

IPAC CAMP PENDLETON "WELCOME ABOARD" HANDBOOK



NAME: _____

WORK SECTION: _____

SNCOIC: _____

OIC: _____

PHONE: _____

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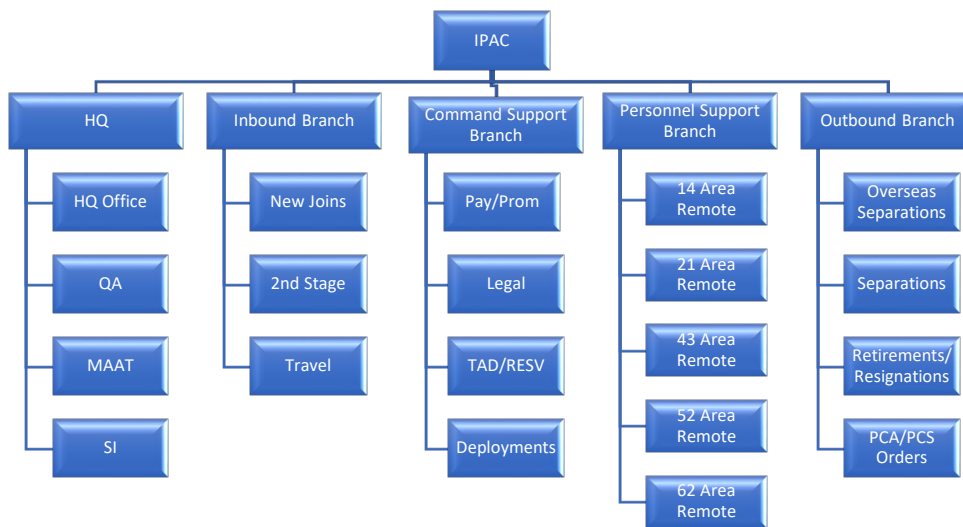
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MISSION STATEMENT

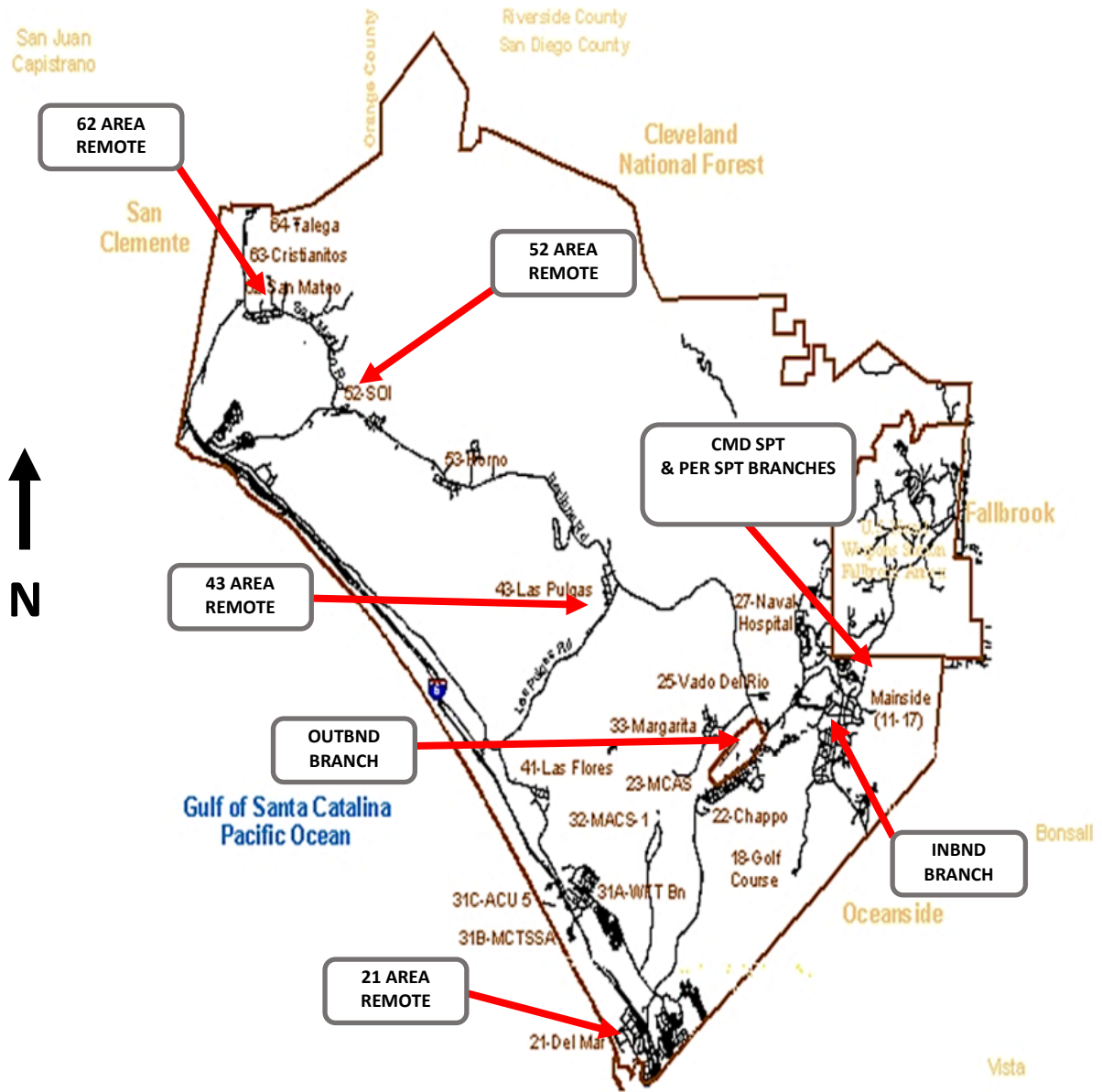
To provide effective and efficient personnel administration services to all Commanders, Marines and family members. This includes the obligation of ensuring military personnel are administratively prepared and ready for worldwide deployment with the operating forces.

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

ORGANIZATIONAL STRUCTURE



BRANCHES AND REMOTES LOCATIONS MAP



PART II. GENERAL POLICIES

Your Supervisor: The IPAC is interested in your welfare and safety. Your supervisors will do their best to ensure it. If you require advice or have a problem, **use your chain of command**, because they are there to help you.

Working Hours: Hours of operation for IPAC unless otherwise directed are as follows:

Inbound Branch, Bldg 13107
0730 – 1630 Monday – Friday

Outbound Branch, Bldg 22162
0730 – 1630 Monday – Friday

Personnel Support Branch, Bldg 1441
0730 – 1630 Monday – Friday

Command Support Branch, Bldg 1441
0730-1630 Monday- Friday

PART III. MILITARY BENEFITS

As you begin your tour of duty with the IPAC you will find that all your health care needs are easily accessible for you and your family members (if applicable). This section will provide you with information pertaining to health care, Service Online Enrollment System (SOES), and educational benefits.

Health Care: The military provides you with many different health care benefits. You are required to check-in with the appropriate medical and dental facilities to screen your records. Marines with families will need to check their family members in with Tricare, which is located in the Camp Pendleton Naval Hospital. They will give you all the necessary forms to complete. Log on to the Tricare website at <http://www.tricare.mil/> for more information.

SOES: The SOES is an insurance policy that covers you, your spouse and children while on active duty. To help alleviate any hardship to your family, it is imperative that your SOES information be correct. Changes in marital status require an update your SOES form. The following are the current coverages: <http://www.insurance.va.gov/miscellaneous/index.htm>

Education: The IPAC encourages you to continue your education. Advise your chain of command of your intent to attend classes to prevent conflicting school and work requirements. The Joint Education Center is located at building 1331.

PART IV. LEAVE/LIBERTY

The three main types of leave are referred to as Annual, Emergency and Convalescent. Leave under normal circumstances is considered annual leave. Leave for a death or hospitalization of an immediate family member is usually considered emergency leave. Leave for recovery of a medical procedure is considered convalescent leave. Your leave request should be submitted via MOL to your chain of command no later than 10 days prior to commencement of leave. You must also submit a completed Holiday Accident Reduction Program (HARP) form and vehicle inspection sheet at the time of your submission. All annual leave requests in excess of 14 days must include justification on why an extended period is necessary.

Foreign Leave: All foreign leave packages must be submitted to IPAC Headquarters, with all requirements met (IPAC's approval, training completed, etc.) NLT 30 working days prior to departure. Extenuating circumstances (i.e. IPAC's approval delayed but submitted within required timeline) will be considered on a case-by-case basis.

Recruiter Assistance (RA): RA can be requested via MOL by submitting a Permissive Temporary Additional Duty (PTAD) request. PTAD stipulates no cost to the government, so you are responsible for all costs associated with your trip. While on RA, you can earn up to 100 points towards your JEPES score, so talk with your chain of command about taking advantage of this option.

Liberty Limits: While liberty is permission to leave the duty station, it does not include permission to leave the general vicinity of MCB CamPen. As shown on page 22, the following are your driving legal limits:

- Overnight or 24 hours: Within 100 miles of MCB CamPen (excluding Mexico).
- 48 hour liberty: Within 250 miles of MCB CamPen
- 72 hour liberty: Within 350 miles of MCB CamPen
- 96 hour liberty: Within 450 miles of MCB CamPen

Off-Limits Areas: The following are off-limits areas to military personnel at all times:

- Angelo's Kars, 222 S. Coast Highway, Oceanside
- Cabana Smoke Shop, 688 Hollister Street, San Diego
- VIP Smoke Shop, 7451 Broadway, Lemon Grove, CA
- Main Market & Deli, 2858 Main Street, San Diego, CA
- Smoke & Stuff, 5945 Mission Gorge Road, San Diego
- Willie Henderson Park at 45th Street and Logan Avenue

Visiting Mexico: Mexican drug trafficking organizations are engaged in an increasingly violent war for control of narcotics trafficking routes along the US – Mexico border. In order to combat the violence, the government of Mexico has deployed military troops in various parts of Mexico. In an apparent response to the government of Mexico's initiative to crack down on drug-trafficking, violent attacks on Mexico's law enforcement, military, and high ranking government officials have been committed by drug trafficking organizations. Deadly firefights have occurred in many towns and cities across Mexico. To enhance the protection of MCI West service members, talk with your chain of command about requesting leave and numerous requirements that must be completed prior to traveling to Mexico.

PART V.
RECOGNITION

During your tour with the IPAC you will be afforded many opportunities to enhance your career. Depending on the quotas available for promotion, the IPAC will conduct a meritorious Corporal and Sergeant board every quarter, as well as a Marine/NCO of the Quarter. Your officer-in-charge will nominate the best qualified Marine to represent their section. It should be your goal and desire to be your section's nominee. Guidance on this matter is available through your chain of command.

PART VI.
COMMUNICATION

Open Door Policy: Our goal is to provide an effective means for all Marines to present suggestions, concerns or complaints. Your immediate supervisor has an obligation to discuss any concerns you may have in the workplace, or suggestions to improve the efficiency and productivity within the IPAC.

In the event of any dispute, you will be required to first discuss the matter with your NCOIC. If you are dissatisfied with the decision, you may request to address the matter with your SNCOIC, then OIC for resolution. You are required to utilize our communications system so we can work together in providing the best possible service and support to the Marines of Camp Pendleton. Utilization of our communications system will help you achieve your own personal and professional goals.

Section Meetings: Each section within the IPAC will hold meetings periodically. You are encouraged to communicate your suggestions, ideas, or any problems you may be experiencing during these meetings.

Change of Status: Promptly notify your chain of command if you have changes in any of the following:

1. Name, address or telephone number
2. Marital status and/or number of family members
3. Person to be notified in case of an emergency
4. Beneficiary for life insurance
5. Tax withholdings

Must Know Info To Report To Your NCO/SNCOIC/OIC

- Projected to arrive late to work
- Senior Marine expresses displeasure of service
- Any UCMJ violations
- Any on / off base violations
- Witness or knowledge of illegal activities
- Any financial burdens that are affecting you
- Any problems with Marines from different commands
- Personal problems related to family
- Any health or mental issue
- Thoughts of suicide

PART VII. WHAT IPAC EXPECTS FROM YOU

Hospitable Attitude: The first “must” for all IPAC Marines is to be courteous, professional, and respectful to the Marines we support, as well as to your co-workers alike. It is difficult to please everyone, but it will be easier if you keep a positive attitude. Remember, there is no substitute for hospitality and excellent service.

Expectations:

- Be proactive not reactive
- Be professional and courteous
- Maintain knowledge of all current regulations and their changes
- Stay gainfully employed
- Strive to be told once to accomplish a task
- Follow-up and communicate difficulties if deadlines cannot be reached
- Develop a problem/solution mentality
- Keep your immediate supervisor informed of all important personal matters
- Maintain accountability at all times

Part VIII. SAFETY AND SECURITY

General: The IPAC leadership does its best to prevent accidents by identifying potential hazards. We are responsible for your safety not only on duty, but also while on leave or liberty. This includes workspace, home, barracks, driving and recreational safety. We need your help to accomplish our mission.

Consider safety as an overriding factor in all you do. It is your responsibility to do your job in the safest manner possible. We consider you and every other IPAC Marine to be a Safety Representative. Keep your eyes and ears open and report any safety hazards via the chain of command.

Sexual Assault Prevention and Response Program (SAPR): It is the single point of contact to facilitate victim support services, promote sexual assault training and awareness, and provide policy and program assistance. It also aims to prevent sexual assault, ensure accountability of offenders, and enhance the safety and well-being of all.

Driving Safety: You and your passengers must wear seatbelts when operating motor vehicles. If ticketed for not wearing a seatbelt on base you will face the MCB Magistrate and may receive a Page 11 or even NJP. In addition, you are required to have appropriate insurance coverage, valid driver's license and vehicle registration aboard Camp Pendleton. Do not talk/text on a cellphone while driving. Finally, obey all posted speed limits on and off base.

Drinking and Driving: Four words to remember, "DON'T DRINK AND DRIVE." Plan ahead, use a designated driver or have money for a cab. If you don't have money for a cab, use your Ride Alive Card or call your chain of command. You will not get in trouble for being responsible. If convicted of DUI, you will lose your privilege to drive on any military installation and receive Non-Judicial Punishment (NJP). DUI in the State of California is **0.08**. There is a **ZERO TOLERANCE** BAC level of anyone under the age of 21 so a DUI is automatic. **BE SMART - DON'T DRINK!**

Driver Improvement Course: If you are under the age of 26, you must attend an approved driver improvement course. This is a one-time requirement, and your insurance company may discount your rates by completing this course. If you have your vehicle aboard MCB Camp Pendleton, advise your chain of command about attending this course ASAP.

On-base driving violations:

- Speeding 16-20 mph over the posted speed limit is a 3-month suspension of on-base driving privileges.
- Speeding 21-30 mph over the posted speed limit is a 6-month suspension.
- Speeding 31 mph over the posted speed limit, as well as street racing, is a 12-month suspension.
- Speeding in construction, school, or housing areas will result in harsher consequences: 3 month and 6-month suspensions.
- Speeding 30 mph over the speed limit, will be an automatic NJP.

PART IX. ADDITIONAL INFORMATION

Recreational Activities: Camp Pendleton offers a variety of entertainment that will satisfy your needs, whether you like challenging runs, sports, tours, fishing or you just want to relax and watch a movie. For more information on upcoming events, movie, sports and tours schedule log on to:

<http://mccscp.com/recreation>

Motorcycle Requirements: Base regulations require all motorcycle operators to complete a motorcycle riding class aboard Camp Pendleton. For information on all classes and times log on to: <http://www.pendleton.usmc.mil> Click base information and scroll down to motorcycle safety.

Barracks Information: Single Marines will be provided a barracks room. Barracks occupants are responsible for keeping their rooms clean and in a good state of police at all times. Field days are conducted each week, depending on the barracks that you reside in. Field day formations commence promptly at 1745 on Mondays. Barracks NCOs are in charge of conducting formation and ensuring that all common areas are clean. Field day inspections are conducted by the Alpha Company First Sergeant or an appointed representative from the command. Room failures will result in a re-inspection the following day. Further failures may result in disciplinary measures. **NO PETS** of any kind are allowed in the BEQ, including insects, reptiles and fish. BEQ residents are permitted visitors, all visitors from outside the command (military or civilian) will check in and be logged in and out with the duty non-commissioned officer (DNCO) when conducting their visits. **Overnight stays by visitors are not authorized.** Particular attention should be paid by the DNCO to monitoring visitation by opposite gender personnel. Sexual activity in the BEQ room and spaces is prohibited.

Alcohol in the Barracks: Per HqSptBn Order 11100.1B, ALCOHOL. Minimum drinking age for all Marines is **21** years old or as authorized by the Area Commander. No Marine or otherwise, under the age of **21** years without the Area Commander's approval will consume or have in their possession alcoholic beverages in or on the BEQ premises. A Commanding Officer can and will sanction individuals of legal drinking age, if their behavior so warrants.

1. The three terms used in this policy letter are defined as follows:

- a. Distilled spirits and fortified wines: Include all types of liquor and wine containing more than 17 percent alcohol by volume.

- b. Unfortified wines: Includes all wines that have an alcoholic content of not more than 17 percent alcohol by volume.
- c. Malt beverages: Includes all types of beer, lager, malt liquor and ale containing more than one half of one percent and not more than six percent alcohol by volume. 2. Per references (a) and (c),

The following guidelines will be adhered to for matters pertaining to alcoholic beverages:

1. Lance Corporals and below (E-1 to E-3) may have one six pack of malt beverage or one bottle of unfortified wine on the BEQ premises. No spirits/hard liquor are permitted.
2. Noncommissioned Officers (E-4 to E-5) may have a maximum of two six packs of malt beverage or two bottles of unfortified wine per person. No spirits/hard liquor are permitted.
3. Consumption of alcohol is not permitted in ladder wells, laundry rooms, walkways, or parking lots.
4. Individuals of legal age who allow minors to consume alcohol will be prosecuted according to the rules and regulations of the UCMJ.
5. Alcohol found in rooms of Marines under **21** years old or over the permitted alcohol limit will be confiscated and reported to the individual's Chain of Command. The unit Substance Abuse Control Officer (SACO) may be notified.

Drug Policy: The Marine Corps has a straightforward policy for illegal drugs “**Zero Tolerance**”. Also, pursuant to CA H&S Code 11357.5 and 11375.5, it is illegal to sell synthetic cannabinoids and/or synthetic stimulants (i.e., bath salts and spice). Service members are reminded that even if sold in local San Diego establishments; the wrongful use, possession, manufacture, or distribution of controlled substance analogues, natural substances, chemicals, propellants and/or prescribed or over the counter drugs or pharmaceutical compounds. With the intent to induce intoxication, excitement, or stupefaction of the central nervous system, such as those found in spice and bath salts, are a violation of Article 92, UCMJ and may result in administrative or disciplinary action.

Prohibited Dangerous Materials and Equipment: Per HqSptBn Order 11100.1A, firearms, explosives, ammunition, pyrotechnics, archery equipment and martial arts weapons are not permitted in the barracks. Weapons that are legal to possess in the state and properly registered on base may be stored in the unit's armory.

Medical Appointments at Naval Hospital Balboa: If you are scheduled for a medical appointment at Naval Hospital Balboa, advise your chain of command to see if a government vehicle is available. If a government vehicle isn't available, your leadership may be able to assist you with receiving a mileage reimbursement for multiple appointments to Balboa. However, there are certain constraints on these types of reimbursements.

Payday Loans: Payday lenders offer quick, short-term loans, regardless of credit history. However, they come at a price, and you may end up paying annual interest rates up to 300 percent. Camp Pendleton is surrounded with these payday lenders, so consult with your chain of command before doing any business with them. Financial classes are available through MCCS and the Navy/Marine Corps Relief Society.

Vehicle Loans: When purchasing a vehicle, you must ensure that you are not the victim of a scam. Before signing any paperwork, get a copy of the proposed contract and ensure you let your SNCOIC/OIC/Legal review it to prevent any possible problems. The contract should include the interest rate, warranty, and any extras that were part of the agreement. Further guidance is available through your chain of command.

Housing: Camp Pendleton has a variety of housing areas. For further information on housing and obtaining information for off-base quarters visit their website below. If you plan to rent living quarters off-base, ensure your rental/lease agreement contains a military clause as part of the agreement.

Website:

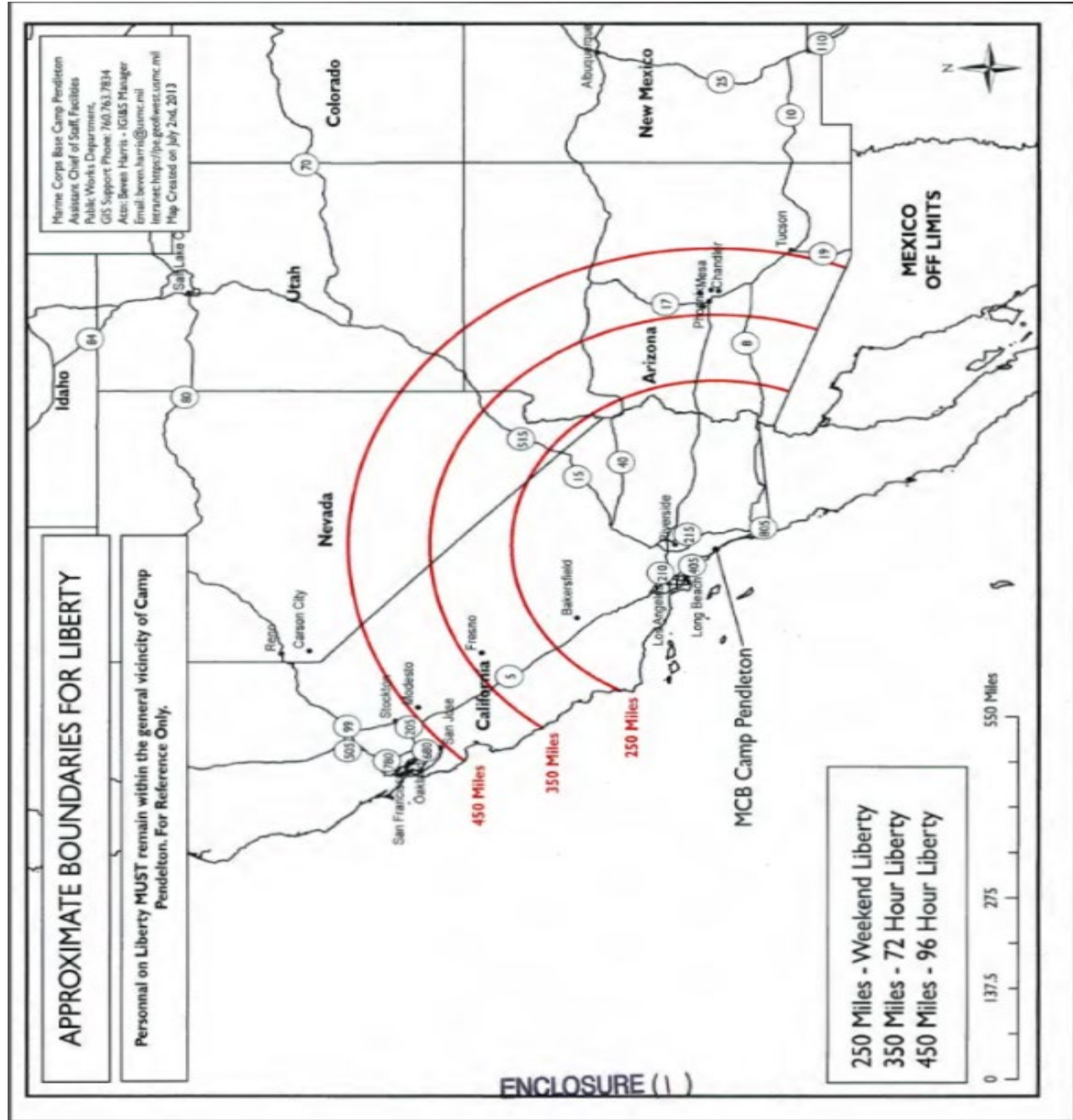
<http://www.pendleton.marines.mil/Family/Family-Housing/>

Phone: (760) 725-5995

Email: pndlfamilyhousing@usmc.mil .

LIBERTY LIMITS

Diagram 1: Camp Pendleton's Liberty Limit



Important Phone Numbers

IPAC

IPAC HEADQUARTERS/BLDG 13107	725-5353
INBOUND/BLDG 13107	763-1937/2919
OUTBOUND/BLDG 22162	763-6025/1065
PERSONNEL SUPPORT/BLDG 1441	725-0976
COMMAND SUPPORT/BLDG 1441	763-7553
14 AREA REMOTE	725-0975
21 AREA REMOTE	725-7909
43 AREA REMOTE	725-5583
52 AREA REMOTE	725-7847
62 AREA REMOTE	763-9237

DUTY NUMBERS

HQSPT BN OOD	725-6271
BARRACKS 2437 DNCO	763-5292
DUTY NCO BARRACKS 1398/13070	725-5548
BASE OPERATOR	725-4111
PMO – NON-EMERGENCY	725-3888
CHAPLAIN	725-9813
SAPR 24/7	760-500-1707

MISCELLANEOUS

TAXI SERVICE IN SAN DIEGO (ARRIVE ALIVE PROGRAM)	619-398-2339
TAXI SERVICE IN ORANGE COUNTY	800-232-8294

Commonly Used Administration References

Absentee/Deserter/UA	MCO P5800.16 MCO P1070.12
Active-Duty Operational Support (ADOS)	MCO 1001.59
Administrative Procedures	MCO 5000.14
Awards and Decorations	SECNAV 1650.1 MCO 1650.19
Casualty Program	MCO 3040.4
Command Issued Directives/Directives	MCO 5215.1K
Control Point	MCO 5215.1 NAVMC 5215.1
Entitlements	
-Family Separation Allowance (FSA)	DoDFMR Vol 7A
-Basic Allowance for Subsistence (BAS)	MCO 10110.47
-Basic Allowance for Housing (BAH)	MCO P1751.3 JFTR
Leave, Liberty, and Administrative Absence	MCO 1050.3
Military Occupational Specialty Manual	MCO P1200.7
Official Mail Program	MCO 5110.4
Personnel Orders	MCO 1000.6 MCO 1300.8 MCO P1326.6 MCO 4650.39 MCO 1326.5

	MCO 1610.11
Promotion/Reductions	MCO P1400.31 MCO P1400.32
Retirements/Resignations/Transfer to FMCR	MCO P1900.16 MCO P1400.31
Reserve Administration	MCO 1001R.1
Service Records	MCO P1070.12
Travel (JFTR)	NAVSO P-6034
Unit Diary	MCTFSPRIUM MCO P1080.20
Unit Punishment Book/Legal Issues	MCO P5800.16 MCM 2012 JAG Manual
Request Mast	MCO 1700.23