



MCBH



Installation Personnel Administration Center



4th Quarter

<http://www.mcbh.usmc.mil/g1/IPAC/>

October 2012

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, I would like to take this opportunity to inform you that the IPAC will undergo some minor maintenance and beautification in the near future. We will be replacing approximately 50% of our A/C units which will require crane support. At the same time, the building will be pressure washed to remove the dirt that has built up on the exterior of the building as well as on the windows. We will also be starting a beautification project that will consist of landscaping the front of the building. Both projects will require some heavy equipment and installation which may generate a small degree of noise and possibly the need to reroute customer traffic flow. My apologies in advance for any inconvenience that this may create, but I will assure you that the results will serve to make the IPAC a more comfortable and appealing facility for you and your families.

Mahalo!

Respectfully,

CWO4 John Ruiz

Director, IPAC, Marine Corps Base Hawaii

eMARINE

The eMarine website provides a secure environment in which information, resources, and support are available to Marines and their Family Members 24 hours a day, regardless of their geographic location. A Unit's eMarine site promotes a community feeling within Marine Corps Units by providing a place that is customized to the Unit and contains content that is controlled by the Unit. eMarine provides all of the functionality of a Family Readiness Officer in an ad-hoc and on-line setting to meet the needs of geographically dispersed Units and Families across all components of the Marine Corps. eMarine is a Commander's tool that allows them to communicate directly to Marines and Family Members. Unit sites can be accessed any time to view information and photos, read stories, ask questions, participate in Forums, and much more. The creation of a Unit's site involves no cost to the Unit and includes training and support using a variety of methods. For more information, visit their website:

<http://www.emarine.org/skins/emarine/home.aspx>

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)
257-1836
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

Customer Support Branch

OBLIGATED SERVICE REQUIREMENT FOR TRANSFER OF ELIGIBILITY

In order to properly update the obligated service period for a Marine who has elected to participate in the Post 911 Transfer of Eligibility Benefits (TEB) program, he or she must present a copy of a completed Statement of Understanding (SOU) and the approved TEB letter to IPAC.

CHANGE IN LES EXTRACTION!

As a result of a new update, Marines are able to retrieve and print their Leave and Earning Statements (LESs) within MYPAY for the past 36 months.

LOCATION CHANGE FOR SRB/OQR PICK-UP

To facilitate the return of Service Records, the IPAC has made coordination with all unit S-1s to designate alternate pick-up locations. Service Records may now be retrieved from the unit S-1. Please coordinate with your S-1 in order to pick up your original Service Records. The Service Records of newly joined Marines are usually available for pick-up after 30 days of joining their Command.

ADMIN REMINDER

Please notify the IPAC when a change of dependency status and change of dependent location occur as there are several pay and entitlement items that may be affected. Prompt notification will reduce the possibility of future pay problems. Also, it is imperative that Marines review their LESs on a monthly basis, and quickly notify the IPAC of any discrepancies or concerns.



POWER OF ATTORNEY

There are times when spouses, parents and even tax preparers need to talk with us regarding pay issues for our military customers. By law, we must respect the privacy of all our military members and cannot discuss any aspect of their pay unless you have a valid power of attorney. Powers of attorney give someone the ability to act on your behalf. Discuss this with your chosen representative and a member of your legal assistance team.

PROTECTING YOUR PERSONAL INFORMATION ONLINE

Before logging in to myPay or any online account, you should take the following steps to protect yourself.

- Don't use public computers, such as libraries or Internet kiosks, to access your private and financial information.

- If you absolutely need to use a public WIFI network, make sure you are using the one that belongs to the business or library where you're located. Use the virtual keyboard and position yourself where others cannot see you type or read your screen.

- Use your own computer and network, making sure that your operating system, antivirus and firewall protection are up to date.

- If you have a DOD Common Access Card, use the SmartCard Login feature. You won't have to enter a login ID and password, and your information will be encrypted by the DOD network.

Outbound Support Branch

SEPARATIONS TAPS SCHEDULE

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

October: 1 - 5 15 - 18	November: 5 - 9 26 - 29	December: 3 - 7 10 - 14
January: 7 - 11 14 - 18	February: 4 - 8 11 - 15	
Next available Retire (TAP) Classes: 29 Oct – 1 Nov 28 Jan – 1 Feb		

See your unit Career Planner to sign up for the TAPs or RTAPs classes

SEPARATING FROM THE MARINE CORPS SOON?

The following information will ensure a smooth transition from the Marine Corps:

- Submit Terminal Leave requests through MOL via the chain of command.
- Provide a hard copy of your approved MOL Terminal Leave request to the IPAC Separation Section.
- If you are separating please stop by the IPAC 45 days from EAS or expected terminal leave start date.
- If you need further assistance, please contact your unit S-1 or the IPAC Separation Section at (808) 257-1325.

INTEGRATED DISABILITY EVALUATION SYSTEM (IDES)

The IDES is the joint DOD-VA process by which DOD determines whether Wounded, Ill, or Injured service members are fit for continued military service and by which DOD and the VA determine appropriate benefits for service members who are separated or retired for a service-connected disability. The IDES goal is to complete the VA disability compensation delivery phase within 30 days from the date of the service member's separation from military service.

Military Departments will provide the VA formal notification of separation via the DD Form 214 in orders to enable the VA to finalize the award of disability benefits. In order to meet the 30 day goal for receipt of benefits, the member's DD Form 214 must be resident in their Official Military Personnel File (OMPF) and available for VA access.

For those active duty component Marines determined to be physically unfit for further military service, and approved for separation/retirement for a service-connected disability compensation ensure your DD Form 214 is scanned and forwarded to your OMPF when you depart the island.

ATTENTION GOVERNMENT TRAVELERS

Don't get stuck at the airport without a ticket! Beginning October 1, 2012, if your travel authorization includes a domestic flight it must be approved and ticketed at least 72 hours in advance of your departure to avoid a reservation cancellation. Last-minute travel reservations are also impacted by earlier deadlines. Avoid unnecessary costs and stress, read about the new 72 hours air reservation auto cancellation here:

<http://www.defensetravel.dod.mil/site/news.cfm?ID=14>

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, please verify your composite score and if it is zeroed out or you do not have one, please inform your command S-1 and IPAC ASAP.

LEGAL

CHANGES TO THE DISTRIBUTION OF THE UNIT PUNISHMENT BOOK (UPB). PAA 07-12 announced changes to the processing of the UPB for those units who are now on the Electronic Service Record (ESR). The original UPB is now maintained in the command's UPB binder and a copy is forwarded to the IPAC for unit diary reporting. Since Marines have access to their records via MOL, publishing the UPB in the ESR also constitutes providing the Marine a copy (Units are no longer required to provide the Marine a copy of the UPB but must ensure it is posted in the ESR).

MANUAL FOR COURTS MARTIAL 2012 EDITION: Per MARADMIN 514/12, the 2012 edition of the Manual for Courts Martial is available here:

<http://www.marines.mil/news/publications/Pages/MANUAL%20FOR%20COURTS-MARTIAL.aspx>

EPARS

All Electronic Personal Admin Requests (EPARS) that are submitted via Marine Online are now handled by the Operations Branch. Command Support will only handle EPARs that are specific to the Command Support Branch, i.e. Legal, Promotions, BCP, TAD, and Deployments.

For related questions, you may contact the IPAC operations section at (808) 257-2329/2498.

DEPLOYMENTS

Per MarAdmin 355/12 signed (released) 2 July 2012, 355-12 Published policy changes effective 28 July to the calculation of the Post Deployment Mobilization Respite Absence (PDMRA) days for all Marines who deployed/mobilized at less than the deployment-dwell ratio. PDMRA accrual rates are now designated by the Secretary concerned as determined by deployment locations. Accumulations are now designated as a 2 day or 1 day accumulation per month depending on the location.

MarAdmin 429/12 and PAAN 32-12 provided the reporting requirements to ensure the correct per diem rates are being paid for WestPac deployed units to Australia. Also see MARADMIN 429/12 for the correct per diem rates.

Per TAN 10-12, all U.S. Personnel that participated in RIMPAC aboard the USUMACINTA have had their BAS adjusted for payment to reimburse for those personnel for the meals aboard ship.

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

TAD

Upon completion of TAD, please see your DTS manager and submit your travel voucher to ensure proper and on time payments of your TAD entitlements, i.e. FSA and Pers Tempo. In the event a Marine is departing to or returning back from a TAD assignment that is or was longer than 30 days; a TAD audit requires to be completed.

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

POINTS OF CONTACT

IPAC Director:

Comm: 808-257-1471

IPAC Deputy:

Comm: 808-257-1466

IPAC SNCOIC:

Comm: 808-257-1469

Customer Service Branch

OIC:

Comm: 808-257-3318

Customer Service 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/>

Interactive Customer Evaluation (ICE)

http://ice.disa.mil/index.cfm?fa=service_provider_list&site_id=646&service_category_id=1

IPAC

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

IPAC SharePoint Page (Requires MCEITS Account)

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

Marine Online

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

MyPay

<https://mypay.dfas.mil/mvpav.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/MRA_HOME/MI/MCAAT/administrators

Post 911 MGIB

<https://www.dmdc.osd.mil/appi/agentsso/LoginSelect.jsp?gotourl=%2FTEB%2Findex.jsp&modules=DEAS.FA.MCAC>

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.

