pending administrative separation. The effective date for the promotion restriction for a Marine pending administrative separation begins on the date the Marine is presented the notification of separation proceedings signed by the Commanding Officer and his/her acknowledgement of rights. Reminder, the term "Commanding Officer", refers to the Commanding Officer with Special Court Martial Convening Authority.

For related questions, you may contact the IPAC Legal section at (808) 257-5101.

DEPLOYMENTS

Per Personnel Admin Advisory 05-13, further clarification was announced pertaining to MarAdmin 355/12 for changes to Post-Deployment Mobilization Respite Absence (PDMRA), that effective 20120728, Active Component and Reserve Component service members accrue two administrative absence days per month when dwell is broken. This accrual is only applicable to those areas designated as a Combat Zone Tax Exclusion area by the secretary concerned. Marine Expeditionary Units (MEU) must be in a designated PDMRA location identified by the Service Secretary in order to qualify for PDMRA. Currently there are no areas designated by the Secretary as one day per month PDMRA accrual locations. Further guidance will be published as changes are made to the one and two day PDMRA locations that are identified by the Service Secretary.

AVOID GETTING OVERPAID

If you are getting ready to deploy or you are currently deployed and you decide to send your spouse and/or children off island for a period of more than 30 days please contact IPAC to ensure your record is accurate to avoid any overpayment of COLA/BAH/BAS entitlements. Please provide a copy of your dependent's flight itineraries and/or plane ticket stubs as source document.

For related questions, you may contact the IPAC deployment section at (808) 257-2399/1806/2377.

TAD

IPAC CUSTOMER SUPPORT BRANCH IS NO LONGER PROCESSING FLEET ASSISTANCE PROGRAM (FAP).

FAP orders are now being processed by Command Support Branch TAD Section. Please report to IPAC TAD Section if you have FAP orders. Please bring your FAP endorsed (stamped) orders after you have checked in/out of FAP Command. If you are single, your Discounted Meal rate might be affected depending on the billet you are assigned.

For related questions, you may contact the IPAC TAD section at (808) 257-2399/1806.

POINTS OF CONTACT

IPAC Director:

Comm: 808-257-1471

IPAC Deputy:

Comm: 808-257-1466

IPAC SNCOIC:

Comm: 808-257-1469

Customer Support Branch

OIC:

Comm: 808-257-3318

Customer Support Branch

SNCOIC:

Comm: 808-257-1582

Outbound Support Branch

OIC:

Comm: 808-257-1865

Outbound Support Branch

SNCOIC:

Comm: 808-257-2401

Command Support Branch

OIC:

Comm: 808-257-1440

Command Support Branch

SNCOIC:

Comm: 808-257-1867

Operations Branch

OIC:

Comm: 808-257-1864

Operations Branch

SNCOIC:

Comm: 808-257-0415

USEFUL LINKS

MCBH

<http://www.mcbhawaii.marines.mil/>

IPAC

<http://www.mcbhawaii.marines.mil/Departments/Manpower,PersonnelAdministration/InstallationPersonnelAdministrationCenter.aspx>

IPAC SharePoint Page (Requires MCEITS Account)

<https://eis.usmc.mil/sites/mcbhmpa/IPAC/default.aspx>

Marine Online

<http://www.mol.usmc.mil>

MyPay

<https://mypay.dfas.mil/mypay.aspx>

TSP

<http://www.tsp.gov/>

DEERS Enrollment Verification

<https://www.dmdc.osd.mil/appi/address/index.jsp>

BAH, BAS, COLA, etc.

<http://www.defensetravel.dod.mil/>

MCAAT (Information for Administrators)

https://www.manpower.usmc.mil/portal/page/portal/M_RA_HOME/MI/MCAAT/administrators

Post 911 MGIB

<https://www.dmdc.osd.mil/appi/agentsso/LoginSelect.jsp?gotourl=%2FTEB%2Findex.jsp&modules=DFAS,FAM,CAC>

OMPF is now Available via MOL

https://tfas.mol.usmc.mil/OMPF/help/ompf/official_military_personnel_file_home.htm

The IPAC is better organized due to the feedback we receive from Marines and their family members so please let us know how we are performing by annotating your comments in the Interactive Customer Evaluation System.

