



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

IN REPLY REFER TO:
1080
MI
3 Oct 02

From: Commandant of the Marine Corps

Subj: MARINE CORPS TOTAL FORCE SYSTEM (MCTFS) SOFTWARE RELEASE
(SR) NOTICE 2-02

Encl: (1) MCTFS SR Notice 2-02

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 P1080.40C (MCTFSPRIM). All organizations which submit unit diaries are required to maintain this Notice until such time as the changes are incorporated into the MCTFSPRIM. This Notice contains operating instructions and guidance affecting personnel and pay matters for all officers and enlisted Marines.

P. D. BENNETT
By direction

Distribution:

COMMARFORLANT
COMMAFORPAC
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-KC
Dir, MISSA, MCSA

Subj: MARINE CORPS TOTAL FORCE SYSTEM (MCTFS) SOFTWARE RELEASE
(SR) NOTICE 2-02

OIC, MCAAT, MCB Camp Lejeune, NC
OIC, MCAAT, MCB Camp Pendleton, CA

Copy to:
Dir, Fiscal Division, P&R, HQMC (RFL)

1080
MISSA
3 Oct 02

MCTFS SOFTWARE RELEASE NOTICE 2-02

Ref: (a) MCO P1080.40C (MCTFSPRIM)
(b) MCO P1080.20M (MCTFSCODESMAN)
(c) DFAS Kansas City MO MSG DTG 271025Z Sep 02
(d) CMC MIF PAA 04-02 MSG DTG 191352Z Sep 02

Encl: (1) MCTFS/UD/MIPS/ODSE/DFAS SUPPLEMENT

1. **BACKGROUND.** This Software Release Notice provides information to personnel and finance 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) 2-02.
2. **GENERAL.** This MCTFS Software Release Notice is directive in nature, and is an interim, unnumbered change to references (a) and (b), and may affect other manuals; e.g., APSM. **All active and Reserve reporting units and all HQMC agencies which 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 the current version of the UD/MIPS software or OLDS and transmitted **no later than 1800 Wednesday, 16 October 2002**, central time for processing. U&E will be changed accordingly, and the field will be notified under separate correspondence. The common transaction layout within SR 2-02 will prevent diaries and payrolls in the old format from being recognized and or processing. **Transactions under the SR 1-02 format are not to be submitted and will not be pulled into the MCTFS cycle for processing.**
 - b. Unit diaries prepared on UD/MIPS must be submitted in sufficient time to process in the last cycle under the SR 1-02 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 SR 2-02 programs are in place.
 - c. Units are not to begin diary input under the SR 2-02 programs until notified by the local MISSO via email. Additionally, the SR Notice may also be downloaded from the MISSA Website at <http://www.missa.manpower.usmc.mil/> (SR Information section). Updates to the SR Notice as well as additional information concerning the SR Implementation, will be posted to the MISSA Website under "SR Information".
 - d. The MCTFS APSM will be available during the week of October 14, 2002, at

Enclosure (1)

<https://dfas4dod.dfas.mil/centers/dfaskc/library/userguid/722031R>. Printed copies, requested through the Marine Corps Directives System, will follow.

e. Effective 1 October 2002, the electronic MCTFSPRIM, located at www.missa.manpower.usmc.mil, is the official source for personnel reporting instructions. This electronic manual will be continuously updated and the changes published to the link at the end of every month. If you download or print the manual you will be able to view a Summary of Changes page published as required. This Summary of Changes page will contain all of the changes to the electronic manual.

f. An administrative change to the MCTFSPRIM is forthcoming. The administrative policy contained in the MCTFSPRIM (i.e., Chapter 1) will be maintained in a revised Marine Corps Order, directive in nature. The remaining chapters of the MCTFSPRIM will become a Users Manual and be incorporated with the UD/MIPS, ODSE, and DBUM Users Manuals. This new, all-encompassing Users Manual will be published and updated electronically as required, similar to the process outlined above with the current MCTFSPRIM.

g. Specific reporting instructions are contained in the enclosure.

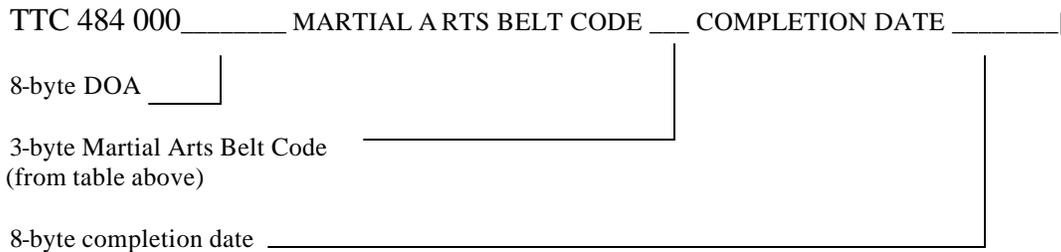
MCTFS/UD/MIPS/ODSE/DFAS SUPPLEMENT

1. **MARTIAL ARTS**. A new TTC has been created to report different levels of martial arts achievements in accordance with the Marine Corps Martial Arts Program (MCMAP). The accession process for both Reserve and Active components will post a Martial Arts Belt Code of ‘MMA’ (Not Trained) on all new joins. A new remark (146 remark) has been created to maintain the history of each belt achieved by posting the level of belt earned, the training completion date, and the recertification date, when applicable. Additionally, martial arts achievements will be displayed in MCTFS on the ‘TBTR ‘and ‘TRNG’ Screens. Delete as erroneous may be used for both transactions; however, delete/add may be reported only to change the completion or recertification dates. The Valid Martial Arts Belt Codes are as follows:

	MMA	Not Trained
	MMB	Tan Belt
	MMC	Gray Belt
	MMD	Green Belt
*	MME	Green Belt, Instructor
	MMF	Brown Belt
	MMG	Brown Belt, Instructor
	MMH	Black Belt, 1 st degree
	MMJ	Black Belt, 1 st degree, Instructor
*	MMK	Black Belt, Instructor Trainer
	MMM	Black Belt, 2 nd degree
	MMN	Black Belt, 3 rd degree
	MMP	Black Belt, 4 th degree
	MMQ	Black Belt, 5 th degree
	MMR	Black Belt, 6 th degree
	MMS	Chief Instructor

* Must be reported initially with TTC 097 000 School Complete.

a. Valid Martial Arts Belt Codes and English descriptions have been added to a dropdown list within UD/MIPS for reporting purposes with the exception of codes MME and MMK which must be reported with TTC 097 000. Report completion of martial arts belt codes, with training completion date, as follows:



b. Instructors and higher-level belts must recertify within a three-year time frame. An advisory will be issued to the member’s unit stating that the Marine must recertify within 90 days of the

expiration of the three-year limit. If the member fails to recertify, MCTFS will automatically revert the member to the next lower Martial Arts Belt Code. Report recertification as follows:

TTC 484 001 _____	MARTIAL ARTS BELT CODE ____	RECERTIFICATION DATE _____
8-byte DOA _____		
3-byte Martial Arts Belt Code (from table above)	_____	
8-byte recertification date	_____	

NOTE: The recertification date cannot be greater than the diary date, and cannot be zeroes.

c. Martial Arts belt codes MME (Green Belt Instructor) and MMK (Black Belt Instructor Trainer) must initially be reported as school codes using TTC 097 000. If not previously resident within MCTFS, and if the unit attempts to initially report these codes with either TTC 484 000 or 484 001, both transactions will fail.

d. Service School Codes '885' and 'H4R' (Close Combat Instructor) are no longer valid and are hereby deleted. Code 'MML' (Trainer of Instructor Trainer) is a billet description and not a valid Martial Arts belt code; if this code is used in an attempted transaction, it will fail.

e. An implementation utility will be executed to move any martial arts training which has previously been reported as a school/special skill in MCTFS. Commands will not be required to re-report Martial Arts Training. There will be a Martial Arts 146 remark built based upon the information resident in the School/Special Skill 136 remark. The completion dates will be updated from the School/Special Skill 136-remark Touch date. If this date needs correction, report a DEL/ADD transaction to correct the completion date.

f. The following information applies to the UD/MIPS Software; the new remark with data elements has been added to the UDMIPS CUDDDB. In MIPS, View Members, BTR, a new Page 7 tab was created and will display the Belt Code with description, completion date and re-certification date. In MIPS reports, BTR, the Belt Code with description, completion date and re-certification date will also be displayed. Additionally, these data elements from the remark will be located within the Impromptu, CUDDDB catalog, Training Information folder, Martial Arts 146 folder for use in preparing IMR's.

2. CHANGES TO MARINE COMBAT WATER SURVIVAL TRAINING (MCWST).

Marine Corps Order 1500.52B outlines new requirements for Marine Combat Water Survival Training (MCWST). The following table outlines are the changes to the requalification requirements:

<u>WATER SURVIVAL CODE</u>	<u>DESCRIPTION</u>	<u>REQUALIFICATION REQUIREMENTS</u>
0	UNQ	Remedial swim training until qualified
1	1st Class (CWS1)	Re-qualify every 4 years

2	2nd Class (CWS2)	Re-qualify every 3 years
3	3rd Class (CWS3)	Re-qualify every 2 years
4	4th Class (CWS4)	Re-qualify every year
5	Medical waiver (Temporary)	Specified length
6	Waivers granted by CG/CG TRNGCMD	As specified or permanent
7	Instructor (CWSS)	Re-qualify every 3 years
8	Safety Swimmer (MCIWS)	Re-qualify every 3 years
9	Instructor/Trainer (MCITWS)	Re-qualify every 3 years
Q	Water Survival Qualified	Re-qualify every 6 years

NOTE: Medical waivers (water survival code ‘5’) and requalification exemption (water survival code ‘6’) remain the same, except that permanent medical waivers are no longer authorized.

a. Based upon the action date of TTC 486 and the level code reported, MCTFS will post the appropriate requalification date.

b. Commands are not required to report TTC 486 (Water Survival Qual) to update their records. An implementation utility will subtract one year from the current water survival requalification date for all members with a water survival code equal to ‘1’, ‘2’, ‘3’, or ‘4’, and post appropriately. Also, for all members who have a water survival code equal to ‘Q’, a water survival requalification date of ‘200704’ (year and month) will be established within MCTFS.

3. **PERS TEMPO PLANNING TOOL.** Four new fields have been created to indicate the accumulated Pers Tempo deployment days earned during six month intervals for those Pers Tempo periods for which the Track Type Code begins with a ‘D’. The MCTFS ‘TOUR’ Screen, Page 3, has been modified to include the new fields, indicated in bold, below. These fields will be updated whenever any sequence of TTC 323 is reported, and twice each month at PUREX. Within UD/MIPS these data elements were added to the CUDDDB catalog, “Entitlements Information Folder”, in Impromptu, and the MIPS View Members, Service Report Page 2. The new data elements are shown with an * below:

```

TJBPTOUR                **** SERVICE TOUR DATA ****                XX/XX/XXXX
TUROMA ENTER NEXT SSN: _____ ENTER CATG: _____ SEQ NBR: _____ XX:XX:XX
SSN: XXXXXXXXXXXX      NAME: XXXXXXXX XXX, XXXXX X                PAGE: 03
RUC: XXXXX            COMPANY CODE: 1 PRES-GRADE: XX RECSTAT: X    COMP CODE: XX
                        PLT CODE: XXXX TRNGRP: R-RECSTAT: RCOMP CODE:

COMBAT LAST TOUR DATE: XXXXXXXX      DULIM/ED: X/XXXXXXXXX
COMBAT CASUAL STATUS: X              DUTY STATUS CODE: X
COMBAT SERVICE CODE: X              T/O LINE NUMBER: XXXX
DUTY PREFER 1: XXX                 T/O NUMBER: XXXXX
DUTY PREFER 2: XXX                 365 DEPLOYED TOTAL DAY QUANTITY: XXX
DUTY PREFER 3: XXX                 730 DEPLOYED TOTAL DAY QUANTITY: XXX
STRENGTH CAT CODE: X              DEPLOYED CALCULATION DATE: XXXXXXXX
STRENGTH CAT CODE DATE: XXXXXXXX   * FIRST SIX MONTH DEPLOYED QY: XXX
DEPLOY STAT CODE: X              * SECOND SIX MONTH DEPLOYED QY: XXX
DEPLOY RET DATE: XXXXXXXX        * THIRD SIX MONTH DEPLOYED QY: XXX
COMMANDING OFFICER FLAG:          * FOURTH SIX MONTH DEPLOYED QY: XXX
COMMANDING OFFICER DATE: XXXXXXXX 365 DEPLOYED TOTAL DAY W/WAIVER QY: XXX
INDIV LOC COUNTY: XXX            730 DEPLOYED TOTAL DAY W/WAIVER QY: XXX
INDIV LOC CITY: XXXX            OVERSEAS CONTROL DATE: XXXXXXXX
INDIV LOCATION: XX

```

```

***** C O N T I N U E D *****
PF1 - HELP          PF3 - EXIT TO MAIN MENU          PF12 - LOCAL PRINT

```

4. **MOBILIZATION ENHANCEMENTS**. Various transactions affecting mobilization have been modified. EAS, which is the orders end date, has been added to the transfer for mobilization (TTC 826). The new EAS date will be validated against the member's Reserve ECC. If the Reserve ECC is not past the EAS on the English statement, an advisory will be issued to the Command MCC.

a. Edits were created within TTC 826 to validate against the member's Duty Limitation Flag. If the member to be mobilized has a duty limitation code from the below table, the transaction will fail:

B – INSUF ACT SERV	C – PHYS REM	D – MED NON-DEP
E – ADMIN NON-DEP	N – PREGNANCY	P – 17 YEARS
R – HAZ AREA RESTR	S – RETN LD STAT	T – PCE CRPS SERV

b. TTC 826 has been modified to remove DPI and add EAS, as follows:

TTC 826 000 MOB SEL MCC ___ CMDMCC ___ EAS YYYYMMDD MDAY YYYYMMDD|

TTC 826 001 MOB MCC ___ TO MCC ___ EAS YYYYMMDD MDAY YYYYMMDD|

c. TTC 217 000, MOB MCC XXX, can now be reported by any RUC, including active duty RUCs when the member's record is in a Reserve record status of '7'.

d. For mobilized Reservists, the MOB FUTURE MCC EDA will now be zeroed out when TTC 022 007 (INIT JOIN RUC XXXXX MCC XXX) is reported.

e. Previously, TTC 099 identified Reserve members who are unable to execute mobilization orders, which now has a new sequence. This TTC is utilized by the MCRSC and the Station of Initial Assignment (SIA) for reporting the flow of mobilized Marines when conditions exist which do not allow a Reservist to carry out mobilization orders. The same edits for TTC 099 001 (MOB STAT XX MOBEDA YYYYMMDD) will apply to this new transaction. However, as a date is not

always necessary, TTC 099 000 gives the user the option of inputting relevant information without a date. The new sequence is as follows:

TTC 099 000 MOB STAT XX

2 bytes A/N from table below (all '0' characters are the number zero):

<u>Code</u>	<u>Description</u>	<u>Code</u>	<u>Description</u>
AA	CMC directed canc of MOB orders	K0	Hardship (community)
A0	Ministers	L0	Student
BB	MOB orders reissued from MCRSC	M0	Medical delay
B0	Enrolled in medical school	N0	OCONUS
CC	MOB orders returned to MCRSC	P0	Joined Guard/Reserve, other service
C0	Doctor	Q0	Joined SMCR
DD	Pregnant	R0	Over age 60
D0	VIP (Congressional, etc.)	S0	Medically unfit (NPQ at MCMS)
EE	Mentally unqualified	T0	Unavailable for duty/ mobilization
E0	Sole survivor	U0	Fulfilled MSO
FF	Conscientious objector	V0	Request for retirement previously submitted
F0	Hardship (personal)	W0	Active duty, other service
GG	Medically unfit (NPQ at SIA)	X0	Active duty, USMC
G0	Deferment (MCMS, 1-15 days)	Y0	Disabled
HH	Request drop to IRR from SMCR	Z0	Deceased
H0	Deferment (MCRSC, 16-30 days)	00	None
II	Deferment granted at HTC, 1-30 days		
I0	Inactive status list		
JJ	Separated at SIA		
J0	Key employee		
KK	Deferment granted at SIA (1-15 days)		

5. DELETION OF AR CAREER STATUS FLAG UPON AUGMENTATION/ REENLISTMENT OF AR MARINES INTO THE USMC.

When career designated Marines in the Active Reserve (AR) program are granted authority to augment and reenlist in the regular USMC, the reporting of reenlistment into the USMC (TTC 004 000) will post zero to the AR Career Status Flag. (**NOTE:** Only MISSO-17 can report reenlistments into the USMC on enlisted Marines, component codes B1-B4, assigned to the AR Program.)

6. TTC 910 000 MGIB-SR KICKER INCENTIVE ELIGIBILITY CODES. This TTC was modified to allow CMC (RA) RUC 88880, HQMC RUCs 548XX, MISSA RUC 88889, and MISSO RUC 88888 to input eligibility codes 'AA', 'AB', and 'AC'. The eligibility codes are defined as follows:

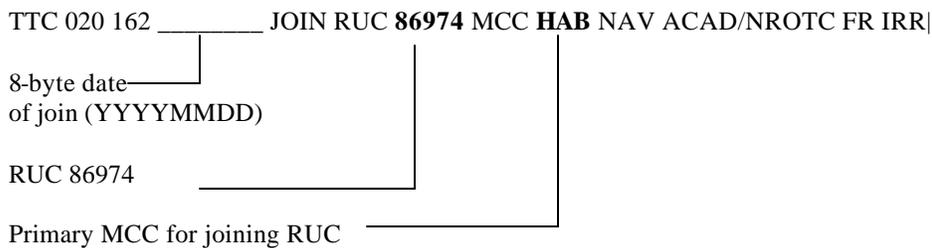
AA – No entitlement. Service member has not executed a qualifying Selected Reserve contract or service obligation after 30 June 1985.

AB – No entitlement. Service member executed a qualifying Selected Reserve contract or service obligation after 30 June 1985, but has not completed IADT.

AC – No entitlement. Service member executed a qualifying Selected Reserve contract or service obligation after 30 June 1985 and completed IADT, but did not complete the requirements of a secondary school diploma or equivalency certificate before execution of the qualifying contract or service obligation.

7. **ZERO RESERVE RUC/MCC, EDIT FOR CATEGORY ‘P’.** The TTC 881 000 (Join to Active Duty) has been modified to ensure that when reported on members whose component codes are equal to ‘11’, ‘C1’, ‘C2’, ‘C3’, ‘C5’, ‘C6’, ‘CB’, or ‘CD’, zeroes will post to the Reserve RUC, and blanks will post to the Reserve MCC. This will ensure that for the duration of the member’s active duty, the Reserve unit will not receive feedback on the DFR. Additionally, TTC 022 050 has been modified to ensure that MCTFS will check the member’s record to confirm the member’s Training Category Pay Group. If the Training Category Pay Group is not equal to ‘P’, the transaction will fail, ensuring the member is not erroneously designated as a Category ‘P’ SMCR member. An implementation utility will be executed for all members with the component codes listed above whose records also contain a Reserve RUC greater than zeroes; this utility will post zeroes to the Reserve RUC and blanks to the Reserve MCC.

8. **MISCELLANEOUS PLC CORRECTIONS.** A Reserve join sequence for TTC 020 has been created to allow RUC 86974 (ROTC) to join personnel to the Naval Academy from the IRR. (RUC 86974 can now report this transaction and TTC 883.) EAS and ECC posting has also been added to TTCs 022 002 and 022 012 when members are joined to the PLC class. When TTC 054 is reported, a ‘9’ is posted to the Reserve Record Status Code, the Reserve RUC will be zeroed out and moved to the former RUC, and blanks will be posted to the Reserve MCC. To join members from the IRR, RUC 86974 will report as follows:



9. **PRIVATIZED HOUSING PROCESS.** Changes have been implemented to the privatized housing process. Previously, the process was performed via the allotment system; when a member’s BAH amount changed, allotments had to be stopped and new ones started. Additionally, inequities in BAH locality amounts, currently based on rank, will be eliminated as Housing contracts expire, and are renegotiated and renewed. With this SR, the following information applies only to Camp Pendleton. (Bases with privatized housing who wish to be considered should contact CWO5 Spahalski, RFL Liaison, at commercial (816) 926-1417.) The MCTFS changes consist of the following:

a. Marines in privatized housing will have a BAH quarters code of ‘V’ posted to the DEP screen in MCTFS.

b. Currently, Housing UIC M00681 has the capability of reporting a Start Privatized Housing Account (PRIV HF ACCT) via TTC 185 000, allowing a member’s BAH amount to be

automatically sent via EFT to a designated financial institution once a month as authorized by the housing contractor. When a member's BAH amount changes, MCTFS will automatically send the increase/decrease amount to the financial institution.

c. Housing UIC M00681 also has the capability to report a stop entry to automatically prorate a member's BAH entitlement. A partial payment will automatically be sent to the financial institution; the remainder will be credited to the member.

d. New BAH remarks 995 and 996 have been created and include the routing transit number (RTN), account number, the member's BAH rate, and the start and stop dates.

e. A monthly report will be provided to the Housing UIC, listing each member's name, SSN, amount sent, and the total amount sent to the housing company's financial institution.

f. For members in privatized housing, their BAH entitlement and deduction will be reflected on their LES.

g. Housing UIC M00681 may report the following TTC to start the privatized housing process:

TTC 185 000

STRT PRIVATIZED HSG UIC _____ ED _____ |

Housing code _____ |

8-byte effective date _____ |

h. Housing UIC M00681 may report the following TTC to stop the privatized housing process:

TTC 185 001 STOP PRIVATIZED HSG ED _____ |

8-byte effective date (YYYYMMDD) _____ |

10. **LONG-TERM CARE INSURANCE.** All members on active duty, members of the Selected Reserve (i.e., drilling reservists, reservists assigned to reserve component units, Individual Mobilization Augmentees who are reservists assigned to reserve component billets in active component units in a pay or nonpay status, and Active Reserve members who are full time reserve members on full time National Guard duty or active duty in support of the National Guard or Reserves) as well as members receiving retired or retainer pay are eligible for participation in the Federal Long Term Care Insurance Program (FLTCIP). Currently, the plan is administered by John Hancock Financial Services, Inc. and the Metropolitan Life Insurance Company (Metlife). The first open season for enrollment began July 1, 2002, and will end on December 31, 2002. Eligible personnel can apply by going to the following Web address:

<http://www.ltcfeds.com>

or by calling 1-800-LTC-FEDS (1-800-582-3337) for an open season information kit, which contains an application. Information on accessible rate tables for the scheduled premium costs for FLTCIP can be found at the following Web address:

<http://www.opm.gov/insure/ltc/calculator/index.htm>

The choices/methods of making premium payments vary from payroll or annuity deductions, automatic debit from checking or savings account, or direct billing from the LTC Partners. General information as well as detailed answers to the frequently asked questions regarding FLTCIP can be found at the following Web address:

<http://www.opm.gov/insure/ltc/index.htm>

a. For active duty Marines, once enrolled, the procedure is as follows:

(1) The contract insurance provider will provide an initial file of all active duty Marines who have chosen payroll deduction as a means to pay their monthly premiums. This file will be processed, and a LONG TERM CARE INSURANCE REMARK (855 remark) was created which displays the monthly premium. In future months, the contract provider will provide files identifying additional Marines who have chosen payroll deduction, changes to existing premiums, and Marines who have chosen to discontinue their payroll deduction.

(2) One half of each month's premiums will be deducted from pay due on the mid-month payday and on the first payday. If the service member has sufficient funds, the date the funds were forwarded to the insurance provider will be indicated in the PMT DATE field of the 855 remark, and 'Y' (indicating 'YES') will be posted to the PREM FLG CD field. If funds are not available, the prior month's payment date will remain, and 'N' (indicating 'NO') will be posted to the PREM FLG CD field.

(3) Pay adjustments by the disbursing/ finance officer will not be authorized. Once a premium is forwarded to the contractor, the service member will be required to recover those funds directly from the contractor in instances in which the Marine has terminated coverage or believes the premium amount to be erroneous.

b. For Reserve Marines, once enrolled, the contractor will provide a full file each month of all reserve members who have chosen payroll deduction as a means to pay their monthly premiums. Each time a cycle processes, any type of credit (drill, bonus, etc.) reported will interrogate this file to determine if a particular reserve member has a long term care deduction. If such a deduction exists, a negative Reserve Entitlement 987 Remark will be created, and the amount of pay due will be reduced by the amount of the deduction. If the Reservist does not earn sufficient pay within a given month, the premium will not be paid, and the contractor will be provided this information.

c. New pay entitlement codes for Long Term Care Insurance have been established as follows:

Active duty members:

Pay Item Description	<u>Pay Code</u>		<u>Tax Code</u>
	Off	Enl	
Long Term Care Insurance	99092	99192	1,4

Reserve Marines on active duty:

Pay Item Description	<u>Pay Code</u>		<u>Tax Code</u>
	Off	Enl	
Long Term Care Insurance	33092	33192	1,4

Reserve Marines:

Pay Item Description	<u>Pay Code</u>		<u>Tax Code</u>
	Off	Enl	
Long Term Care Insurance	55194	55294	1,4

11. **REMOTE ACCESS PAY TRANSACTIONS AND REPORTING SYSTEM (RAPTRS) DEPLOYED SPLIT PAY CHANGE.** A change has been implemented to automate the requested split pay amount verification process in RAPTRS. In addition to the split pay message released as it is today, it will be released on a file that can be imported into RAPTRS. Once imported, RAPTRS will automatically compare the requested split pay amounts and update the RAPTRS file as appropriate. Currently, after each U&E, when the split pay message is generated, the DO/FO must manually verify the requested split pay amounts on the split pay message.

12. **SCREEN RESOLUTION AND RESIZING.** This modification set the default screen resolution size for UD/MIPS to 800X600. Thirty-three current screens within UD/MIPS now possess this functionality. Additionally, users are now able to resize and/or maximize most windows within the screen. Not all screens contain this functionality; the screens affected are too numerous to list. One of the main areas affected was the UD Module. This functionality provides the user with a much larger workspace. Depending on the screen resolution set by the individual user, the workspace can now shrink or grow with the needs of the individual user.

13. **DATABASE USER MANAGER (DBUM) 3.3 UPGRADE.** Prior to installation of the DBUM version 2002.2.00 located on the Server version of the UD/MIPS software, UD/MIPS Server based units need to ensure strict compliance to the following instructions. Failure to do so could result in the manual entry of all users. The DBUM version 3.3 upgrade must be resident prior to installation of the new software and is available for download from either <https://smarts.kct.usmc.mil> or <http://www.missa.manpower.usmc.mil/>. Units should export users from DBUM 3.2X, install the DBUM 3.3, and then import the DBUM 3.2X users. Once DBUM version 3.3 is correctly installed and the users have been imported, units **MUST** export the DBUM 3.3 users. You can now install the Server version of the new UD/MIPS Software, which will install DBUM version 2002.2.00. Once the installation is complete, users can be imported from DBUM version 3.3 export.

14. **ODSE.** There are three servers which provide ODSE support. One is located in St. Louis, one in Hawaii, and one in Okinawa. All CONUS servers' links point to the KCT server in St. Louis. The narrative list of changes and the new catalog for SR 2-02 are located at the following web sites:

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

A listing of changes for SR 2-02 is available via the MISSA Website at <http://www.missa.manpower.usmc.mil/> under the ODSE section.

15. **SECURITY WEB APPLICATION**. New with this release is the User Security Web Application (USWA). The purpose of this web site is to allow ODSE users to view their own user information and change their own password. For the DB User Managers, this site offers the option to view or print status reports for users within your jurisdiction. To access this site, complete the following steps:

- a. In the address line of your browser, type the name of your local Manpower Support page listed in paragraph 14, above. Choose the link for **User Security Web App**. The User Login page opens.
- b. Type your User ID, password, and the server name (from the drop-down list).
- c. If your User ID is over 45 days old, a message will indicate your login information is not valid. You have 15 days to change your password before your account will expire.
- d. From the **User Security Home** page, choose **Change Password**, and then update your password as directed.
- e. An on-line help file is available, as well as assistance from your local MISSO.
- f. User passwords will expire every 60 days.

16. **ELECTRONIC DIARY FEEDBACK REPORT (EDFR) – PIPE 3 ERRORS**. This creates an exception report that will record recycled MCTFS transactions found during the loading of a cyclic EDFR into UD/MIPS. Prior to this system enhancement, when loading an Electronic Diary Feedback Report (EDFR) that contained recycled transactions, a Pipe 3 error would occur, resulting in an unsuccessful load of the unit's EDFR. With this system enhancement, during the load of the cyclic EDFR, the recycled transactions will be identified, written to an exception report and the remainder of the cyclic EDFR will continue to load without error. The Exception Report option is available for selection under the Reports Menu; however, you must have the Diary Feedback Report Summary window open in order to run the report.

17. **TFAS/MOL BUNDLED CAPABILITY PACKAGE (BCP)**. Per reference (d) and this Notice, Marines now have the capability to change certain RED information, Start or Change E-Mail Address (TTC 386 000), Remove E-Mail Address (TTC 386 002), and perform other Self-Certified transactions via www.mol.usmc.mil

- a. The 991 remark will display the following:
 - (1) The data element named ELECTRONIC MAIL LES FLAG CD was modified to LES FLAG CODE and is used to identify whether a Marine should be sent a hard copy LES.
 - (2) A new data element, ELES DATE, has been created.

(3) The data element EFFECT DT was modified to EMAIL DATE.

b. These transactions may also be certified administratively through the Reporting Unit.

TTC 386 000 _____STRT E-MAIL ADDRESS _____ |

TTC 386 002_____ E-MAIL ADDRESS REMOVE|

18. **EMSS ENHANCEMENTS**. You can now request your EMSS PIN electronically and have it delivered to your home vice faxing a copy of the individual's ID Card. Log onto <http://www.dfas.mil/emss> and click on 'Need a new PIN?', which is referred to as Pin On Demand. Prior to requesting an EMSS PIN, ensure your home/ mailing address in MCTFS is valid by logging on to <http://www.mol.usmc.mil/> and verifying that the information is correct. The new PIN will be mailed to your home/ mailing address in approximately 7-14 days. Please assist with dissemination of this information to all echelons. (**NOTE**: WebTV users may now access the E/MSS site either using the link above or by going directly to the site using the following address: <https://emss.dfas.mil/emss.htm>).

19. **INK SIGNATURE ON HARD-COPY UNIT DIARIES/EDFR CLARIFICATION**. The following information has been provided for clarification purposes concerning the signed copy of the Unit Diary. There is no longer a requirement to manually sign in ink (wet signature) Unit Diaries. The use of an electronic signature to certify unit diaries in the Unit Diary/Marine Integrated Personnel System (UD/MIPS) and On-Line Diary System (OLDS) is considered legally sufficient to support certification requirements without the ink countersignature. Additional authority to maintain files electronically resides in the most current edition of the DOD Directive, which may be accessed electronically at: <http://www.dtic.mil/whs/directives/corres/html/50152.htm>. Select PDF to obtain the DOD Records Management Program Directive. The following changes are effective immediately:

a. **OLDS users**: The requirement to place an ink signature on certified unit diaries is rescinded. All other filing and maintenance requirements contained in the MCTFS PRIM remain in effect.

b. **UD/MIPS users**:

(1) The requirement to manually annotate the smooth paper version of the Unit Diary with the cyclic statistic data of cycle, accepted, rejected, and total transactions (CART) on the Diary Transmittal Letter is rescinded. This procedure is now completed by electronic means via the Collection Server and the EDFR load process.

(2) The requirement to print and sign the EDFR is rescinded due to electronic capabilities within UD/MIPS.

(3) The requirement to print and place an ink signature on certified unit diaries is rescinded.

(4) The requirement to print and file a hard copy of the certified Unit Diary is rescinded. The Unit Diary is to be Archived (Electronically filed) to server, CD-ROM or other electronic media storage device. These electronic files (Archives) are to be retained per disposition instructions contained in the MCTFSPRIM. The Track Courier Process within the Unit Diary Module has been modified to allow this functionality. For detailed instructions regarding Archive/Retrieval of Unit Diaries, **refer to the instructions contained within the UD/MIPS User Manual**. Additional guidance may be obtained from your servicing MISSO.