



# MCBH



## Installation Personnel Administration Center



3rd Quarter

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

July 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 21<sup>st</sup> century.

### Motto

Pioneering the future of administration

### *A message from the IPAC Director*

Aloha, I would like to take this opportunity to introduce myself and express my sincere appreciation for the warm welcoming me and my family have received. I look forward to serving as your IPAC Director and strive to continue to provide the highest quality of administrative support you and your families deserve. In the near future, I will make the appropriate arrangements to visit each command for a more personal exchange. In the interim, if there is any assistance I can provide, please do not hesitate.

Mahalo!

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

## ELECTRONIC DATA INTERCHANGE PERSON IDENTIFIER (EDIPI)

The EDIPI is a MCTFS data element which will replace the SSN for the purpose of identification of personnel. Marines and units are advised to modify locally generated reports from MOL ReportNet or ODSE to include the EDIPI number so that information may be retrieved in MCTFS using the Marine's EDIPI number vice the Marine's SSN. The Marine's EDIPI number is annotated on the back of a newly issued DoD Common Access Cards (CAC) under DoD ID number.

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  
(1<sup>st</sup> Deck) (808)  
257-1836  
FAX 257-3220

Outbound Support Branch  
(2<sup>nd</sup> Deck)  
(808) 257-2392  
FAX 257-1579

Command Support Branch  
(3<sup>rd</sup> Deck)  
(808) 257-2377  
FAX 257-1795

Operations Branch  
(3<sup>rd</sup> Deck)  
(808) 257-2329  
FAX 257-2400

# Customer Support Branch

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**YOUR SRB/OQR IS READY TO BE PICKED UP!  
COME AND GET IT!**

If you have not yet received your original SRB/OQR please come to the IPAC, Customer Support Branch to pick it up.

## **REQUIRED DOCUMENTS TO BRING WHEN ADDING, REMOVING DEPENDENT(S), AND MORE!**

Please review enclosure (1) of this Newsletter for required source documents in order to add/remove a dependent, and more. If you need clarification on the required documents, do not hesitate to call us at (808) 257-1859/1846/1837 to ensure that you bring the appropriate documentation.

## **NEW JOINS, PCA, AND FAPs**

Before checking into the IPAC, ensure that you check in with your unit S-1 for appropriate signed reporting endorsement. For IPAC to correctly and timely process your initial join package, a signed copy of your reporting endorsement is required.

## **TRICARE DENTAL PROGRAM**

PAAN 12-12: The Tricare Dental Program transitioned from United Concordia Companies Inc (UCCI) to Metropolitan Life Insurance Company (METLIFE) effective 1 May 2012. The monthly rate for single enrollment will decrease to \$10.30/month and the family enrollment rate will decrease to \$30.89/month. The first MetLife premium will be deducted effective 1 April 2012. All dental insurance claims will be submitted to United Concordia through 30 April 2012. MetLife welcome packages and insurance cards will be mailed to enrollees during the month of March and April.



## **TSP ROTH UPDATE!**

You can now make changes to your Roth TSP via MyPay without having to go through the IPAC. A link to TSP is now open which will allow Marines to start, stop, and change their Roth contributions via MyPay. DFAS is in the process of sending out a MOL broadcast message for the next two to three months announcing this update.

## **DEADLINE FOR ACCUMULATED LEAVE DAYS (75 DAYS) PER FISCAL YEAR**

Per MARADMIN 390-12, all Marines are reminded that the temporary authority to accrue annual leave up to 75 days will expire on 30 September 2013. Effective 1 October 2013, the maximum accrued annual leave that a Marine can accumulate is 60 days. All Marines are advised to properly plan and manage their accrued leave and their planned separation/retirement.

## **COST OF LIVING ALLOWANCE**

Did you know that when your dependents depart or arrive Hawaii for 30 days or more, your pay entitlement to COLA changes? Changes to your dependents' location, if not reported to IPAC, may cause you to get over or under paid. Please stop by the IPAC to audit your COLA pay entitlement when your dependents depart or arrive.

# Outbound Support Branch

## SEPARATIONS TAPS SCHEDULE

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

July:	August:	Sep:
9 - 12	30 Jul - 2 Aug	10 - 13
23 - 26	6 - 9	24 - 28
	20 - 24	
	27 - 31	

Next available Retire (TAP) Classes:  
30 Jul - 2 Aug      24 - 27 Sep

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.

## PCS SEASON IS HERE

Our goal is to ensure a smooth transition for Marines and their families who are executing a Permanent Change of Station. The information below will ensure your PCS is a smooth one:

- Ensure you have enough obligated service to execute orders. See your Career Planner to extend or reenlist.
- Complete an overseas or independent duty Commanding Officers Checklist as applicable. See your unit S-1 to obtain a copy.
- Obtain a country clearance and/or passport for overseas assignments. See your unit S-1 for country clearance and the Distribution Management Office (DMO), bldg 209, for passport information.

## MARADMIN UPDATES

MARADMIN 298-12, established changes to the Marine Corps Policy regarding proceed time. As of 1 July 2012, proceed time may be authorized to eligible service member when being reassigned to or from a dependent restricted and/or all others overseas tour as defined by DoDI 1315.18.

MARADMIN 371-12, announce the FY13 Voluntary Enlisted Early Release Program (VEERP). The FY13 VEERP started on 12 July 2012 and will expire on 30 September 2013. Marines approved for this program may separate no more than 365 days prior to their current expiration day of active service (EAS). Marines with an EAS on or after 1 October 2012 will not be eligible to separate prior to 1 October 2012. Review MARADMIN 371-12 for more information.

# Command Support Branch

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## 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 the IPAC ASAP.

Per MARADMIN 358-12, as of 1 July 2012, composite score bonus points for reenlistment will no longer be awarded. Marines that reenlisted prior to 1 July 2012 will maintain their reenlistment composite score points until they are promoted to the next higher grade or leave active duty. Review MARADMIN 358-12 for more information.

## TAD

Marines, upon completion of TAD, please submit your DTS travel voucher to your unit DTS manager for prompt payment and reporting of TAD pay entitlements, i.e. FSA, DMR, COLA and other TAD unit diary related entries.

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

## AWARDS

The Presidential Unit Citation (PUC) award for the period of 29 May 2009 to 12 April 2010 is currently under review with HQMC and will be released via MARADMIN in the upcoming awards update. If you believe you are entitled to this PUC award, please submit an EPAR via your unit S-1 upon release of the MARADMIN.

Did you know that all personal awards Navy and Marine Corps Achievement Medal and above must be submitted to HQMC (MMMA-2) for processing and forwarding to OMPF, including all Joint and other service awards.

For related questions, you may contact the IPAC awards section at (808) 257-1787/2436.

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.



# 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: 808-257-2400

# USEFUL LINKS

**MCBH**

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

**Interactive Customer Evaluation (ICE)**

[http://ice.disa.mil/index.cfm?fa=service\\_provider\\_list&site\\_id=646&service\\_category\\_id=1](http://ice.disa.mil/index.cfm?fa=service_provider_list&site_id=646&service_category_id=1)

**IPAC**

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

**IPAC SharePoint Page (Requires MCEITS Account)**

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

**Marine Online**

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

**MyPay**

<https://mvpav.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](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=%2FTEEB%2Findex.jsp&modules=DEAS.EA.M.CAC>

**OMPF is now Available via MOL**

[https://tfas.mol.usmc.mil/OMPF/help/ompf/official\\_military\\_personnel\\_file\\_home.htm](https://tfas.mol.usmc.mil/OMPF/help/ompf/official_military_personnel_file_home.htm)

## **SOURCE DOCUMENTS NEEDED FOR FOLLOWING TRANSACTIONS**

### **U.S. Marriage**

- Marriage Certificate
- Document verifying Spouse Date of Birth (i.e., Valid ID, Passport, Birth Certificate, Marriage License/Certificate, etc.)
- Copy front and back of ACDU Spouse Military ID

### **Spouse Name Change**

- Valid State Drivers License, State ID, DEERS ID (not application sheet), Social Security Letter saying name change request has been made, Social Security Card, if another document is brought in see NCO or OIC for review and determination.

### **Divorce**

- Final Divorce Decree (with court stamp)
- If children are involved a copy of the custody agreement if not part of the Divorce Decree
- Effective date; when court stamp recorded document

### **Dependent Loss/Change status (General)**

- ACDU Spouse become Civilian
  - Need DD 214
- CMC Approved dependent being dropped
  - New 10922 showing dependent loss
  - Letter from Marine addressed to HQMC with reason why dependent needs to be dropped
- Death Certificate

### **Legal Separation**

- Hawaii law does not require that a separation be filled with the courts
- Legal Separation document from other State (with court stamp, effective date)
- Members rates all the same entitlements except Family Separation Allowance

### **Legitimate Children**

- State Birth certificate or certificate issued by the hospital prior to receipt of the official birth certificate

### **Step Children**

- Notarized Children's Dependency Determination Affidavit Form (NAVMC Form 11346) {completed by child's custodian}
- Mothers Statement (notarized signature of child's custodian)
- Birth certificate (certified copy)
- Divorce Decree (Documents that dissolved each prior marriage of child's biological parents)

- *Gain date*; will be effective from the date of marriage or the date the stepchildren became dependent (over 50%) upon the stepparent (Marine), which ever is later.
- Cannot be claimed if Step Child is claimed by Active Duty biological parent.

**Children Born Out of Wedlock**

- Child's birth certificate (with Marine's name on it and/or Father Paternity Affidavit from appropriate state)
- DD Form 137-4 (notorized, must be filled out by biological parent child is living with)
- Court Document (if child support has been determined by the courts)
- Legitimize the Child; by marrying child's biological mother after date of child's birth
  - Marriage Certificate
    - f Foreign Language
      - Need certified translated copy
  - Documents dissolving any prior marriages (if applicable)

**Basic Housing Allowance Advance**

- Advance BAH Statement of Understanding
- Active Duty Cohabitation Advance BAH Statement of Understanding (if Member residing with another ACDU member)
- Copy of executed (signed by Lessee and Lesser) Lease Agreement dated no more than 3 days in advance
- Correct BAH entitlement must be running in system
- Member cannot be currently paying back a previous BAH Advance
- Member must have at least 12 months minimum left at current duty station
- Maximum that can be requested is amount of actual security deposit and pro-rated first months rent or no more than 3 months current BAH entitlement; which ever is lesser.

**State Residency Change (to pay taxes only){only 1 of the following is required}**

- Confirmation of registered to vote in state changing to
- Verification of purchased residential property or an unimproved residential lot
- Titling and Registering your vehicle in State (without Military waiver)
- Last will and testament which indicates your new State of legal residence/domicile

**Commuted Rations**

- Letter / PAR request authorized by Member's chain of command
  - Barracks Checkout sheet
- Member (residing with dependent(s))
  - Barracks Checkout sheet
- Member stationed at Camp Smith (also rate COLA-O)
- Member stationed at Kunia and living in BKS in Wahiawa (also rate COLA-O)
- Geo-bachelors living out in town (also rate COLA-O)

**Authorized to Live Out in Town**

- AA Form / PAR request authorized by Member's chain of command (BAH Own Right package)
  - Barracks Checkout Sheet
- Member with dependants on island
- Member married to Member stationed at same duty station
  - Barracks Checkout Sheet
- Single E6 and above

**Marine Name Change**

- Social Security Card

## **CMC Approved Dependants**

### **Parents, Parents-In-Law, Stepparents, and Loco Parentis**

- NAVMC Form 10922
- DD Form 137-3 (Notarized parent signature)
- In Loco Parentis Affidavit (if applicable, completed by dependant)
- Proof of dependants income
- Proof of Members monthly contribution
- Must show that dependant is supported by Member over 50%
- This dependant can live with Member or away from Member

### **Wards of Court (Female or Male under 21)**

- NAVMC Form 10922
- DD Form 137-7 (Notarized member, student, or custodian of student signature)
- Court order placing the Ward in the custody of the member either permanently or for a period not less than 12 months from the date of order
- Ward must reside with Member before applying for dependency
  - Flight Itinerary
- Proof of dependants income (if applicable)
- Proof of Members monthly contribution
- Must show that dependant is supported by Member over 50%
- Certified copy of child's birth certificate (if not stated in Court documents)
- Twelve Month Statement from Member; stating that the Ward will reside in the Member's household for 12 months or longer.