



Installation Personnel Administration Center MCB, Camp Pendleton Quarterly Newsletter

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A message from the IPAC Director

Happy New Year! Best wishes for a healthy and prosperous 2013. Commanders, Senior Leaders, Marines, Civilian Marines and families, the first newsletter of the year contains lots of valued added news you can use regarding your pay, entitlements, and taxes.

I am proud to report that your IPAC's support over the past year was unparalleled. The installation reported over 1.9 million transactions and our unit diary timeliness rates for pay entitlements averaged an outstanding 97%. Other achievements and performance indicators include:

- 98% timeliness reporting to deployed Marines
- 98% timeliness reporting to new joins Marines
- 98% timeliness reporting to separation/discharge Marines
- 94% positive ICE comments from over 1300 comments

The IPAC's operational goals for 2013 include:

- Focus of effort: Provide superior support to deployed units and Marines
- Achieve an overall 98% timeliness
- Continued use of Process Improvement to gain efficiencies within processes
- Frequent liaison and administrative assist visits to Regimental/Battalions to bridge the communication gap between IPAC and supported units
- Streamline the separation process to reduce Marine wait time and early preparation of separation documents

As the Corps continues its drawdown, the IPAC is experiencing personnel shortages. As a result, we strive to improve processes to gain efficiencies. We look forward to providing outstanding support to the commanders and Marines of the School of Infantry as we collectively continue the integration process. The IPAC and local disbursing office are conducting a Continuous Process Improvement event by integrating disbursing Marines within the IPAC to improve the new join travel process. The initiative has been successful in reducing delays in settling new joins travel claims.

Lastly, your IPAC Marines continue to perform at the highest level by providing outstanding personnel administrative support to the installation. Their management of your pay, allowances and official military records is remarkable. Through continued teamwork and communication with unit leaders, we will continue to be successful and provide the best support possible to units Marines and their families.

Semper Fidelis,
CWO5 Reginald Howell

OUR MISSION STATEMENT

To provide effective and efficient personnel administration services to all Commanders, their Marines and family members. This includes the obligation of ensuring military personnel are administratively prepared for worldwide deployment with the operating forces.

Our goal is to maintain accurate information within the Marine Corps Total Force System and provide quality and timely services in a courteous manner.



Some hear the word "administration" and think "paperwork" - we don't. The IPAC sees it as leadership, accountability, and most importantly taking care of Marines and their families... and that's a lot more important than paperwork.

New Gouge

2013 BasicPay Chart

Ref: [DFAS Website](#)

The 2013 military basic pay chart has been published to the Defense Finance and Accounting Service (DFAS) website, which reflects the 1.7% increase. For more information visit the reference link.



2012 W-2 Tax Statements

Ref: [PAAN 03-13](#)

Military service members, military retirees and Civilian employees paid by the DFAS can get their 2012 tax statements up to two weeks earlier using MyPay. The following tax statements were available in MyPay when listed:

- Retiree 1099R: Now Available
- Civilian Employee W-2: Jan 5
- USMC Active/Reserve W-2: Jan 16
- Travel/Miscellaneous W-2: Jan 31
- Savings Deposit Program 1099INT: Jan 21

As a reminder, reservists who have served on active duty for 30+ days will receive a W-2 that includes both active duty and reserve federal, state wages, withholdings.

Also, did you know that you can allow someone limited access to your MyPay account? Simply access your MyPay account, select the "Personal Settings" on the main menu, select the link "Limited Access Account - Create/Change/Delete", then create a LogOn ID and password. The person authorized will only be able to access your tax information and only view your pay information. For more information visit the reference link.

State Tax Exemption Filing News *(Time Sensitive)*

Ref: [PRIUM par.80609](#) (Use email Certificate when accessing link)

The states of Connecticut, Illinois, Missouri, Montana, New York, New Jersey, Oregon and West Virginia do not tax service members claiming legal residence there if they meet all respective conditions found in the reference.

For the states of Missouri, Oregon, New York, New Jersey, and West Virginia, Marines should complete a new State Income Tax Exemption Test Certificate (DD Form 2058-1) every December and provide it to a local Area Remote for inclusion in their service record.

Marines filing their DD Form 2058-1 prior to 31 December will be exempt from paying state tax for the calendar year; however Marines filing during the taxable year will be required to file a state income tax claim for that portion of the year that state tax was withheld and then submit another state income tax exemption form by 31 December for the following year.

There are additional responsibilities that are outlined in the reference that are important to understand, like informing your state's tax authority. Therefore, visit the reference link for further important information about your state tax responsibilities.

2013 Basic Allowance for Housing *(BAH) Rates*

Ref: [2013 BAH Rates](#) and [BAH Rate Calculator](#)

Use the above link to access the old 2012 and new 2013 BAH rates on the last page of this newsletter. We have conveniently added them for Marines to compare their old and new rates to verify any differences for their specific rank.

In general, BAH is a U.S. based allowance prescribed by geographic duty location, pay grade, and dependency status. It provides Marines equitable housing compensation based on housing costs in local civilian housing markets within the United States when government quarters are not provided. For more information visit the reference links.

2013 Basic Allowance for Subsistence *(BAS) Rates*

Ref: [DoD Website](#)

The Department of Defense officials announced the new BAS rates for military members. Enlisted Marines will receive \$352.27 a month, up from \$348.44 per month this year, and officers will receive \$242.60 a month, up from \$239.96 in 2012.

2013 Social Security Tax Increase

Ref: [IRS Website](#)

The 2013 Social Security tax increase from 4.2% to 6.2%. This increase in the Social Security tax will result in a decrease in your pay check. For more information visit the reference link.

Thrift Savings Program

Ref: [PAAN 053/12](#)

Effective 1 January 2013, the elective deferral contribution limit for the Federal government's Thrift Savings Plan was increased from \$17,000.00 to \$17,500.00. The limitation for exempt and deferred was increased from \$50,000 to \$51,000. Also, the TSP catch-up contributions limit for those aged 50 and over remains unchanged at \$5,500.00 and is in addition to exempt and deferred contributions.

When the yearly IRS maximum amount is reached, the TSP contribution will be automatically suspended. No action is necessary. January of the following year, your TSP contributions will be unsuspended and contributions will automatically begin again. No action is necessary. For more information visit the reference link.

Post Deployment Audit

Ref: [MCO P1080.40 \(PRIUM\)](#)

Post deployment audits are required for all Marines deploying for period of 31 days or more. The audit must be conducted no earlier than 60 days prior to the deployment. S-1 personnel should contact their area remote OIC/SNCOIC to begin coordination and scheduling of the pre-deployment audit. Also, Marines that received individual deployment orders should visit the TAD Section located in the 14 Area Remote to complete a travel claim and an audit. For more information visit the reference link.

Place Entered Active Duty (PLEAD)Ref: [Marine Corps Order 1001R.1k](#)

There is growing issue involving Reserve Marines and their PLEAD. Reserve Marines reporting for duty risk losing their per diem and travel entitlements when their actions unknowingly result in a change to their PLEAD. An audit conduct by Defense Finance and Accounting Service (DFAS) resulted in substantial losses for individuals Reserve Marines who were not in compliance with the Joint Federal Travel Regulation (JFTR).

Reserve Marines are to report to IPAC Inbound Branch with authenticated orders upon joining. Upon completion of their orders, Reserve Marines are required to return to their PLEAD instead of remaining in the vicinity of the duty location during any breaks of active service. For more information visit the reference link.

Clothing Replacement Allowance (CRA)Ref: [PAAN 04-13](#)

The FY13 Basic and Standard Clothing Rates have been loaded into the Marine Corps Total Forces System (MCTFS). The FY13 CRA rates are listed as follows:

Male:	Basic	\$414.00
	Standard	\$594.00
Female:	Basic	\$428.00
	Standard	\$612.00

FY13 and FY14 Marine Corps Officer Time-In-Grade Retirement WaiverRef: [MARADMIN 004/13](#)

HQMC is accepting time-in-grade (TIG) waiver requests for retirement in grade from active component Marine Officers in the grades of Colonel and Lieutenant Colonel during Fiscal Year 2013 and 2014, per the ref, this force shaping program allows for eligible officers to retire in their current grade with two years' time in grade vice three. Requests for time in grade waivers are being accepted from Colonels and Lieutenant Colonels who are otherwise retirement eligible.

The number of authorized time in grade retirement waivers is limited to no more than 2% of the authorized strength in grade. Authorized approvals are limited to 13 Colonels and 37 Lieutenant Colonels annually.

Officers may apply for retirement after completing more than 20 years of active duty service, of which at least 10 years of service was commissioned.

The effective date of retirement must be no later than 1 September 2014. This program will not supersede any other service obligations incurred (e.g., PCS orders, Post 9/11 GI bill transfer, education and training payback, etc). For more information visit the reference link.

Semi-Annual (SA) Proficiency and Conduct Marks (Pro&Cons)Ref: [PAA 02-11](#)

Per the reference, Marines should be given proficiency and conduct marks for observation periods of 30 days or more.

Semiannual proficiency and conduct marks were due 31 January 2013. The effective date for promotion proficiency and conduct marks is the **day prior** to the promotion. For example, a Marine being promoted to Corporal on 1 February should have promotion marks with an effective date of 31 January.

Commanders are encouraged to approve marks into Marine OnLine in a timely manner because how they affect composite scores for promotion to Corporal and Sergeant. For more information visit the reference link.

Command Support Seminars

The Command Support Branch is currently creating a curriculum to provide intermediate administrative training to 0111s aboard the installation.

This training will offer administrator an opportunity to address specific questions and concerns that will meet the needs of unit commanders. This training will be provided at camps throughout the installation. Therefore, send your ideas or topic recommendations to the Command Support Branch.

Limited DutyRef: [MCO 6100.13 CHI](#)

Marines who did not take a Physical Fitness Test (PFT) or Combat Fitness Test (CFT) due to physical and medical reasons are to be administered a PFT and CFT no less than 30 days and no more than 90 days after return to full duty.

Commanders should be attentive to Marines that are returning to a full duty

status following an extended limited duty period.

Marines on limited duty past their EAS must have their EAS changed to "9999" in order to continue to receive pay and allowances. Submit requests for EAS changes to Area Remotes a minimum of 30 days prior to the Marine's current EAS to prevent any financial hardships. For more information visit the reference link.

Standard Gouge**Inbound Branch****Checking In**

If you know someone who is checking in, encourage them to visit the [Camp Pendleton Website](#) for valuable information and reporting instructions.

All Marines reporting under PCS, PCA, or TAD orders, less SOI students are required to report promptly to the Inbound Branch, prior to reporting to their unit, in the uniform of the day upon arrival to Camp Pendleton. This assists the Marine with receiving all entitlements in a timely manner.

Check-in After 2359, Sunday or Holiday

All personnel reporting under PCS or PCA orders after our hours of operation (see Hours of Operation/Phone Listing included below) should report to the MCB HqSptBn, Staff Duty Officer (SDO) located on the 1st deck of Bldg 13107. The SDO will provide them with billeting and direct the Marine to report to the IPAC Inbound Branch the next day for new join processing.

Camp Pendleton Temporary Lodging

Temporary lodging may be obtained on base while adequate housing is being located. Contact the South Mesa Lodge 763-7805, Bldg 202870 (main gate area), or Ward Lodge 725-5194, Bldg 1310 (main side area), or the [MCCS Website](#) for more information.

Temporary Lodging Expense (TLE)Ref: [JFTR U5700](#) and [TLE FAQ's](#)

Members who arrive with PCS orders and are interested in obtaining temporary lodging must provide the following to the Inbound Branch to claim TLE:

-Copy of itemized lodging receipts (10 days maximum).

-Copy of the certificate of non-availability from Ward Lodge, Bldg 1310, phone (760) 725-5304.

New personnel and their families arriving aboard Camp Pendleton may inquire about their household goods shipment with the Distribution Management Office (DMO) at 725-8644, Bldg 2263. For additional information visit the [DMO Website](#).

PCS Travel Claims

All Marines reporting aboard Camp Pendleton with funded PCS orders are required to complete a travel claim within 5 days in accordance with the Joint Federal Travel Regulations (JFTR). To expedite processing of the travel claim, Marines are required to have the following documents:

1. Web orders with appropriation data
 2. Original order endorsement
 3. A command endorsement for all temporary instruction that includes a government lodging and messing availability statement
 4. All commercial lodging receipts with a zero balance
 5. Flight itinerary (Include dependents if appl.)
 6. Port Call/DMO endorsement or Circuitous Travel Authorization (overseas only)
 7. Receipts for expenses over \$75
- PCS travel claims take roughly two weeks to process at disbursing. If you haven't received your travel payment after two weeks call CWO2 Atienza, Travel OIC at 725-5353 or email at: stephen.atienza@usmc.mil

Dependent Travel Claims

All Marines that reported aboard Camp Pendleton with funded PCS orders without their dependents, who arrive at a later date, are required to complete a supplemental travel claim in accordance with travel regulations. Once the travel claim is processed, the member will be reimbursed for travel expenses their dependents incurred while relocating to their spouse's permanent duty station.

The supplemental travel claim can be completed at the Inbound Branch or an Area Remote.

Outbound Branch

Separation Worksheets

Ref: [BO 5000.1](#)

Information from the separation worksheet is used to complete the member's DD 214 and Separation Orders. The IPAC requires the worksheet no earlier than 120 and no later than 30 days prior to the planned detach date/terminal leave date.

Also, the worksheet can be submitted prior to scheduling or completion of the final physical or Transition Readiness Seminar (TRS). For more information visit the reference link

FY13 Marine Corps Enlisted Temporary Early Retirement Authority (TERA) Program

Ref: [MARADMIN 549-12](#)

The Marine Corps is authorized to offer voluntary early retirement at a reduced monthly retainer pay rate to active component Marines with more than 15 and less than 20 years active duty during fiscal year 2013. The TERA program is not an entitlement and each request will be considered based on the needs of the Marine Corps. Marines transferred to the Fleet Marine Corps Reserve under TERA are not entitled to Involuntary Separations Pay (ISP), Special Separation Benefits (SSB), or Voluntary Separation Incentive (VSI).

For more information visit the reference link or contact the Resignation Section.

Survivors Benefit Program

Ref: [MCO 1741.11C](#)

Per the reference, it's a requirement for all career Marines to receive Survivor Benefit Program (SBP) counseling twice prior to retirement. Once at 18 years of active service and at least 60 days prior to receiving retired pay. If you fall into either category and have not had the proper SBP counseling, please contact the Retirement Section.

Orders Information

Ref: [MCO P1300.8R](#)

Permanent Change of Assignment (PCA) or Low Cost Permanent Change of Station (LCPCS) orders are issued for close proximity or intra-command transfers. Members executing these orders are not authorized any travel

allowances (however, do rate household goods movements up to 2,000 lbs.).

If a member requests full funding, it must be sent to HQMC (MMIA) for approval. Orders transferring Marines to 29 Palms will be fully funded, with the exception of 18 month tours for pilots as determined by HQMC. Transfers outside of Camp Pendleton must be processed at the Outbound Branch, and PCA orders may be processed by an Area Remote for the member's convenience.

Members should return their PCA worksheets to the Orders Section at least 10 days prior to the planned detach date to ensure their orders are prepared timely and accurately. Members requesting Household Goods (HHG) shipments should submit their worksheets at least 30 days prior to the planned detach date. DMO can coordinate shipment of HHG up to 90 days prior to the detachment.

Gaining commands should not accept personnel reporting with only MOL Web orders nor attach them TAD in lieu of a proper transfer. For more information visit the reference link

Requesting Advance Pay & Travel

Ref: [BO 5000.1](#)

Marines desiring to receive advances when they transfer must submit a worksheet within 30 working days of the planned departure date to allow the Orders Section and the Finance Office time to process it. For more information visit the reference link.

Special Duty Assignment (SDA)

Ref: [MARADMIN 029/11](#)

Per the reference, the following changes apply to Marines with SDA orders:

- Marines with dependents living in the same geographical location, single Marine with custody of their dependents, and single Marines with approved BAH-Own-Right will proceed on Temporary Additional Duty (TAD) orders via Defense Travel System (DTS).

- Marines in receipt of BAH W/O dependents and/or married Marines with dependents not living in the same geographical location will be issued TEMINS orders to their appropriate SDA School.

- Marines executing SDA orders to a formal school within 50 miles of current

PDS will be issued PCA orders. Upon completion of the school, the Marine will receive PCS orders to their final permanent duty station. For more information visit the reference link or contact the Orders Section.

Marines Surpassing their Expiration of Active Service (EAS)

Ref: [BO 5000.1](#)

Marines' surpassing their EAS is a common problem across Marine Corps Base Camp Pendleton. The biggest contributing factor is not allowing Marines enough time to fully complete their check out process. The IPAC encourages unit leaders to allow Marines sufficient time to fully check out within their unit and all supporting agencies aboard base.

If a Marine surpasses their EAS, contact the Separations Section immediately to receive specific guidance, as each case is different. To assist units with monitoring Marines nearing their EAS, the IPAC distributes a weekly report to unit Adjutants, Admin Chiefs, Career Planners, 1stSgts, and SgtMaj's that identifies Marines that have not checked out with the IPAC.

Marines that depart without checking out will remain on the unit rolls, unless the Marine or a command representative complete a proper check out.

Marines need to start their separation process 30 days prior to their approved departure date. This allows adequate time to process all documentation and submit travel advances to the Finance Office.

All Marines are required to complete a separation worksheet to initiate their final separation. Marines are encouraged to report back to IPAC at least two days prior to their planned departure date to verify their DD214, complete an audit, and verify all documents.

Lastly, all Marines must complete a check out sheet prior to departing. Recently, a large number of Marines are reporting to the Outbound Branch with incomplete check out sheets with the following issues:

1. Individual Equipment Facility (IEF): Outstanding gear
<https://www.usmccif.com/imr.vam?>
2. Navy and Marine Corps Relief Society: Unpaid loans
3. TAP/TRS: No attendance proof

4. Medical/Dental: No final screening
The leadership and unit S-1s of departing Marines are encouraged to ensure members are fully checked out prior to departing. For more information visit the reference link or contact the Separation Section.

Administrative Separations (ADSEP) (Important: Adjutants/S-1 Personnel)

Ref: [APSM Par. 40401.C.2.](#)

Expediting ADSEPs is important to the IPAC, especially when commanders need to separate a Marine quickly in order to maintain good order and discipline within their unit. Therefore, it's vital that the IPAC Legal Section receives a copy of the CO's request for ADSEP at the same time the request is routed to higher headquarters for consideration.

As required by regulations, the IPAC reports a unit diary entry on the Marine pending ADSEP that initiates the following actions:

- Stops direct deposit
- Stops allotments
- Creates a promotion restriction
- Advises the Disbursing Office
- Generates appropriation data to prepare ADSEP discharge orders.

Once an ADSEP request is approved by higher headquarters, we recommend the Marine be escorted to the Separations Section with a copy of the ADSEP approval letter.

Both Marines will receive instructions on checking out and the separating Marine will be assigned a new EAS.

Trend #1: Unfortunately, most units are not providing a copy of the request for ADSEP, and the unit diary action isn't taken in advance. Subsequently when the CG directs/approves the ADSEP, the IPAC is unable to process the Marine immediately because there is no appropriation data available to prepare discharge orders.

Trend #2: Dropping the ADSEP Marine off at the gate without properly checking out. The Marine doesn't receive their DD 214 and they're almost always over paid - sometimes for several months! Therefore, the IPAC highly encourages not taking this action. For additional information on ADSEPs contact the Separations Section.

Transition Readiness Seminar-Goal Planning Success (TRS-GPS)

Ref: [TRS Schedule](#)

All Marines who are separating are required to complete TRS prior to their departure (terminal leave, Permissive Temporary Additional Duty, discharge, release from active duty, etc.). Visit the reference link to see a complete listing of available dates.

Customer Service Branch

New Meal Cards for CamPen Marines

Ref: [MCO 10110.47](#)

In an attempt to prevent misuse or abuse of meal cards by personnel aboard MCB CamPen, the IPAC has developed an updated version and started issuing them since last November.

It's very important that all Marines subsisting in the chow hall report to their IPAC remote to be issued a new meal card, which contains a bulldog water mark and a red ink stamp of the MCB Camp Pendleton insignia.

Effective September 1, 2013 the previous version of the meal card will no longer be accepted at chow halls aboard the base. Therefore, there is ample time for Marines to be reissued meal cards at our Area Remotes. For more information visit the reference link.

Surrendering Meal Cards

Ref: [MCO 10110.47](#)

Marines with meal cards must turn them into their S-1 office prior to deploying. The S-1's will maintain the meal cards while members are deployed and will re-issue them upon their return.

Upon marriage or divorce, it is imperative to report to any IPAC Area Remote to have your status adjusted immediately. To update your personnel record and get your entitlements adjusted, you will need the following:

-**Marriage:** A copy of marriage and birth certificate; spouse's identification, and divorce decrees, if previously married.

-**Divorces:** A divorce decree with all court order or written agreements pertaining to support, maintenance or paternity.

If you are unsure of which documents you will need to update your record, contact your local Area Remote prior to

arriving. For more information visit the reference link.

Special Power of Attorney (SPOA)

Ref: [MCO 1740.13A](#)

A Family Care Plan is mandatory for dual military spouses with dependents, Marines who bear sole responsibility for the care of children under the age of 19, and/or Marines with family members who are unable to care for themselves in the Marines absence. A Family Care Plan is an annual requirement. Marines required to have a Family Care Plan should report to your local Area Remote with a Special Power of Attorney for inclusion in their e-Record. For more information visit the reference link.

Death Gratuity Beneficiary(ies)

Ref: [MOL](#)

The Record of Emergency Data contains a Death Gratuity Beneficiary (ies) for Marines to designate. The total amount is \$100,000, which is intended to cover funeral expenses in case of the member dies while on active duty.

Marines can designate anyone as a Death Gratuity Beneficiary. Updates can be made easily through Marine Online (MOL) using these instructions:

1. Log on to MOL
2. Select "Personal Information"
3. Scroll down to "Red Updates" on the left sidebar and select "Update"
4. Select "Beneficiary(ies) for Death Gratuity"
5. Select "Add Additional Death Gratuity Record"
6. Input Beneficiaries information to include: Name, Percent, Relationship, Street Address, City, State and Phone Number.

Command Support Branch

Post-Deployment/Mobilization Respite Absence (PDMRA) - Reservist

Ref: [MARADMIN 488/07](#), [MCO 1050.3J](#)

Per the references, PDMRA is accrued on subsequent mobilizations only. If a Reserve Marine is issued back-to-back orders, it is treated the same as if the original set of orders has been extended (i.e. the mobilization is continued, vice a new mobilization). The mobilization is ended upon release

from active duty. This is when the dwell control date is calculated and effective.

The Marine would have to separate from active duty and rejoin the reserve component (SMCR/IRR/ IMA), then be mobilized back to active duty to start the subsequent mobilization period. For more information visit the reference links.

PDMRA - Active Duty (MEU/UDP)

Ref: [MCO P3000.15B](#), [MARADMIN 488/07](#), [PAAN 40-09](#)

Per the references, the 31st Marine Expeditionary Unit (MEU) does not qualify for PDMRA due to the Department of Defense (DoD) not defining Okinawa, JA as an Area of Responsibility (AOR).

Special Leave Accrual (SLA)

Ref: [MCO P1050.3J](#) and [MARADMIN 390/12](#)

Per the reference, temporary increase of max leave accrual of 75 days will expire at the end of FY13. Leave balances will need to be reduced to 60 days prior to the end of FY13. Marines are encouraged to utilize as much leave as possible to ensure their leave balances are below 75 days for the end of FY13 to minimize lost leave and reduce the amount of SLA packages that will need to be processed. For more information contact the Pay Section or visit the reference links.

Vacation of Suspended Punishments & Setting-Aside of Punishments

Ref: [PAA 007/12](#)

The reference discusses procedures for updating eRecords when punishments are vacated or suspended. For example, if a Unit Punishment Book (UPB) has already been uploaded to a Marine's eRecord, it must be updated when the sentence is vacated or set-aside.

It's an IPAC responsibility to forward the updated UPB page 2 to the MMSB Help Desk reflecting the new information. The Help Desk will route the letters to the appropriate section for action.

Also, for those units now updating the eRecord, distribution of the UPB has changed. A copy of the original UPB with unit diary information annotated in

block 17 is scanned for inclusion in the Marine's OMPF.

Since all Marines now have access to their OMPF, scanning of the UPB to the eRecord constitutes giving the member a copy. The original UPB shall be retained in the unit UPB binder. The MMSB Help Desk email address is smb_mmsb-help_desk@usmc.mil. For more information visit the reference link or contact the Legal Section.

Temporary Additional Duty (TAD)

Marines traveling outside of the Camp Pendleton area on funded TAD orders (30+ days length) are requested to check in and out with the TAD Section and provide a copy of orders. Doing so will ensure that all TAD entitlements are properly credited and stopped.

Additionally, Marines are required to complete travel claims for reimbursement through the Defense Travel System (DTS) website. Not completing any of the above steps can result in unnecessary financial hardship.

Reserve Entitlements

Ref: [MARADMIN 045/03](#)

Here are some basic rules about reserve pay and entitlements:

- Basic Pay: Starts the first day of orders.
- BAH: Starts the first day of orders.
- BAH is from their Home of Record (HOR) zip code unless PCS (then they will receive BAH from their PCS zip code). BAH is paid even if the member resides in the barracks or incurs lodging expenses while TAD (travel claims will reimburse all lodging expenses).
- BAS/COMRATS: Starts the first day of orders (For all Reserve members, regardless of messing availability - \$348.44 Enlisted/\$239.96 Officers). It is paid even when in a Field Duty Status.
- FSA: Starts the day they leave their family and is only started for members with dependents (case by case basis).
- M&IE (The most confusing Reserve entitlement): There are 3 rates for this Rate) GMR (Government Meal = \$16.55 per day. PMR (Proportionate Meal Rate) = \$44.00 per day. CMR (Commercial Meal Rate) = \$71.00 per day. These amounts are paid in addition to BAS/COMRATS.

When endorsing a Reserve Marine's orders keep the following in mind:

- Government quarters includes those facilities aboard Camp Pendleton that charge for lodging. These include Sharkys, Ward Lodge, and the South Mesa Lodge.

- Commands do not determine if these quarters are available. The lodging facility itself will provide a Certificate of Non-Availability (CNA) if they are not available. Until the member provides Disbursing Office with a CNA – quarters are available.

The following statements can be used when endorsing orders:

- Government quarters are available. Government messing is available at the GMR of \$16.55 per day.

- Government quarters are available. Government messing is available at the PMR of \$44.00 per day because the member will miss one or more meals per day due to mission requirements.

- Government quarters are available. Government messing at the CMR of \$71.00 per day because no messing facilities or because the member cannot make it to the messing facility during normal business hours because it will adversely affect our mission requirements. For more information visit the reference link.

Reserve Permissive Temporary Additional Duty (PTAD)

Ref: [MCO 1050.3J](#)

Reserve Marines in receipt of Marine Reserve Orders Writing System (MROWS) PCS orders do not rate 10 days of PTAD for house hunting. Per the reference, Reserve Component Marines are not authorized transition PTAD unless in an active status and approved for an active duty retirement. For more information visit the reference link.

Administrative Separation Processing for DUI

Ref: [MCO P1900.16F](#)

Per the reference, a Marine may be processed for separation for driving under the influence following a substantiated incident.

An incident is considered substantiated when there has been a court martial conviction, nonjudicial punishment, a civilian conviction, or an administrative separation board convening authority determines, based

on a preponderance of the evidence, that the member has engaged in the act of driving under the influence.

The basis for separation shall be under one of the following paragraphs:

- 6210.3 (pattern of misconduct)
- 6210.6 (commission of a serious offense)
- 6210.7 (civilian conviction)
- 6214 (separation in the best interest of the service).

Note: Paragraph 6210.3 may not be used unless the Marine has been previously counseled concerning misconduct per paragraph 6105.

The least favorable characterization is under other than honorable conditions, if an administrative board procedure (paragraph 6304) is used.

Characterization is honorable, general (under honorable conditions), or uncharacterized (entry level separation), if the notification procedure (paragraph 6303) is used. Refer to paragraphs 6210.3, 6210.6, 6210.7, and 6214 to determine the applicability of paragraphs 6303 and 6304.

Processing for separation for driving under the influence is mandatory following the second substantiated incident.

For the purposes of mandatory processing under this paragraph, a second substantiated incident is defined as a conviction at court-martial for operating a vehicle impaired or with a blood alcohol concentration that exceeds the limit prescribed in Article 111, UCMJ, a civilian conviction for driving under the influence that is substantially equivalent to a violation of Article 111, or nonjudicial punishment for driving under the influence in violation of Article 111.

The first substantiated incident necessary to trigger mandatory processing must have occurred during the Marine's current enlistment and the Marine's Official Military Personnel File must indicate that the Marine was counseled concerning the earlier substantiated incident per paragraph 6105. Pre-service misconduct shall not be considered for determining whether mandatory processing is required. For more information visit the reference link.

IPAC HOURS OF OPERATION AND PHONE DIRECTORY

Headquarters, Bldg 13107

0730-1630 Monday - Friday

Director: CWO5 Howell 725-5534
 Deputy: Mr. Roseberry 725-5424
 SNCOIC: MGSgt Llewellyn 763-2529

Headquarter Office

Clerks: 725-5353
 Training: GySgt Miles 763-7513
 Fax: 725-5903

QA Section

OIC: Mr. Johnson 725-6724
 SNCOIC: GySgt Molina 763-7660

CPI Section/Admin Assist

OIC: Mr. Sutton 763-7480
 AAT OIC: CWO3 Grange 725-5125
 SNCOIC: GySgt Miles 725-5353

SI Section (Bldg 1441)

OIC: Mr. Rouse 763-5577
 SNCOIC: SSgt Wiedner 763-7711
 Programming: 763-2231

Wounded Warrior Remote (Bldg H49)

OIC: CWO2 McKay 763-5093
 SNCOIC: SSgt Monroy 763-5083
 Clerks: 763-5081

Inbound Branch, Bldg 13107

0730 - 2359 Monday - Saturday

Head: CWO4 Diaz 725-6789
 SNCOIC: MSgt Harmon 763-7482

New Join Section

1stPlt: CWO3 Brantley 763-1937
 GySgt Ramirezlazos 763-2919
 2ndPlt: CWO2 Powell 725-6508
 GySgt Monterrosa 763-2919
 3rdPlt: WO Hasbrouck 763-2531
 SSgt Candamo 763-2919
 4thPlt: CWO2 Atienza 763-2358
 GySgt Montgomery 763-2919
 5thPlt: CWO2 Gilmore 763-1938
 Sgt Narcisse 763-2919
 Clerks: 725-2532

Second Stage Section

OIC: CWO2 Powell 725-6508
 SNCO: Mr. Almero 725-4810
 Clerks: 725-4810

After Hours Section

OIC: CWO2 Gilmore 763-1938
 SNCO: Sgt Narcisse 763-2919
 Clerks: 725-2532

PCS Travel Section

OIC: CWO2 Atienza 723-2358
 SNCO: SSgt James 725-4810
 Clerks: 725-4810

Outbound Branch, Bldg 22162

0730-1630 Monday - Friday

Head: CWO3 Fredrickson 763-6025
 SNCOIC: GySgt Segura 763-7712
 Clerks: 763-6025

Orders Section

OIC: CWO2 Berger 725-6592
 SNCOIC: SSgt Jackson 763-1069
 Clerks 763-1075

Retirement/Resignation Section

OIC: CWO3 Gonzalez 763-4866
 SNCOIC: Sgt Prieto 763-1065
 Clerks: 763-1063

Separation Section

OIC: CWO2 Chaves 763-7732
 Supervisor: Mr. Roberts 763-1061
 SNCOIC: GySgt Dominguez 763-1065
 Clerks: 763-7934

Command Support Branch, Bldg 1441

0730-1700 Monday - Friday

Head: CWO4 Robinsondixon 725-0850
 SNCOIC: GySgt Delgado 725-5771
 Clerks: 725-5771

Pay Section

OIC: CWO2 Porter 725-0721
 SNCOIC: GySgt Mortley 725-0881
 Section: 725-0881
 Fax: 725-5420

Promotion Section

OIC: CWO2 Ledezma 725-5778
 SNCOIC: SSgt Farmer 725-4299
 Section: 725-4299

Deployment Section

OIC: CWO3 Jarvis 763-2096
 OIC: CWO2 Ledezma 725-6174
 SNCOIC: GySgt Delgado 763-7231
 SNCOIC: SSgt Goldsborough 725-0712
 Clerks: 725-0712
 Fax 763-7548

TAD Section/Reserve Support

OIC: CWO2 Shapiro 763-7230
 SNCOIC: GySgt Van Loo 725-5656
 Clerks: 725-5656
 Fax 763-7548

Legal Section

OIC: CWO2 Simpson 763-4289
 SNCOIC: GySgt Pearsell 763-7550
 Clerks: 763-7548
 725-0718
 763-7550

Customer Service Branch, Bldg 1441

0730-1630 Monday - Friday

Midcrew: 1630-0100

Head: CWO4 Beath 725-5691
 SNCOIC: GySgt Reyes 725-0974
 Clerks: 725-0976
 Fax: 763-6257

Area Remotes

0730-1630 Monday - Friday

(Closed Thursdays for training, except emergencies, less 14 Area Remote closed Friday)

14 Area, building 1441

OIC: CWO3 Nix 725-0720
 SNCOIC: GySgt Beard 725-1096
 Section: 725-0972

21 Area, building 210721

OIC: CWO2 Cooper 725-9128
 SNCOIC: Sgt Puccini 725-8980
 Clerks: 725-7909

33 Area, building 33347

OIC: CWO2 Clem 763-5876
 SNCOIC: Cpl Casana 725-8798
 Clerks: 725-8799
 725-8740

43 Area, building 43325

OIC: CWO2 Smith 763-5586
 SNCOIC: SSgt Williams 725-4602
 Section: 763-5583
 763-5579

53 Area, building 53622

OIC: CWO2 Siegel 763-2306
 SNCOIC: SSgt Martinez 763-2318
 Clerks: 763-2304
 Fax: 763-2308

62 Area, building 620434

OIC: CWO3 Morales 763-1272
 SNCOIC: GySgt Deiss 763-1248
 Clerks: 763-9236

**NEW MAIN
 EXTENSION
 (760) 763-IPAC
 (4722)**

2013 Basic Allowance for Housing
(BAH) Rates
Camp Pendleton, CA

Rank	2013		2012 (OLD)	
	BAH W/Depn	BAH W/O Depn	BAH W/Depn	BAH W/O Depn
O7+	\$3,027.00	\$2,541.00	\$2,874.00	\$2,373.00
O6	\$3,000.00	\$2,490.00	\$2,847.00	\$2,328.00
O5	\$2,970.00	\$2,328.00	\$2,820.00	\$2,214.00
O4	\$2,769.00	\$2,226.00	\$2,613.00	\$2,142.00
O3	\$2,481.00	\$2,046.00	\$2,322.00	\$1,986.00
O2	\$2,049.00	\$1,968.00	\$2,016.00	\$1,896.00
O1	\$2,028.00	\$1,686.00	\$1,938.00	\$1,731.00
O3E	\$2,616.00	\$2,049.00	\$2,454.00	\$2,019.00
O2E	\$2,460.00	\$2,037.00	\$2,304.00	\$1,968.00
O1E	\$2,244.00	\$2,025.00	\$2,154.00	\$1,929.00
CWO5	\$2,721.00	\$2,247.00	\$2,562.00	\$2,157.00
CWO4	\$2,595.00	\$2,088.00	\$2,436.00	\$2,046.00
CWO3	\$2,490.00	\$2,043.00	\$2,328.00	\$1,977.00
CWO2	\$2,280.00	\$2,041.00	\$2,178.00	\$1,947.00
WO	\$2,055.00	\$1,791.00	\$2,022.00	\$1,791.00
E9	\$2,568.00	\$2,040.00	\$2,406.00	\$1,974.00
E8	\$2,382.00	\$2,034.00	\$2,250.00	\$1,950.00
E7	\$2,208.00	\$1,866.00	\$2,130.00	\$1,836.00
E6	\$2,052.00	\$1,710.00	\$2,019.00	\$1,743.00
E5	\$2,025.00	\$1,554.00	\$1,929.00	\$1,617.00
E4	\$1,854.00	\$1,392.00	\$1,830.00	\$1,386.00
E3	\$1,854.00	\$1,392.00	\$1,830.00	\$1,386.00
E2	\$1,854.00	\$1,392.00	\$1,830.00	\$1,386.00
E1	\$1,854.00	\$1,392.00	\$1,830.00	\$1,386.00