



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3280 RUSSELL ROAD
QUANTICO, VIRGINIA 22134-5103

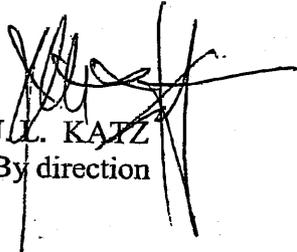
IN REPLY REFER TO:
1080
MI
02 APR 2001

From: Commandant of the Marine Corps

Subj: MARINE CORPS TOTAL FORCE SYSTEM (MCTFS) SOFTWARE
RELEASE (SR) NOTICE 1-01

Encl: (1) MCTFS SR Notice 1-01

1. The enclosure is provided for prompt distribution by the Manpower Information Systems Support Offices (MISSO) to reporting units and intermediate commanders.
2. Request the Fiscal Director of the Marine Corps (Code RFL) distribute this Notice to all Disbursing Symbols.
3. This Notice is directive in nature and is an interim, unnumbered change or revision to MCO P1080.40 (MCTFS PRIM). All organizations that submit unit diaries are required to maintain this Notice until such time as the changes are incorporated into the MCTFS PRIM. This Notice contains operating instructions and guidance that affects personnel and pay matters for all officers and enlisted Marines.


J.L. KATZ
By direction

Distribution:

CG, MARFORLANT
CG, MARFORPAC
CG, MARFORRES
CG, I MEF
CG, II MEF
CG, III MEF
CG, MCRC
CG, MCRSC
CG, MCB Camp Lejeune, NC (MISSO)
CG, MCB Camp Pendleton, CA (MISSO)
CG, MCB Camp Butler, JA (MISSO)
CG, MCB Kaneohe Bay, HI (MISSO)
Dir, DFAS-KCC
Dir, MISSA, MCSA
OIC, MCAAT, MCB Camp Lejeune, NC
OIC, MCAAT, MCB Camp Pendleton, CA

Copy to:

Dir, Fiscal Division, P&R, HQMC(RFL)

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MCTFS SOFTWARE RELEASE NOTICE 1-01

Ref: (a) MCO P1080.40B (MCTFSPRIM)
(b) MCO P1080.20M (MCTFSCODESMAN)
(c) DFAS Kansas City MO msg 280838Z Mar 01

Encl: (1) MCTFS SUPPLEMENT
(2) UD/MIPS SUPPLEMENT
(3) OPERATIONAL DATA STORE ENTERPRISE SUPPLEMENT (ODSE)
(4) DFAS SUPPLEMENT

1. **BACKGROUND.** This Software Release Notice provides information to personnel and pay communities regarding changes to the Marine Corps Total Force System (MCTFS). Changes described in this Notice are effective with the implementation of Software Release (SR) 1-01.

2. **GENERAL.** This MCTFS Software Release Notice is directive in nature and is an interim, unnumbered change to references (a) and (b), the MCTFSPRIM, MCTFSCODESMAN, and may affect other manuals; e.g. APSM. **All active and reserve reporting units and all HQMC agencies that report unit diaries are required to maintain this NOTICE until such time as the changes are incorporated into these manuals.**

3. **ACTION.** The following procedures must be adhered to in order to support the Software Release schedule outlined in reference (c).

a. The last reserve and active duty unit diaries must be prepared under current programs and must be certified and transmitted **no later than 1800 Wednesday, 18 April 2001**, central time. U&E will be changed accordingly and the field will be notified under separate cover. The common transaction layout within SR 1-01 will prevent diaries and payrolls in the old format from being recognized. **Transactions under the SR2-00 and SR Jan-01S format will not be pulled into the MCTFS cycle for processing.**

b. Unit diaries prepared on UD/MIPS must be submitted to the jurisdictional MISSO in sufficient time to process in the last cycle under the SRJAN-01S programs. The timely distribution of the new UD/MIPS software by the local MISSOs will allow for the submission of unit diaries by UD/MIPS users as soon as all SR1-01 programs are in place.

c. Units are not to begin diary input under the SR 1-01 programs until notified by their local MISSO. The SR Notice may also be downloaded from <http://www.missa.manpower.usmc.mil/>. Updates to will be posted under MISSA Broadcast.

d. Specific reporting instructions are contained in enclosures (1) through (4).

MCTFS SUPPLEMENT

1. **CHANGES FOR PERSONNEL TEMPO (PERSTEMPO)**. The National Defense Authorization Act (NDAA) for FY 2001 changed the method of determining eligibility for PersTempo High Deployment Per Diem. Under the new law, Marines are eligible to receive High Deployment Per Diem when deployed 401 days of the prior 730 days, vice the old rule based on 251 days of the prior 365 days. To support this change, the following modifications are being made to MCTFS:

a. The new 401 day 'gate' has been added to PERS TEMPO TRACK 112 REMARK and to the various PersTempo reports available in MCTFS.

b. Page three of the MCTFS 'TOUR' screen has been modified to include a 730 day counter. The 365 day counter has been retained. Both counters will be updated when TTC 323 is reported twice per month during each PUREX, and any time a transaction causes an adjustment to a 112 remark, or when a new 112 remark is built. The 365 day counter is referred to by the data element name "FIRST DEPLOYED TOTAL DAY QY". The 730 day counter is referred to by the data element name "SECOND DEPLOYED TOTAL DAY QY". Additionally, 401 day gate calculations have been added to the MCTFS 'DEPL' PersTempo planning tool screens.

c. PersTempo reporting for non-Marine Corps personnel will be limited to use of TTC 323 sequences 000, 003, or 006. This is because the Marine Corps only records PersTempo for non-Marine Corps personnel who are in fact supporting Marine Corps units. All TTC 323 sequences will remain reportable for Marine Corps personnel. Sequences 001, 004, and 007 are to be used to report PersTempo when Marines are serving with non-Marine Corps organizations.

d. The ACCUMULATED DEPLOYED TIME 122 REMARK and the associated D122/S122 screens will be deleted from MCTFS. Reporting of accumulated deployed time (ADT) was discontinued after SR 2-00. Marine Corps policy abolished the use of ADT for determining and adjusting overseas control dates effective 1 Oct 00.

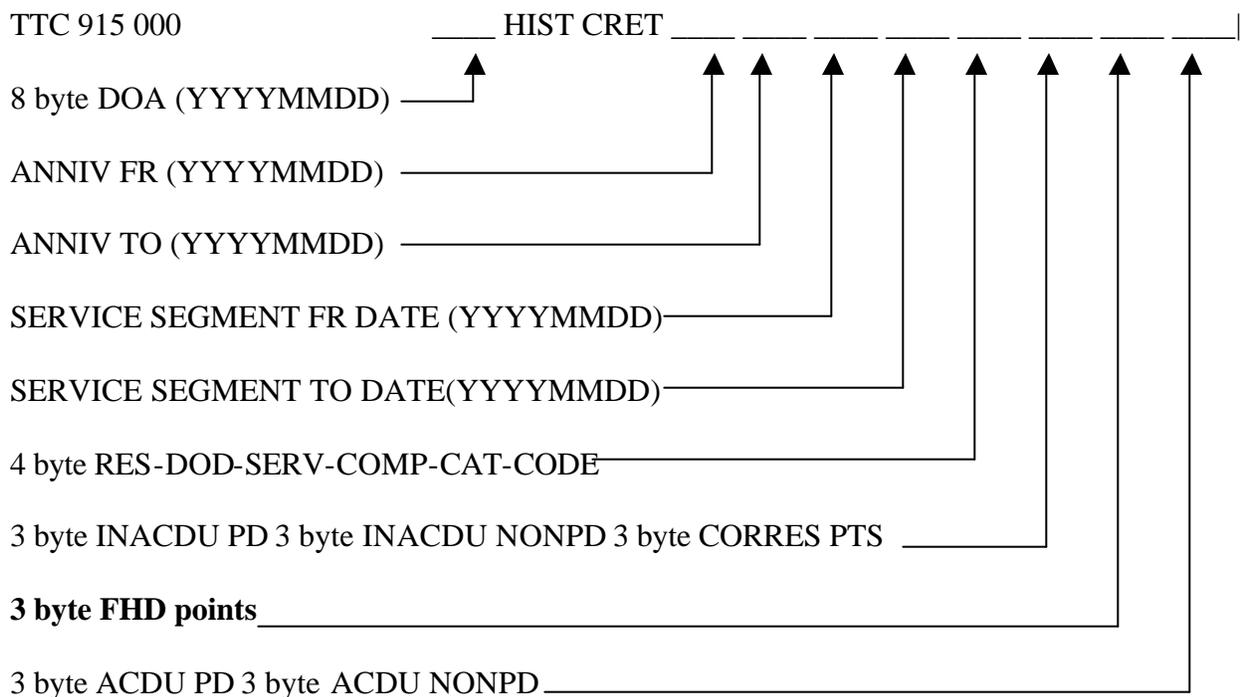
2. **FUNERAL HONORS DUTY ALLOWANCE (FHDA)**. To be eligible for FHDA, a reservist must perform two hours of inactive duty in support of funerals to honor deceased veterans. This allowance entitles the reservist to certain reimbursable travel expenses, a single inactive duty service credit point, and, effective 1 October 2000, authorizes members to be paid the amount of one drill or \$50.00, whichever is greater, when FHD is performed in an inactive duty status. (Refer to the DFAS Supplement, RPAAN 41-00, and MARADMIN 016/01.) TTC 841 000 has been created for the reporting of inactive Funeral Honors Duty (FHD). Reporting this statement will credit the member one retirement point. A FHD period is limited to one per calendar day and may not be performed in conjunction with any other IDT period (ATP, RMP, AFTP, REG), and is not subject to the 75 Inactive Duty points cap (MCTFS will be modified to support the new 90 inactive duty point cap during SR 2-01). The FHD points will be displayed on the Annual Retirement Credit Report (ARCR), the Career Retirement Credit Report (CRCR), and the D980 remark. Report as follows:

a. Reporting one daily FHD:

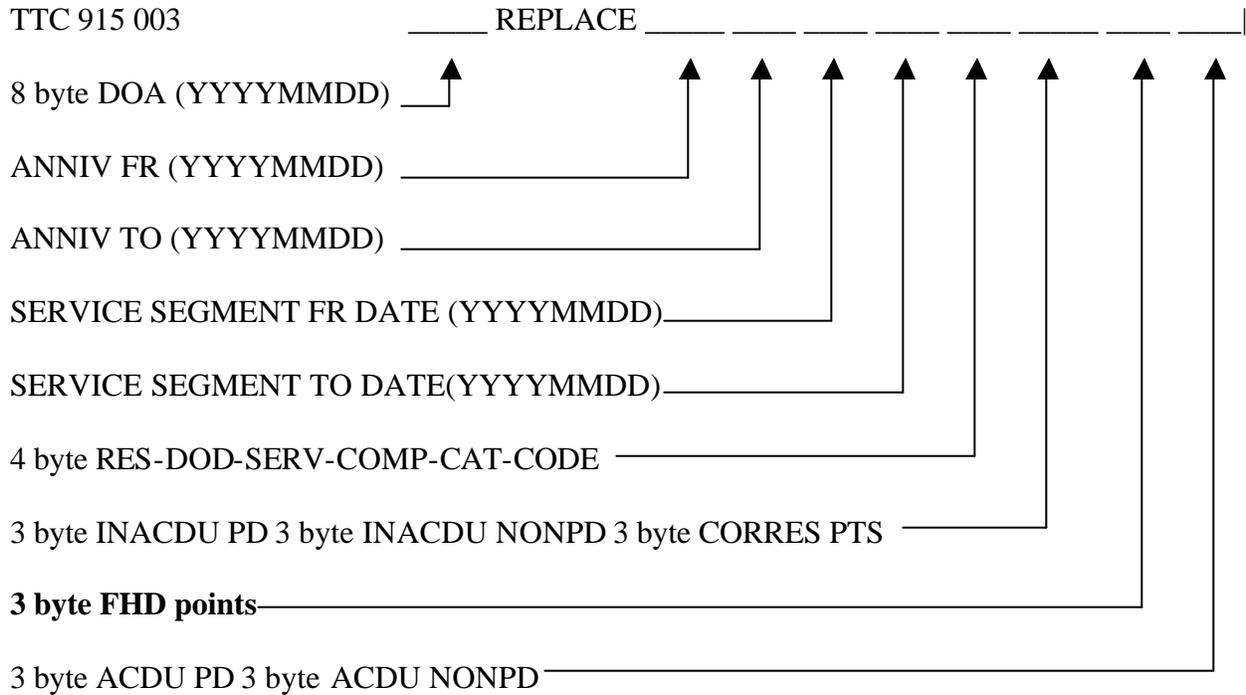


b. When a member performs FHD for which Active Duty Special Work (ADSW) orders are issued, report TTC 801 000, with a type code of 'H1'. (When ADSW orders are issued, pay and retirement points are awarded in the same manner as for any other period of ADSW.) See the MCTFSPRIM for further reporting instructions.

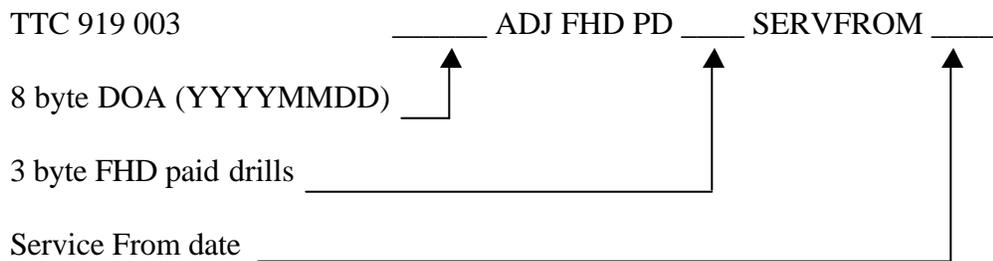
c. TTC 915, sequences 000 and 003, have been modified to allow for input of FHD points.



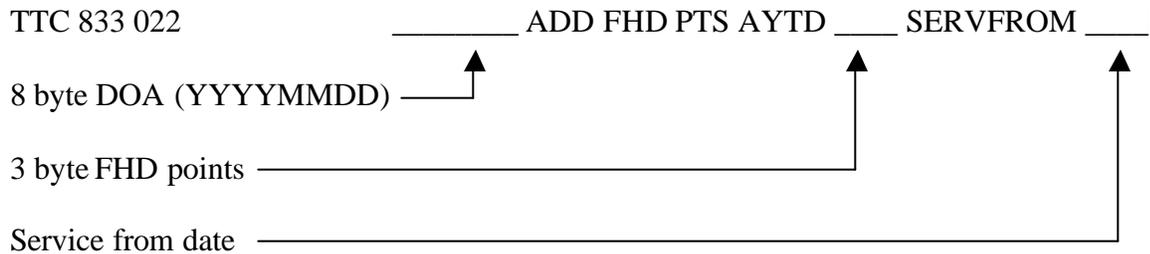
and



d. A new sequence has been created for TTC 919 to adjust FHD points in the service segment and is reportable by Higher Headquarter RUC's, HQMC, MISSO, and MCRSC only.



e. Two new sequences have been created for TTC 833 to add or subtract FHD points and are used for HQMC and MISSO input only:



MCTFS will keep the restriction code and period for the SCM. Consequently, if the NJP AWD is 20010901, a restriction code of '1' (3 months) will be established with a termination date of 20011130 since it exceeds the SCM restriction period.

4. **AUTOMATED PROMOTION PROCESS.** A new process will automatically generate promotion transactions into MCTFS for grades PFC through Sergeant whenever there is a select grade on file. If the member has a Promotion Restriction Status Code of 1 through 6, the automated process will not promote that member. These automated promotions will be executed during the first cycle of each month based on the prior month's Grade Select Routine (e.g., the 1 May automated promotions will be based on selections made by the Grade Select Routine of 24 April). The unit will receive an advisory for each of these members. If the member is selected, and the Commander does not promote the Marine, the Commander must take immediate action to report TTC 193, WILL NOT PROMOTE. Reporting units will only report TTC 052 for grades Private First Class through Sergeant when the automated process fails to detect a select grade (i.e., select grades generated after the first of the month as a result of the remedial promotion process and certain reserve promotions to PFC or lance corporal). This does not include meritorious student promotions. (see enclosure (2)).

5. **MODIFICATION OF CUTTING SCORE PROCESS.** The MCTFS 'CCOS' screen is being modified to show both the current and prior month's cutting scores. A new Print Option will allow users to print and distribute the information contained on the certified cutting score tables for the current and prior months. ODSE users may retrieve and distribute this information via email or other method. In addition, new reports are being created in INFOPAC to retain the prior 12 months' cutting scores from MCTFS. Reports for Composite Score Routine (CSR) for composite scores are TFCS0ACT (active), TFCS0RES (reserve), and TFCS0AR (active reserve). For Grade Select, reports are TFGS0ACT (active), TFGS0RES (reserve), and TFGS0AR (active reserve).

6. **PROJECTED COMPOSITE SCORE WORKSHEET CORRECTION.** The Projected Composite Score Worksheet is now available for reservists immediately after being released from active duty via MCTFS screen 'CCOS.'

7. **OFFICER CANDIDATE GRADE SUPPORT.** This project will correct pay grade vs. permanent grade problems for prior service officer candidates with a component code of 'C9.' There will be no need to administratively reduce a member returning to the Reserve establishment to reflect the correct grade.

8. **FAP POSTING CORRECTION.** This project will eliminate problems associated with processing a "FROM FAP" transaction prior to a "FAP TERM" transaction.

9. **MODIFICATION TO TTC 109 (COMPONENT CODE).** Officer Candidate School (OCS), RUC 30382, will now be able to report Component Code change from 'KP' to 'C9' and vice versa.

10. **PRIOR SSN POSTING FROM TTC 238 000.** This project will prevent the PRIOR SSN from posting when reporting a name change.

11. **AUTOMATED EXTRACT OF ACTIVE DUTY MILITARY PERSONNEL RECORDS GAIN TRANSACTION.** This project will cause proper update of DEERS and ACCPDS when INIT JOIN RUC__MCC__DU (TTC 022 007) is reported and the component code equals "C3."

12. **MODIFICATION TO TTC 004 (REENLISTMENTS).** TTC 004 has been modified to allow reporting a one-year length of enlistment.

13. **PLC LAWYER CLEAN UP.** This project will allow for processing of PLC Lawyer reserve records in Training Category Pay Group J, RUC 88874, in a manner similar to other Individual Ready Reserve records. This will allow reporting of transfers and the corresponding join to the IRR and to active duty but will not allow transfers to the SMCR, etc. MCTFS will also allow for reporting of manpower transactions such as name changes, physical exam date, address, telephone number, promotions, or drop entries. In addition, these lawyers are now eligible for tuition assistance.

14. **BAH STATUS CODE SUPPORT.** New codes have been created to assist in identifying individuals who are currently in Government Quarters and to identify those in receipt of BAH own-right, with dependents, partial, and BAH-DIFF. New data will be displayed on the 'DEPN' Screen in MCTFS. The BAH Quarters Codes and their definitions are shown below:

BAH NONE	= 'N'
BAH With Dependents	= 'W'
BAH Own-Right (Without Depns)	= 'O'
BAH Partial	= 'P'
BAH Difference	= 'D'
BAH Both Own Right/Difference	= 'B'
ADEQUATE QUARTERS	= 'A'
INADEQUATE QUARTERS	= 'I'
BAH II WITH DEPENDENTS	= 'Q'
BAH II WITHOUT DEPENDENTS	= 'R'

15. **ASSIGNMENT/RECEIPT OF MASTER ELECTRONIC SIGNATURE (MELSIG).** The 'Assignment Master Electronic Signature' letter and the 'Acknowledgement of Receipt' of the MELSIG have been re-written to support current policy changes.

16. **ACTIVE DUTY EAS COFG.** The transaction EAS COFG (TTC 081 000) will now fail if reported by a Reserve RUC.

17. **CLEAN UP FUTURE RUC.** When TTC 378 000 (Drop) is reported and no obligation to the USMCR exists, blanks will be posted to the Future RUC.

UD/MIPS SUPPLEMENT

1. The following is a list of pre-existing software deficiencies that have been corrected:

a. **Morning Report**: The Morning Report module has been completely removed from UD/MIPS with this release.

b. **RED Address**: This problem identified RED addresses not being displayed correctly in the MIPS Module, View Members, and Record of Emergency Data screens. The MIPS Module, View Members, and Record of Emergency Data pages 1 through 4 were modified to correctly display long addresses (City, State, ZIP). Additionally, the Record of Emergency Data Report was modified to display this field correctly.

c. **Good Conduct Medal Certificate**: This problem identified deficiencies related to the Good Conduct Medal Certificate (NAVMC 71) within the Intelligent Forms Module. The Good Conduct Medal Certificate (NAVMC 71) was modified, removing the words 'U.S.M.C' and 'Commanding'. The field component and title were added to the input screen, with the default for the component field being 'USMC'. This field will be editable, and the changed value will become the default value for new certificates. The default value for the title field will be 'Commanding'. Additionally, this modification placed the new fields at the designated locations on the Good Conduct Medal Certificate (NAVMC 71). In addition to the NAVMC 71 enhancements, the English descriptions were added to the following forms:

- | | |
|-----------------|--------------|
| (1) DD_1561 | FSA |
| (2) DD_216_MC | Prom Warrant |
| (3) NAVMC_10522 | Comrats |
| (4) NAVMC_10592 | SMCR Medal |
| (5) NAVMC_10922 | BAH App |
| (6) NAVMC_11116 | MPO |
| (7) NAVMC_11200 | Res MPO |
| (8) NAVMC_71 | GCM |

d. **Slow Courier Process**: This problem identified that the Make Courier process was slow when the Unit Diary contained transfer or drop transactions. The Make Courier process was

Enclosure (2)

modified to allow for more timely processing of Unit Diaries containing these types of transactions.

e. **EDFR Tracking Report**: This problem identified the inability for the EDFR Module within UD/MIPS to track all EDFR(s) for a given RUC. The EDFR tracking report was created within the EDFR Module to allow this functionality.

f. **UDMIPS Server Error**: This problem identified that when more than 40 users were actively using UD/MIPS (LAN Based Version), a Database Connection Error (BC121) was received. The UD/MIPS database was modified to allow 200 users to be logged in with full access to UD/MIPS.

g. **Passing Bad Data for TTC 499**: Bad data was being generated and sent to the mainframe for TTC 499 transactions. The UD/MIPS process was modified to eliminate the passing of the hex data in encoded-data-text.

h. **Pers Tempo**: This problem identified that the field DEPLOYED-TOTAL-DAY-QTY was only visible within Impromptu. The MIPS Module, View Members, and Reports were modified, adding the field "DEPLOYED-TOTAL-DAY-QUANTITY" to the Service Report located on Page 4 and to the Monthly Management Report.

i. **Work Group Assignment**: Previously, the Work Group Assignment (WGA) process within the EDFR Module was not working properly. The EDFR WGA process was modified to allow the "Apply" button to function properly. Additionally, the WGA window was modified to display the correct title.

j. **Weight Control Status/Occurrences**: The weight control data contained on the MCTFS, ODSE, and UD/MIPS does not match. UD/MIPS and ODSE weight control data elements were modified to match the data contained in MCTFS.

k. **Uninstall UDMIPS**: This problem identified that after installation of the SRS1 Update of the UD/MIPS, the software could no longer be uninstalled via traditional methods. UD/MIPS was modified to allow proper install/uninstall procedures by using the ADD/REMOVE programs, regardless of whether an update to the software is resident.

l. **TRECON Version Warning**: This problem identified that after installation of the SRS1 Update of the UD/MIPS the TRECON Version Warning was being displayed every time a TRECON was reconciled. The Version Warning prompt was modified to allow proper functionality of the TRECON process.

m. **UD/MIPS Server Version Login**: This problem identified a security breach within the Server Version of UD/MIPS. The UD/MIPS software was modified so when the user clicks "X"

to close the UD/MIPS Login box after receiving an ELSIG error, the user is then unable to gain access to the system.

2. The following functionality has been added to the UD/MIPS software during Software Release 1-01 (SR 1-01):

a. **Hardship Duty Pay (HDP)**: Refer to enclosure (3) of SR Notice JAN-01S for reporting instructions. **NOTE: Members cannot be in receipt of both HDP and Career Sea Pay.** The following modules were modified within UD/MIPS concerning HDP for this release:

(1) **Unit Diary**: The following TTC(s) were added or modified:

(a) TTC 125 002: CHEK HDP-L

(b) TTC 125 003: CRED HDP-L

(c) TTC 136 001: START HDP-L

(d) TTC 175 001: STOP HDP-L ED YYYYMMDD

(e) TTC 125 004 prompts were modified as follows:

1 FR-DATE prompt was changed to FROM DATE.

2 TO-DATE prompt was changed to reflect TO DATE.

(2) **MIPS**: Two fields were added to the UD/MIPS MIPS Module, View Members Pay/Dependent located on Tab 1:

(a) HDP CODE: Hardship Duty Pay Type Code.

(b) HDP LOCATION: Hardship Duty Pay Location Code.

(3) **Impromptu**:

(a) Four new data elements were added to the Entitlements Information Folder:

1 HARDSHIP_DUTY_COUNTRY_CD

2 HARDSHIP_DUTY_COUNTRY_ID

3 HARDSHIP_DUTY_CITY_ID

4 HARDSHIP_DUTY_TYPE_CODE

(b) The following tables were added:

1 LK_HARDSHIP_DUTY_PAY_55

2 LKV_HARDSHIP_DUTY_LOC_55

(c) The following tables were modified:

1 TTC_DESCRIPTION

2 TTC_PROMPTS_DESCRIPTION

3 ENTITLEMENTS_INFORMATON

b. **Eliminate the Input of Basic Allowance for Subsistence (BAS) Start and Stop Times:**
The following modules were modified within UD/MIPS for this release:

(1) **Unit Diary:** The following TTCs (21) were modified: TTC 137 000, Start Comrats; TTC 138 000, Stop Comrats; TTC 142 000, Start BAS; TTC 143 000, Stop BAS; TTC 166 000, Start Comrats while TAD; TTC 167 000, Stop Comrats while TAD; TTC 167 001, Stop Comrats while TDY; TTC 290 000, Stop Emergency Subs; TTC 371 000, Start Field Rations; TTC 371 001, Start Govt Mess Rations; TTC 372 000, Stop Field Rations; TTC 372 001, Stop Govt Mess Rations; TTC 195 000, Check TAD Rations; TTC 196 000, Check Comrats; TTC 289 000, Start Emergency SUBS; TTC 325 000, Credit TAD Rations, TTC 375 000, Check Field Rations; TTC 375 001, Check Govt Mess Rations; TTC 898 000; TTC 898 001; TTC 374 001, Credit Govt Mess Rations.

(2) **Impromptu:** The following tables were modified:

(a) TTC_PROMPTS_DESCRIPTION

(b) TTC_PROMPTS

c. **Servicemans' Group Life Insurance:** Refer to enclosure (4) of this SR Notice for reporting instructions. The following modules were modified within UD/MIPS for this release:

(1) **Unit Diary:** The following TTCs and descriptions were added:

- (a) TTC **309** 029, SGLI 21 (\$210,000)
- (b) TTC 309 030, SGLI 22 (\$220,000)
- (c) TTC 309 031, SGLI 23 (\$230,000)
- (d) TTC 309 032, SGLI 24 (\$240,000)
- (e) TTC 309 033, SGLI 25 (\$250,000)
- (f) TTC **804** 021, SGLI 21 (\$210,000)
- (g) TTC 804 022, SGLI 22 (\$220,000)
- (h) TTC 804 023, SGLI 23 (\$230,000)
- (i) TTC 804 024, SGLI 24 (\$240,000)
- (j) TTC 804 025, SGLI 25 (\$250,000)

(2) **Intelligent Forms**: The new \$250,000 Servicemans' Group Life Insurance (SGLV 8286) form was added to the Intelligent Forms Module. Refer to MARADMIN 130/01, PAAN 016-01, and RPAAN 08-01 for further information. Also, the Revised SGLV 8286 will be available 1 April 2001 on the Department of Veteran's Affairs website at WWW.INSURANCE.VA.GOV. This form can be completed and downloaded or printed directly from the web site.

d. **Added TTC(s) to Start, Stop and Credit Personnel Tempo Per Diem Allowance**: Refer to enclosure (4) of this SR Notice for reporting instructions. The following module was modified within UD/MIPS for this release:

- (1) **UNIT DIARY**: The following TTCs were created:
 - (a) TTC 438 000, Start Personnel Tempo Per Diem Allowance
 - (b) TTC 438 001, Stop Personnel Tempo Per Diem Allowance
 - (c) TTC 438 002, Credit Personnel Tempo Per Diem Allowance

e. **Career Status Bonus (CSB) Payment and Recoupment**: Refer to enclosure (4) of this SR Notice for reporting instructions. The following modules were modified within UD/MIPS for this release:

(1) **Unit Diary**: The following TTCs were created:

(a) TTC 005 000, Career Status Bonus

(b) TTC 005 001, Recoupment of Career Status Bonus

(2) **Impromptu**: These columns were added to MEMS-INFO(CUDDDB010) in CUDDDB by TFS:

(a) Column Career-Status-Bonus-Elect-CD

(b) Column Career-Status-Bonus-Elect-DT

f. **Modified TTC's 260 and 261 for Starting and Stopping Foreign Language Proficiency Pay**: Refer to enclosure (4) of this SR Notice for reporting instructions. The following module was modified within UD/MIPS for this release:

(1) **Unit Diary**: The following TTC(s) were created:

(a) TTC 260 000, Start FLPP Language Category

(b) TTC 260 001, Start FLPP Category

(c) TTC 261 000, Stop FLPP Language

g. **Funeral Honors Duty (FHD) Allowance**: Refer to enclosures (1) and (4) of this SR Notice for reporting instructions. The following modules were modified within UD/MIPS for this release:

(1) **Unit Diary**: The following Reserve TTC(s) were Created or Modified for this release:

(a) TTC 841 000, Funeral Honors Duty. This new TTC is reserve input only. Refer to Page 1, enclosure (1) of this SR for further reporting instructions.

(b) TTC 833 022, Add FHD PTS. This TTC allows the adding of FHD points for prior years.

(c) TTC 833 023, Subtract FHD PTS. This TTC allows the subtracting of FHD Points for prior years.

(d) TTC 919 003, Adjust Inactive Duty FHD PTS. This TTC allows the adjustment of FHD PTS for service segments.

(e) TTC 915 000, HIST CRET, was modified to provide a field for the input of FHD points.

(f) TTC 915 003, Replace, was modified to allow the replacement of the HIST CRET information to accommodate the FHD point Field.

(2) **MIPS**: FHD is added to the IDT types drop down list within the Unit Muster Sheet under MIPS Reports.

(3) **Impromptu**: The FHD is not available through the Impromptu module but is available on the member's ARCR and CRCR screens in MCTFS.

h. **Enlisted Restricted Promotions/Ineligibility for Promotion**: Refer to enclosure (1) of this SR Notice for reporting instructions. The following modules were modified within UD/MIPS for this release:

(1) **Impromptu**:

(a) PROM-RESTR-STATUS-CD was added to the personal information catalog folder.

(b) PROM-RESTR-TERM-DT was added to the personal information catalog folder.

(2) **MIPS**:

(a) The following reports were modified to display the RESTR STATUS CODE and RESTR TERM DATE data elements:

1 PFC Eligible, LCPL Eligible, CPL Eligible, and SGT Eligible reports

2 Personnel with Composite Scores report

3 Personnel without Composite Scores report

4 Basic Individual Record (BIR)

(b) The following view members screens were modified:

1 Page 1 of the Service Report, View Members Screen, will display the RESTR STATUS CODE and RESTR TERM DATE. Additionally, the EDA, EDD, FMCC, PTCB, and DCTB were removed from this page.

2 Page 4 of the Service Report, View Members Screen, was created and will display the EDA, EDD, FMCC, PTCB, and DCTB previously displayed on page 1.

i. **BAH Status Code Support**: Refer to enclosure (1) of this SR Notice for reporting instructions. The following modules were modified within UD/MIPS for this release:

(1) **Impromptu**:

(a) LK_BAH_71_90_10 lookup table was added to the look-up code table's catalog folder.

(2) **MIPS**:

(a) The report "Comrats, No Quarters" report was modified to read "Members with Comrats/BAH/Govt Qtrs". This report is located under the Pay Inconsistencies and LES Folder. The new BAH code will be displayed under the "QTRS CODE" column of this report.

(b) The BAH DIFF field on Page 1 of the Pay/Dependent, View Members Screen was deleted. Additionally, the new BAH code will be displayed in the "Quarters Code" field.

j. **Correct "Assignment of Master Electronic Signature" Letter**: This project modified the Assignment of Master Electronic Signature letter and Acknowledgement of Receipt of the Master ELSIG contained within the UD/MIPS Master ELSIG software and Online Diary System (OLDS). Refer to enclosure (1) for further guidance.

k. **Changes for Pers Tempo**: Refer to enclosures (1) and (4) of this SR Notice for reporting instructions. The following module was modified within UD/MIPS for this release:

(1) **MIPS**:

(a) The following reports were modified.

1 The BIR, removed the ACCUM DEPLOY Time field.

2 The Personnel Tempo Report, Computation of Planned Deployment, and Monthly Management reports are located within the Personnel Tempo sub-folder under the Personnel Management folder. The above reports modified the following fields; renamed "Gate One (182

days)" to "Gate 182", "Gate Two (220 days)" to "Gate 220", "Gate Three (251 days)" to "Gate 251", and added "Gate 401". All null dates will be displayed as blank on these reports.

3 The Computation of Current Deployment report was renamed to 365 Day Computation of Current Deployment. To open this report, select the inclusive period of "365 Day" on the Computation of Current Deployment input screen.

4 Created a new report, named "730 Day Computation of Current Deployment." The data contained on this report will be calculated by the new 730 day deployment algorithm. To open this report, select the inclusive period of "730 Day" on the Computation of Current Deployment input screen.

5 The COMPUTATION OF PLANNED DEPLOYMENT report renamed the fields "First Day" to "365 First Day", and "Last Day" to "365 Last Day". Additionally, it added the fields "730 First Day" and "730 Last Day".

(b) The following View Members Screens were modified:

1 Page 2 of the Service View Members Screen removed the "Accum Deploy Time" field. Additionally, the fields "365 Deployed Total Day Quantity" and "730 Deployed Total Day Quantity" were added.

2 Page 2 of the Basic Individual Record, View Members Screen, removed the "Accum Deploy Time" field.

3 Page 4 of the Service Report, View Members Screen, renamed "Gate One (182 days)" to "Gate 182", "Gate Two (220 days)" to "Gate 220", "Gate Three (251 days)" to "Gate 251", and added "Gate 401".

1. **Collection Server.** This project modified the Make Courier, Track Courier, and Reconciliation processes within UD/MIPS. An Automated FTP Process (AFP) will be utilized to transmit courier files and TRECON files. This project will be implemented incrementally for designated units only. Additional units will have access to this process at a future date.

(1) **UD/MIPS Server Install.** The following modules were modified:

(a) The UD/MIPS Server Install was modified to automatically install the client software on the server. This will be used to speed up reconciliation times for larger units. Only the Common Utilities module and ELSIG module will be available on the server version of the software.

(2) **Common Utilities.**

(a) When implemented at your RUC, the reconciliation process will be modified to automatically accept and reconcile the unit's TRECON upon receipt from the collection server.

(b) The reconciliation log was created to maintain a list of all reconciliations on the CUDDB for a RUC. This feature will be available for all RUCs.

(3) **Unit Diary.**

(a) When implemented, the Make Courier process for the server version of UD/MIPS will be modified to transmit the courier file via secure FTP to the collection server, then transmitted to the Central Master File (CMF) for processing.

(b) The Track Courier process was modified to read the courier table and display all required FTP activity for the track courier report.

m. **Create Tickler File and Auto Generate TTCs for UD/MIPS Forms.** This project created the Tickler File module and modified the Intelligent Forms module. The NAVMC 3, Leave Authorization form was added, and TTC(s) will now be auto-generated from the following forms: NAVMC 3, Leave Authorization form; DD Form 216, Promotion Warrant; NAVMC 71, Certificate of Good Conduct; and NAVMC 10592, Selected Marine Corps Reserve Certificate. Additionally, a volume interface was added to the DD Form 216, Promotion Warrant.

Note: For detailed information concerning the tickler file process, please read the user manual.

(1) **Tickler File:**

(a) A new button was added to the navigator bar of UD/MIPS.

(b) A Tickler Alert window has been created to display a summary of all Tickler File entries due on or before the current system date. This window will be displayed when the user first logs into UD/MIPS by default. User preferences can be set to disable this tickler display window when a user logs in.

(c) The Tickler File frame can be accessed by the Navigator Icon or by the 'Go To Tickler' button on the Tickler Alert window. This is the starting point of all Tickler File entries. The Tickler File List will automatically be opened in the Tickler File frame if a user is logged in. The option to Import or Export the data contained in the tickler can be accessed through the Tools Menu button.

(d) The Tickler File List will display a summary of the Tickler File entries. The following data will be displayed: Tickler Date, SSN, Name, Stat, TTC, and Action Description. The user will be allowed to filter by the Tickler Date, List Entries, Show Completed Entries, or

Section. The following actions can be performed from this window: edit entries, add new entries, add entries to a diary, delete entries, and close the Tickler File List window.

(e) The Tickler File Detail window displays detailed information for a selected Tickler File entry. The following data will be displayed: SSN, Name, Tickler Date, Transaction Attached, Assigned to Section, Action Description, and Notes. The following actions can be performed from this window: save tickler entries, edit the diary entry (Preparer only), create a diary entry (Preparer only), delete the diary entry (Preparer only), add the diary entry to an open diary (Preparer only), change the current status of the tickler entry, and close the Tickler File Detail window.

(2) **Intelligent Forms** :

(a) **The NAVMC 3**, Leave Authorization form, has been added to the Intelligent Forms module. The following functionality is available for this form: create, save, edit, and print via the Intelligent Forms. Data for the blocks will be auto-populated from the CUDDDB when applicable. The Leave Authorization form can be printed in triplicate, with the Original, Mail Orderly, and CO's Copy displayed on the bottom right hand corner of the form. The following TTC(s) will be auto-generated based on the data inputted on the Leave Authorization form: TTC 115 020, Annual Leave; TTC 115 021, Emergency Leave; TTC 115 022, Sick Leave; TTC 115 023, Special Leave; TTC 115 025, Annual Leave OS area; TTC 115 026, Emergency Leave OS area; TTC 115 027, Sick Leave OS area; and TTC 115 028, Special Leave OS area.

(b) **DD Form 216**, Promotion Warrant was modified to allow a volume interface and new print options. The volume interface will allow the user to select multiple SSN(s) from the Selected Members search window. Currently, only the Promotion Warrant can select multiple SSN(s). The Select Grade has been added as a filter option in the Selected Members search window. When all members have been selected, a template for the DD 216 Promotion Warrant will be displayed. This will allow the user to input all common information. The common information will be populated on all subsequent forms when the "next" button is pressed. The members' data is auto-populated from the CUDDDB. The user can then input the remaining information. The user will have the ability to print the NCO Promotion Warrant with or without the NCO Chevron watermark background emblem. The following TTC(s) will be auto-generated based on the data input on the Promotion Warrant: TTC 052 003, Meritorious Promotion; TTC 335 000, Pro and Con Marks; TTC HIS 000, History Statement. (For information on reporting TTC 052 000, Regular Promotion, refer to enclosure (1); this is now included as part of the Automated Promotion Process.)

(c) **NAVMC 71**, Good Conduct Medal was modified to allow the auto-generation of TTC(s) based on the data entered on the form. The following TTC(s) will be auto-generated: TTC 140 001, Good Conduct Medal Date, and TTC 140 000, Award.

(d) **NAVMC 10592**, Selected Marine Corps Reserve Medal was modified to allow the auto-generation of TTC(s) based on the data entered on the form. The following TTC(s) will be

auto-generated: TTC 140 003, Selected Marine Corps Reserve Medal date and TTC 140 000, Award.

n. **Add Additional ELSIG Control Officer (ECO) ELSIG:** This project modified the ELSIG module, to allow the Commanding Officer's ELSIG the ability to assign more than one ELSIG Control Officer (ECO) for an individual RUC.

ODSE SUPPLEMENT

1. **ODSE**. The narrative list of changes to the Operational Data Store Enterprise for Software Release 1-01 are located at the following web sites.

- a. Albany: <https://smarts.matcom.usmc.mil/>
- b. Camp Butler: <https://smarts.okr.usmc.mil/>
- c. Camp Lejeune: <https://smarts.lejeune.usmc.mil/>
- d. Camp Pendleton: <https://smarts.cpp.usmc.mil/>
- e. MCB Hawaii <https://smarts.mcbh.usmc.mil/>
- f. Kansas City: <https://smarts.kct.usmc.mil/>

2. A listing of changes made to SR 2001-01-00 is located under the “ODSE” header.

DFAS SUPPLEMENT

1. SERVICEMAN'S GROUP LIFE INSURANCE (SGLI) COVERAGE INCREASE.

The standard SGLI coverage has been increased from \$200,000 to \$250,000 for all eligible Marines effective April 1, 2001. The premium cost of \$0.80 per \$10,000 coverage remains the same. Effective April 1, 2001, SGLI coverage will automatically be increased to \$250,000 (at monthly cost of \$20.00) for all active duty and ready reserve Marines (SMCR, IMA and MTU members) who are eligible for SGLI coverage. This includes those Marines who previously elected no SGLI coverage.

a. Upon completion of software release (SR) 1-01 the MCTFS will automatically increase the SGLI coverage (\$250,000) and cost (\$20.00) retroactive to April 1, 2001 for all eligible Marines. The increase in premiums retroactive to April 1, 2001, will be reflected in the May 15, 2001 pay day.

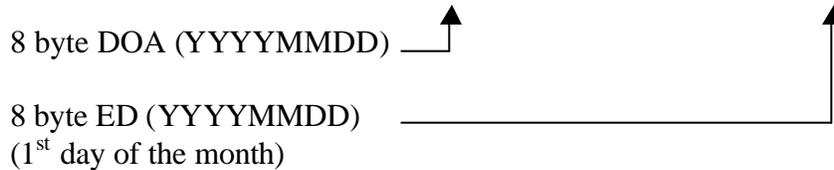
b. All Marines will be required to complete a new SGLV 8286 (April 2001 version) on or after April 1, 2001 but before July 31, 2001.

c. Active duty and reserve Marines (SMCR, IMA and IRR) with \$200,000 or less SGLI coverage on March 31, 2001, and desire not to have their SGLI automatically increased to \$250,000 effective April 1, 2001, will be given the opportunity during the period April 1-30, 2001, to elect reduced or no SGLI coverage. If the SGLI election change is made during the period April 1-30, 2001, Commanders will report the reduced or no coverage with an effective date of April 1, 2001. If the full premium is deducted from the marine's April pay days, the excess premium will be automatically refunded. Unit diaries can not be submitted for processing until after SR 1-01 has been completed. Commanders will have until June 5, 2001, U&E to report their SGLI changes. If a Marine makes an election after April 30, 2001, the Marine's reduced or no coverage must be reported by unit diary effective the first day of the month following the date of election.

d. Marines accessed to the MCTFS on or after April 1, 2001, will have their SGLI coverage established at \$250,000 until they elect to change their coverage. This includes IRR Marines assigned to active duty, who join an SMCR unit or join to an IMA billet on or after April 1, 2001. If these Marines elect to reduce or decline their SGLI coverage during April 2001, the Marine's reduced or no coverage election must be reported effective May 1, 2001. When electing reduced SGLI coverage less than \$250,000 during the period April 1-30, 2001, the retroactive rule to April 1, 2001, does not apply to Marines accessed during April 2001.

e. The following TTCs and Sequences have been added for reporting:

		<u>Description</u>
TTC 309 029	_____ SGLI TWENTYONE _____	(\$210,000)
TTC 309 030	_____ SGLI TWENTYTWO _____	(\$220,000)
TTC 309 031	_____ SGLI TWENTYTHREE _____	(\$230,000)
TTC 309 032	_____ SGLI TWENTYFOUR _____	(\$240,000)
TTC 309 033	_____ SGLI TWENTYFIVE _____	(\$250,000)
TTC 804 021	_____ SGLI TWENTYONE _____	(\$210,000)
TTC 804 022	_____ SGLI TWENTYTWO _____	(\$220,000)
TTC 804 023	_____ SGLI TWENTYTHREE _____	(\$230,000)
TTC 804 024	_____ SGLI TWENTYFOUR _____	(\$240,000)
TTC 804 025	_____ SGLI TWENTYFIVE _____	(\$250,000)



f. The following 5-digit numeric pay entitlement codes have been established for SGLI coverage \$210,000 through \$250,000.

Active Duty Marines:

	<u>Officer</u>	<u>Enlisted</u>	<u>Tax Code</u>	<u>Cost</u>
\$210,000 coverage	99400	99500	4	\$16.80
\$220,000 coverage	99401	99501	4	\$17.60
\$230,000 coverage	99402	99502	4	\$18.40
\$240,000 coverage	99403	99503	4	\$19.20
\$250,000 coverage	99404	99504	4	\$20.00

Reserve Marines on active duty:

	<u>Officer</u>	<u>Enlisted</u>	<u>Tax Code</u>	<u>Cost</u>
\$210,000 coverage	99600	99700	4	\$16.80
\$220,000 coverage	99601	99701	4	\$17.60
\$230,000 coverage	99602	99702	4	\$18.40
\$240,000 coverage	99603	99703	4	\$19.20
\$250,000 coverage	99604	99704	4	\$20.00

Reserve Marines (IMA and SMCR):

	<u>Officer</u>	<u>Enlisted</u>	<u>Tax Code</u>	<u>Cost</u>
\$210,000 coverage	57105	57205	4	\$16.80
\$220,000 coverage	57106	57206	4	\$17.60
\$230,000 coverage	57107	57207	4	\$18.40
\$240,000 coverage	57108	57208	4	\$19.20
\$250,000 coverage	57109	57209	4	\$20.00

Reserve partial (part-time, IRR and standby)

	<u>Officer</u>	<u>Enlisted</u>	<u>Tax Code</u>	<u>Cost</u>
\$210,000 coverage	58105	58205	4	\$21.00
\$220,000 coverage	58106	58206	4	\$22.00
\$230,000 coverage	58107	58207	4	\$23.00
\$240,000 coverage	58108	58208	4	\$24.00
\$250,000 coverage	58109	58209	4	\$25.00

One day Annual Muster Duty Coverage

	<u>Officer</u>	<u>Enlisted</u>	<u>Tax Code</u>	<u>Cost</u>
\$250,000 coverage	56166	56266	4	\$1.25

2. **PERSONNEL TEMPO PER DIEM ALLOWANCE (PERSTEMPO PER DIEM)**. A new PersTempo Per Diem (992 remark) has been created and provides reporting units the capability to start, stop, and credit PersTempo Per Diem. Under a new law, Marines are eligible to receive High Deployment Per Diem when deployed 401 days of the prior 730 days, vice the old rule based on 251 days of the prior 365 days, which takes effect October 1, 2001. This entitlement is in the amount of \$100 per day (High Deployment Per Diem). PersTempo Per Diem cannot be reported until October 1, 2001, and cannot be reported until the entitlement has been earned.

a. Report the following statement to start PersTempo Per Diem:

TTC 438 000 STRT PERSTEMPO PER DIEM _____|

8 byte ED (YYYYMMDD) _____↑

Note: Has delete-as-erroneous capability for individual and group entries.

b. Report the following statement to stop PersTempo Per Diem:

TTC 438 001 STOP PERSTEMPO PER DIEM _____|

8 byte ED (YYYYMMDD) _____↑

Note: Has delete-as-erroneous capability for individual, group and event entries. This entry may be future dated not to exceed seven days.

c. Report the following statement to credit PersTempo Per Diem:

TTC 438 002 CRED PERSTEMPO PER DIEM _____ TO _____|

8 byte from date (YYYYMMDD) _____↑

8 byte to date (YYYYMMDD) _____↑

Note: Has delete-as-erroneous capability for individual and group entries.

NEW NUMERIC PAY ENTITLEMENT CODES FOR PERSTEMPO PER DIEM.

	<u>Officer</u>	<u>Enlisted</u>	<u>Tax Code</u>
Active Duty Marines	30001	30021	1,4
Reserve Marines on active duty	30042	30062	1,4
Reserve Marines	58102	58202	1,4

3. **CAREER STATUS BONUS (CSB) REPORTING.** Effective 1 October 2001, service members (enlisted and officer), if eligible, must make have the choice of remaining subject to the provisions of the High-3 Retirement System or electing CSB. The Commanding Officer is required to notify eligible Marines at 14 years and six months of service. The High-3 Retirement System is equal to 50 percent of average basic pay during the member's final three years of service. CSB is a one-time lump-sum payment of \$30,000 and, upon eligibility, retired pay equal to 40 percent of average basic pay during the member's final three years of service with cost-of living adjustments capped at 1 percent below inflation. The bonus is taxed at 28 percent for FITW and the appropriate SITW percentage for one-time entitlements (if the member is not entitled to tax exclusion for service in a designated area). When reporting CSB, a member's Date of Original Entry Armed Forces (DEAF) must be after July 31, 1986, or the entry will fail. The CSB payment will be displayed in the 993 Remark for those who are paid. Members who elect the \$30,000 lump sum CSB must execute a written agreement to remain on continuous active duty for five years after the completion of fifteen years of active duty. If a member fails to serve twenty years of continuous active duty, the member must repay that portion of the CSB for time not served. At 14 years and six months of service, the member will receive an LES-generated remark notifying them of eligibility. For further information and eligibility requirements regarding CSB, visit the following web sites:

(1) To report a CSB credit amount:

TTC 500 000 CRED CAREER STATUS BONUS \$ _____ |
 Dollar amount to be credited _____ ↑ ↑
 8 byte ED of credit (YYYYMMDD) _____

(2) For reporting an additional CSB recoupment amount:

TTC 500 001 CHECK CAREER STATUS BONUS \$ _____ |
 Dollar amount to be checked _____ ↑ ↑
 8 byte ED of checkage (YYYYMMDD) _____

NEW NUMERIC PAY ENTITLEMENT CODES FOR CSB

	<u>Officer</u>	<u>Enlisted</u>	<u>Tax code</u>
Active Duty Marines	19002	29002	1,4,5
Reserve Marines on active duty	31190	31300	1,4,5

4. **MODIFICATION TO THE MCTFS LEAVE AND EARNINGS STATEMENT (LES).**

The LES was modified by posting the following entitlements:

- a. The BAH zip code will post to block 37 of the LES.
- b. A new block, 66, was added to post the Armed Forces Active Duty Base Date (AFADBD).
- c. A new block, 67, was added to post the Date of Entry Armed Forces (DEAF).
- d. Descriptive titles and amounts have been added for Marines receiving Overseas Allowance (OHA), as follows:
 - (1) OHA W/Depns
 - (2) OHA W/O Depns
 - (3) OHA W/O Depns, Service Spouse

- (4) OHA W/O Depns, Sharer
- (5) OHA W/Depns, Sharer
- (6) OHA W/O Depns, non-command sponsored.

e. A descriptive title for female clothing allowance at recruit training has been added as a one-time non-taxable entry.

5. **FOREIGN LANGUAGE PROFICIENCY PAY (FLPP).** Entitlement to FLPP for Marines occupying linguist billets is generated by the processing of Foreign Language Proficiency Scores. CMC (CRT) will be notified if a Marine's FLPP does not commence after processing.

a. HQMC may extend, and then terminate, the payment of FLPP for Marines who are assigned to linguist MOS's, but who are unable to retake the DLPT due to demanding service related circumstances.

TTC 260 000 START FLPP LANG___ CATEGORY___AMT___FROM___TO___|

TTC 261 000 STOP FLPP LANG___ED___|

b. HQMC may award, then terminate, FLPP entitlement to Marines who maintain proficiency in a foreign language, but who are not assigned to a linguist MOS.

TTC 260 001 START FLPP CATEGORY___FROM___TO___|

6. **FUNERAL HONORS DUTY.** Effective 1 January 2000, Marines of the Ready Reserve (SMCR, IMA and IRR) are entitled to \$50.00 for a minimum of 2 hours FHD. Effective 1 October 2000, Reserve Marines are authorized to be paid the amount of one drill or \$50.00, whichever is greater. However, members cannot receive both, and once processed, the MCTFS will automatically pay the greater amount. Refer to RPAAN 41-00. Refer to enclosure (1) of this notice for reporting instructions of FHD.

NEW NUMERIC PAY ENTITLEMENT CODES FOR FUNERAL HONORS DUTY (FHD)

	<u>Officer</u>	<u>Enlisted</u>	<u>Tax code</u>
Funeral Honors Duty (FHD)	55125	55225	1,4

7. **MONTGOMERY GI BILL ENROLLMENT FOR CERTAIN VEAP PARTICIPANTS.** Eligible members who have used some of their entitlements under the Veterans Education Assistance Program (VEAP) may elect to enroll in the Montgomery GI Bill (MGIB) program. They are entitled to a total of not more than 48 months of federally legislated educational benefits. If a service member used 18 months of benefits under VEAP, he/she would still qualify

for 30 months of benefits under the MGIB. Regardless of the amount of benefits remaining, an election to enroll under this provision requires a \$2,700.00 contribution. For a service member to determine the amount of VEAP benefits used, they may contact the Department of Veterans Affairs at 1-888-442-4551 or <http://www.gibill.va.gov/education>.

a. VEAP participants have the option, until 31 October 2001, to convert their VEAP benefits to MGIB if they:

- (1) Initially entered the service between 1 January 1977 and 30 June 1985.
- (2) Were enrolled in VEAP on or before 9 October 1996.
- (3) Were on continuous active duty from 9 October 1996 through 1 April 2000.
- (4) Completed a high school diploma or equivalency prior to applying for benefits.
- (5) Have received an honorable discharge or separation from active duty.

b. All former VEAP participants must make a mandatory, irrevocable decision to either enroll or decline enrollment in the MGIB program. VEAP participants will be identified on listings provided by HQMC (MRV) to all base education centers and to DFAS PMCRAF/KC. The base education officer will notify all eligible Marines of this conversion opportunity. A Marine appearing on the list will be considered eligible. Inquiries regarding the eligibility for a Marine not appearing on the list and inquiries for other complex cases may be directed to DFAS PMCRF/KC, at DSN 465-7050 or commercial (816) 926-7050.

c. The base education office will counsel and guide all eligible Marines through the completion of the following forms:

- VA form 5281 or 24-5281 (VEAP disenrollment/refund form)
- DD form 2366 (Montgomery GI Bill Act of 1984)
- Method of Payment Memo
- Counseling Form

d. VEAP participants must request disenrollment/refund from VEAP prior to enrolling in the MGIB, but do not have to necessarily receive their VEAP refund prior to MGIB enrollment. The education office will telefax the executed VA form 5281 or 24-5281 to DFAS PMCRAF/KC, DSN 465-3129 or commercial (816) 926-3129.

e. DFAS PMCRAF/KC will process all VEAP disenrollment requests and then forward the VA form 5281 or 24-5281 to the VA for refund processing. VEAP refunds will be made directly to Marines by the VA.

f. METHODS OF PAYMENT FOR MGIB ENROLLMENT. Marines may elect the following method of payment: (**NOTE:** Payments made/deducted will reduce a Marine's taxable wages.)

(1) A lump-sum payment of \$2,700.00.

(2) Combination of a lump-sum payment (e.g., \$700.00 or \$1,000.00) and a monthly pay deduction payable in 18 months or less.

(3) Installments payable in 18 months. (The minimum monthly installment amount is \$150.00.)

g. LUMP-SUM CONTRIBUTIONS OF \$2,700.00.

(1) VEAP participants, who elect to participate in the MGIB program, will have all the required documents completed as stated above before forwarding the package to their servicing Disbursing Officer/Finance Officer. When the Marine elects enrollment in the MGIB program with a lump-sum payment of \$2,700.00, payment may be made by cash, bank draft, certified check, or money order made payable to the U.S. Treasury. Personal checks **WILL NOT** be accepted. The Method of Payment Memo prepared by the base education office must state that the Marine agrees to make a \$2,700.00 lump-sum contribution. The education office must ensure the Marine is provided a copy of the package.

(2) Commanding Officers are not required to report any unit diary entries on Marines who elect to convert their educational benefits from VEAP to MGIB. The required entries (TTC 513/000 (CRED CASH DEP) and TTC 693/003 (CHECKAGE TAX CODE 3) will be run by Disbursing Officers/Finance Officers/DFAS KC. (Refer to PAAN 14-01 for additional information.)

h. PARTIAL LUMP-SUM PAYMENT AND MONTHLY INSTALLMENT AMOUNT PAYABLE IN 18 MONTHS OR LESS.

(1) VEAP participants who elect to participate in the MGIB Program are to have all of the required documents completed (as indicated in PAAN 14-01) before forwarding the package to the DO/FO. When a Marine elects enrollment in the MGIB program and is going to make a partial lump-sum payment (e.g. \$700.00 or \$1,200.00) and a monthly installment amount, CO's are to follow the procedures stated in PAAN 14-01.

(2) The Method of Payment Memo prepared by the base education office must state both the partial lump-sum payment amount and the monthly pay deduction amount payable in 18 months or less agreed to by the Marine. The Marine must be provided a copy of the package.

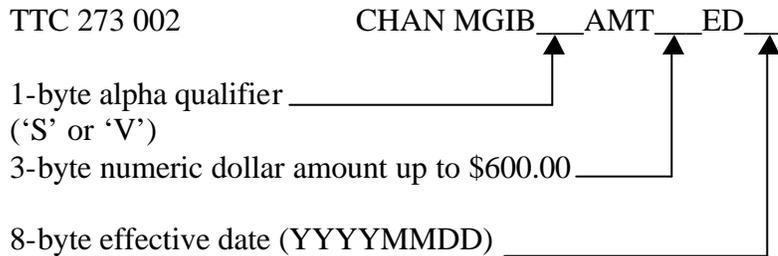
(3). DO's/FO's are not to report any diary entries for partial lump-sum payments, but are required to follow the procedures stated in PAAN 14-01. The monthly deduction amount requested by the Marine will be reported by DFAS-PMCRAF/KC.

Note: For Marines who are going to be discharged/separated, a lump-sum payment cannot be withheld from a Marine's final settlement. A cash deposit must be made and a DD Form 1131 must be prepared.

i. When a Marine elects to make monthly payments within 18 months, the Method of Payment Memo prepared by the base education office must state the monthly deduction amount that the Marine agrees to. Completed MGIB packages sent to DFAS-PMCRF/KC will be forwarded by a transmittal letter showing the Marine's name and SSN to DFAS-KC, Director, Military Pay Operations,(PMCRF) Kansas City, MO 64197-00001. Do not forward the package to your servicing DO/FO.

j. A Marine must have at least 18 months of active duty remaining when electing the \$150.00 minimum payment option. If a member is due to retire within 18 months and will not be able to complete the full \$2,700.00 contribution, the member is to contact the VA to make arrangements for deductions from their retired/retainer pay.

k. The following TTC/sequence will be used to report MGIB conversion from VEAP and MGIB supplemental contributions up to \$600.00:



NOTES:

a. A code of 'S' (Supplemental) will be utilized for the supplemental contribution amount, up to \$600.00. Visit <http://www.gibill.va.gov/education> for further information on MGIB supplemental contributions.

b. A code of 'V' will be restricted to DFAS/KC input only, for those members converting VEAP enrollments.

8. **PAY THE EXACT AMOUNT (CENT AMOUNT).** This allows DD/EFT payments to be paid in cent amounts when TTC 699 (EFT Payments) is reported and processed. This will allow the DO/FO to zero-balance a member's pay account prior to separation.