



Admin Newsletter

Installation Personnel Administration Center
2nd Semi Annual 2020

OUR MISSION STATEMENT

To provide quality and timely personnel administration to commanders, permanent personnel, students, recruits, and their families while assigned to units within the Marine Corps Recruit Depot, San Diego and the western Recruiting Region. In providing quality and timely personnel administration, we will ensure administrative readiness by reporting and maintaining accurate information in each member's master record.



COVID-19

MASKS are required when conducting business within the Installation Personnel Administration Center (IPAC). All personnel are asked to remain behind counters and plexi-glass unless called upon by any IPAC personnel.

[New Joins to MCRD](#)

IPAC—New Joins is located in building 622, room 129. (Yellow footprints building)

PCS Orders - Per MARADMIN 285/20, “Marines executing travel under exceptions to policy or who are exempt from Stop Move/travel restrictions are not authorized leave in conjunction with Permanent Change of Station (PCS) travel during the time that Stop Move is in effect.” Exemptions for leave to be considered for authorization are if leave is needed to alleviate an existing or potential hardship, to address a humanitarian concern, or if essential for the smooth and effective execution of the PCS. The intent of paragraph 3.a.2.b of MARADMIN 285/20 is to restrict recreational leave during the timeframe of Coronavirus-19 (COVID-19) travel restrictions.

Additionally, personnel reporting on Permanent Change of Station Orders (PCSO) are required to enter a 14-day restriction of movement (ROM) prior to conducting their join audit at the IPAC.

PCA Orders - Per Headquarters Marine Corps (HQMC) direction, personnel reporting on Permanent Change of Assignment Orders (PCAO) are not required to enter a ROM, regardless of command imposed ROM; and are required to conduct a join audit at the IPAC and submit their travel claim with the Finance Office immediately upon check-in.

14 Day Quarantine of New Joins - MCRD San Diego - the Government Travel Charge Card (GTCC) is authorized to be used to pay for lodging while in ROM status. Marines with families are authorized Temporary Lodging Expense (TLE) after the 14 day ROM as well. Adhering to these guidelines will ensure Marines are joined to their command in a timely manner, pay entitlements are started on time, and travel claims are submitted within the required 5 day window of joining.

With frequently updated information coming in at the cyclic rate due to ongoing COVID-19 safety measures, it becomes even more important to keep updated on changes to travel and pay regulations in order to best serve our customers.

If you have specific questions concerning administrative changes during these trying times, please contact the appropriate IPAC section for guidance. For the most current information, click (hold “Ctrl” key and left click) this link: <https://www.marines.mil/News/Messages/MARADMINS.aspx>

Defense Language Proficiency Tests (DLPT) Extension—MarAdmin 203/20

Education centers across the Marine Corps closed or have limited availability to offer testing as part of the COVID-19 response. Only Depot personnel or personnel with Depot access will be allowed to take DLPT here at this education center.

COMMON ACCESS CARDS (CAC)—MarAdmin 261/20

MCRD ID Card Centers have begun reissue of CACs to uniformed members (USSECDEF memorandum of 8 September 2020/Policy Guidance Extension for Identification Card Operations for COVID-19). Due to the continued spread of COVID-19 and the department’s limited ability to return ID card facilities to normal operations while complying with all safety precautions, all Uniform Service IDs (USID) that expired on 1 January 2020 were automatically extended until to 30 June 2021. Please utilize the following link to set up appointments to assist with social distancing operating procedures at the ID card centers. <https://idco.dmdc.osd.mil/idco/> .

MCRD, San Diego, CA, Identification Card Center: **Effective since 1 September 2020**, the MCRD Identification (ID) Card Center is limited to appointments only for all Department of Defense (DoD) Service Members, retirees, civilians, contractors, and their families. To support the Depot mission of recruit training, Depot personnel are the only authorized walk-ins. This change is being conducted to maintain social distancing and protect personnel assigned to MCRD San Diego, as well as recruits in training, while still providing service to authorized patrons. To schedule an appointment at the MCRD ID Card Center, please utilize the following website: <https://idco.dmdc.osd.mil/idco/> .

Permanent Personnel Administration Branch

Administrative Information and Resources

BASIC ALLOWANCES FOR HOUSING (BAH) APPROVAL FOR MILITARY MEMBER-TO-MEMBER: Service Members, E-5 and below, married to other Service Members are authorized to vacate government quarters in order to establish a joint household. Marines stationed aboard MCRDSD will be authorized BAH if their active duty service spouse is located within the local commuting area (not more than 50 miles between both Service Members' permanent duty station) and a joint household has been established. A joint household is established upon both military members vacating government quarters and residing within the local economy. The start date of BAH will be the latest date of either Service Member vacating government quarters (example: Member "A" vacates quarters on 1 December and Member "B" vacates quarters on 5 December; BAH starts on 5 December for both members).

BAH OWN-RIGHT FOR SINGLE E-5: Due to COVID-19, single Sergeants are temporarily authorized to reside off base. Member is still required to initiate a BAH Own package via their chain of command.

BAH APPROVAL FOR E-5 OR BELOW: For members in the grade of E-5 or below and approved for BAH own-right, ensure you check out of the Basic Enlisted Quarter (BEQ) prior to conducting your audit with the Customer Service section. BAH and/or Basic Allowance for Subsistence (BAS) will not be approved until confirmation of check-out (verified by the BEQ) is received via a barracks check-out sheet.

BAH APPROVAL FOR SELECTION TO E-6: Sergeants selected for the rank of Staff Sergeant are required to submit a BAH own-right request via AA Form. Approval is not required by the station commander; however, the request must be approved by an O-5 level (or higher) commander.

FAMILY SEPARATION ALLOWANCE (FSA)/BAH: Have you recently updated your dependent information listed on Record of Emergency Data (RED) in Marine Online? If so, you are also required to notify the Customer Service Section. You might receive additional entitlements or may be receiving an overpayment. This process will ensure you are receiving proper entitlements. Legal Separation is a status that must be reported to IPAC by Marines filing for a divorce. Marines that fail to report a legal separation are subject to incorrect payment of Family Separation Allowance, which could result in a checkage of FSA upon the divorce being finalized; per DoD FMR Volume 7A, Chapter 27.

SERVICE MEMBER WHOSE CIVILIAN SPOUSE JOIN THE ARMED FORCES: Upon a civilian spouse joining the armed forces, and on the day of his/her pay entry base date (PEBD), both members are categorized as married member-to-member personnel without an established joint household; regardless of having a household together as military member with a civilian dependent spouse. The former civilian spouse is no longer categorized as a dependent as he/she now has a service obligation to the DoD. If the former military member had no other dependents beside their former civilian spouse, he/she will no longer be entitled to BAH at the with-dependent rate. BAH at the without-dependent rate may be authorized, at the station commander's discretion, on the same day as the newly enlisted/officer service member spouse's pay entry base date. The former service member spouse must request to retain BAH at the without-dependent rate via AA Form, to the station commander. FSA will not be granted in this case either. Marines are required to notify their command and the IPAC Customer Service Section prior to their civilian spouse joining the Armed Forces of the United States, in order to avoid possible large BAH checkages and /or a no-pay due.

Permanent Personnel Administration Branch

Administrative Information and Resources

MARRIAGE/DIVORCE REPORTING: Ensure Marines report marriage or divorce as soon as possible or within a reasonable timeframe, as there may be changes to their pay and entitlements. IPAC often receives customers reporting marriage and/or divorce past a six month window. It is a Marine's individual responsibility to review their Leave and Earning Statement (LES) and ensure proper entitlements are reflected. If you have recently married and are in the process of adding your spouse and/or other dependents to your record, you must provide the following documents in order to complete the process: original marriage certificate, spouse's original birth certificate and any or all divorce decrees (if you or your spouse were previously married). Previous spouses may be active duty military and it is possible that their record(s) have not been updated in the Marine Corps Total Force System (MCTFS) or the Defense Enrollment Eligibility Reporting System (DEERS).

CLARIFICATION OF LEGAL SEPARATION: When filing for a divorce, legal separation is not acknowledged as the date from which spouses resided in separate domiciles or geographic locations. In order for a member to be acknowledged as legally separated, there must be an adjudicated request for legal separation, signed by a judge. The date of legal separation is determined by the presiding judge. For the state of California, there must be a specific request for legal separation in conjunction with annulment or dissolution of marriage.

CLAIMING A PARENT AS A DEPENDENT: In order to claim a parent as a dependent, Marines must submit the following to HQMC (MFP-1) via AA Form (NAVMC 10274) routed through their chain of command: (1) Dependency Application (NAVMC 10922), signed by the member and an attesting officer. (2) Dependency Statement-Parent (DD 137-3). (3) Proof of member's monthly contribution (banks statements and/or any other means of money transferred to parent's bank account). **NOTE:** A member owning a joint bank account with their parent will not be considered as contribution; as the member has access to the account. This ensures that the member is, in-fact, providing money to their parent for the parent's access and use only. Checklists for this and other types of dependent claims are found in MCO 1751.3. Requests may be submitted electronically to MFP-1 at the following email address: MFP1@usmc.mil.

STATE OF LEGAL RESIDENCE AND TAX EXEMPTION: Members that want to change their state of legal residence must meet requirements as prescribed on DD Form 2058. Members that want to change their state tax exemption code must meet requirements as prescribed on DD Form 2058-1. Once requirements are satisfied, the member will bring the DD Form 2058 and/or 2058-1 along with all state required documents to the Customer Service section. It is the Marine's responsibility to contact the state in which they desire to become a legal resident of in order to clarify that state's specific requirements for residency and/or tax exemption ([States may have varying or specific requirements](#)).

CLARIFICATION OF MILITARY PARENTAL LEAVE PROGRAM (MPLP) DESIGNATION/LEAVE: Prior to Marines executing MPLP leave, IPAC must report a primary or secondary caregiver designation. Members may submit via EPAR or report to the Customer Service section, per MARADMIN 570/18 (<https://www.marines.mil/News/Messages/Messages-Display/Article/1654267/clarification-to-maradmin-331-18-changes-to-parental-leave-policy/>).

PAY ISSUES: In order to provide faster service to all personnel aboard MCRDSD, ensure that you research potential pay issues by reviewing your LES with your leadership and/or unit S-1 prior to arriving at the Customer Service section.

MILITARY PRIVATIZED HOUSING START AND STOP ALLOTMENTS: Due to COVID-19, and limited personnel, Lincoln Military Housing (LMH) has requested the IPACs to assist with reporting start/stop allotments for Marines who enter/leave a LMH property. LMH will provide forms to IPAC to report start/stop allotments in the MCTFS. LMH may provide Marines with these forms prior to their move in date, however IPAC cannot future date allotments. Allotments will be reported for the date specified for the move in/out date. It is the Marine's responsibility to ensure that LMH receives payment as the start date for allotments may not coincide with pay periods. This could result in an overpayment of BAH; which will be taken out for the full month(s) worth of BAH on the following pay period.

Important Personnel Admin Advisory (PAA), MARADMINS, and MISSO Advisories

PERSONNEL ADMIN ADVISORY 06-19 ADMINISTRATION OF THE BLENDED RETIREMENT SYSTEM (2019-07-02)

To announce the publication of reference (a) and to provide amplifying guidance on administrative procedures in support of continuation pay and hardship extension of election period.

PERSONNEL ADMIN ADVISORY 05-19 PORT CALL INFORMATION REQUIRED ON PERMANENT CHANGE OF STATION ORDERS DETACHING ENDORSEMENTS FOR HAWAII AND ALASKA (2019-06-24)

Recent updates to the Outbound Interview (OBI) and the automation of the port call process have created a misunderstanding between the order writers in Personnel Administration Centers (PACs) and Stand-Alone administrative offices, the Disbursing/Finance Offices (DO/FOs), and the Distribution Management Office (DMO) communities of what is required in the detaching endorsement to settle a member's travel claim. The process has not been automated to include the most up-to-date DMO authorized official travel itinerary. This is required for the local finance office to debit/reimburse a member's travel.

PERSONNEL ADMIN ADVISORY 04-19 DISCONTINUE USE OF "FOR RECORD PURPOSE" (2019-06-05)

The purpose of this PAA is to announce the discontinuation of "FOR RECORD PURPOSES" for financial documents.

PERSONNEL ADMIN ADVISORY 03-19 PERSONNEL ADMIN ADVISORY 03-19 ADMINISTRATION OF THE COMBAT ZONE TAX EXCLUSION BENEFITS (2019-05-17)

To provide amplifying guidance on the administration of Combat Zone Tax Exclusion (CZTE) benefits.

PERSONNEL ADMIN ADVISORY 02-19 SUBJECT PERSONNEL ADMIN ADVISORY 02-19 AREA CLEARANCE/DEPENDENT (2019-04-01)

The purpose of this PAA is to provide amplifying instructions to administrators regarding the area clearance and dependent entry approval processes for permanent change of station (PCS) moves to overseas locations.

PERSONNEL ADMIN ADVISORY 01-19 DUTY LIMITATION PROCESS MANAGEMENT AND UPDATES (2019-02-06)

The purpose of this PAA is to announce updates to the Duty Limitations codes and reiterate requirements for Limited Duty Coordinators and Patient Administrators.

PAY ALLOWANCES ADVISORY NOTICE 7-20 REPORTING INSTRUCTIONS FOR PERSONNEL EXECUTING PCS ORDERS AND DIRECTED INTO RESTRICTION OF MOVEMENT (ROM) STATUS UPON ARRIVAL TO NEW PDS

The purpose of this PAAN is to disseminate procedures for reporting elapsed time for Marines that have executed PCS orders and directed to ROM.

Important Personnel Admin Advisory (PAA), MARADMINS, and MISSO Advisories

PERSONNEL ADMIN ADVISORY 09-20 REINFORCING TRAVEL PROCEDURES AND REQUIRED DOCUMENTATION ON AIR MOBILITY COMMAND-PATRIOT EXPRESS (AMC-PE) FLIGHTS TO JAPAN DTD 28 AUGUST 2020

This Personnel Admin Advisory (PAA) provides amplifying guidance for required documentation for Air Mobility Command-Patriot Express (AMC-PE) flights. Marines and family members checking-in at the AMC gateway for Outside Continental United States (OCONUS) PE flights must bring at least four (4) complete sets of funded travel orders when reporting to the AMC gateway.

MARADMIN 220/18 IMPLEMENTATION OF SERVICE MEMBER'S GROUP LIFE INSURANCE (SGLI) ONLINE ENROLLMENT SYSTEM (SOES)

<https://www.marines.mil/News/Messages/Messages-Display/Article/1495242/implementation-of-the-servicemembers-group-life-insurance-sgli-online-enrollmen/>

The purpose of this MARADMIN is to announce the administrative requirements, instructions, and guidance for Marines to designate beneficiaries, and reduce, decline, restore, or increase coverage via the Service Member's Group Life Insurance On-Line Enrollment System (SOES). SOES can be accessed via <https://milconnect.dmdc.osd.mil/milconnect/> and is designed to provide detailed guidance to members; enabling them to make informed decisions regarding their policy elections. Commanders and small unit leaders should continue to counsel Marines regarding insurance benefits and their SGLI election decisions.

MARADMIN 221/19 JOINT TRAVEL REGULATIONS (JTR) POLICY CHANGE REMOVING THE ADMINISTRATIVE WEIGHT LIMITATION FOR ACCOMPANIED MARINES/SAILORS ASSIGNED TO JAPAN

<https://www.marines.mil/News/Messages/MARADMINS/Article/1807893/joint-travel-regulations-jtr-policy-change-removing-the-administrative-weight-l/>

Effective 2 April 2019, there is no longer an AWL for accompanied Marines and Sailors executing orders to, from, or between duty stations in Japan. Marines issued Permanent Change of Station (PCS) orders with an effective date on or after 2 April 2019 are now authorized to take 100 percent of their full JTR weight allowance. Note that the effective date of orders IS NOT the date orders were issued.

MARADMIN 391/19 TRANSFER OF POST-9/11 GI BILL EDUCATION BENEFITS (TEB) TO DEPENDENTS

<https://www.marines.mil/News/Messages/Messages-Display/Article/1902641/transfer-of-post-911-gi-bill-education-benefits-teb-to-dependents-process/>

This MARADMIN cancels references (a) and (b), and provides guidance specific to the transfer of Post-9/11 GI Bill (PGIB) educational benefits (TEB) to dependents process.

Important Personnel Admin Advisory (PAA), MARADMINS, and MISSO Advisories

MARADMIN 015/20 MANPOWER AUDIT ADVISORY 1-20: REQUIREMENT FOR USING THE OFFICIAL MILITARY PERSONNEL FILE (OMPF) FIELD FOLDER AS THE CENTRAL DOCUMENT REPOSITORY (CDR) IN SUPPORT OF USMC FINANCIAL STATEMENT AUDIT OF SELECTED MILITARY PAY-RELATED DOCUMENTS

<https://www.marines.mil/News/Messages/Messages-Display/Article/2055563/manpower-audit-advisory-1-20-requirement-for-using-the-official-military-person/>

Effective 13 January 2020, in accordance with CMC White Letter 02-19, local commands and IPACs will upload MILPAY related documents on all personnel assigned to their Commands or under their support agreements. IPAC will contact personnel aboard MCRDSD to produce any or all documentation that is sourced for verification of a member's pay and entitlements. MILPAY related documents that were not previously required to be in a service member's OMPF (marriage certificate, divorce decree, birth certificate, death certificate, etc.) are now required in order to validate past and present pay and entitlements.

MARADMIN 377/20 DOD POLICY CHANGE, COVID-19 MILITARY PERSONNEL MOVEMENT AND TRAVEL RESTRICTIONS - LEAVE AND LIBERTY

<https://www.marines.mil/News/Messages/Messages-Display/Article/2243547/dod->

The purpose of this message is to provide notice of a change to Department of Defense (DoD) policy regarding travel restrictions.

MARADMIN 396/20 REINFORCING GUIDANCE FOR MARINES REGARDING TRANSPORTATION, PETS, HOUSING, AND QUARANTINE-LEVEL-RESTRICTION OF MOVEMENT ASSOCIATED WITH PERMANENT CHANGE OF STATION MOVES TO JAPAN

<https://www.marines.mil/News/Messages/Messages-Display/Article/2272294/reinforcing-guidance-for-marines-regarding-transportation-pets-housing-and-quar/>

This message reinforces existing guidance for Marines regarding transportation, pets, housing, and restriction of movement (ROM) associated with permanent change of station orders (PCSO) to Japan.