

MCTFS/UD/MIPS/ODSE/MOL/DFAS SUPPLEMENT

1. NEW MINIMUM REQUIREMENTS FOR UD/MIPS INSTALL.

a. The SR 2-03 UD/MIPS Client Software may be loaded from a CD or placed on a server with 2.0 GB of free space for software install staging area. The minimum specification for a PC is as follows: a mouse, 256 color video card 800 X 600 resolution, Windows NT (Service Pack 5A) or 2000 (Service Pack 2A) operating system, and a CD-ROM 24X. A PC without a database (client) installed requires 128 MB RAM and 5 GB free space, Pentium II 400 MHZ processor. A PC with a database (personal) installed requires 256 MB RAM and 10 GB free space on either the C or D drives, Pentium II 400 MHZ processor. Server installation (enterprise) requires a minimum of 256 MB RAM and 10 GB or more of free hard drive space, and Pentium III 500 MHZ. It is imperative for users to print and read the "Install Instructions" file on the UD/MIPS Install CD 1 in their entirety prior to the installation. Failure to read the installation instructions will result in an improper software installation, and jeopardize the unit's ability to report.

b. The UD/MIPS SR 2003-01-02 patch, released early October 2003, gives users the capability to export couriered diaries. Ensure this patch is installed prior to exporting data from UD/MIPS. The UD/MIPS SR 2003-02-03 software has three CDs, which contain the install for the client, personal, and enterprise of UD/MIPS, DB User Manager, and the "read me" installation instructions. Prior to installation of the SR 2-03 software, units should export ELSIGs, diaries, user fields, EDFR Notes, EDFR Sections, situational schemes, tickler sections, intelligent forms, Impromptu IMR files, and couriered diary files. Units are also advised to export the DB User Manager data; otherwise, DB User information will have to be manually created. Units should then uninstall UD/MIPS, DBUM and Oracle. Consult the installation instructions for proper guidance. After installing SR 2003-02-03 UD/MIPS and DBUM, import the exported DBUM User and other data previously exported. The SR 2003-02-03 UD/MIPS installation must be completed by a user who possesses administrative privileges on the workstation. Following the installation, the administrator needs to change the permissions to the "ORA92" folder to give all users read, list, and execute permissions. Again, consult the installation instructions for full details.

c. Transactions prepared via Marine On Line and submitted later than 2000 CDT on 22 October 2003 will be held until authorization is received from MI.

2. RACE AGGREGATE REPORTING.

a. To comply with new Federal regulations, DoD has standardized Race codes and has made mandatory the reporting of new Race Aggregate Codes. Race Aggregate is not necessarily an indicator of the member's primary Race affiliation; it is merely a more accurate reflection of an individual's racial heritage. Report as follows:

TTC 163 002 RACE AGGREGATE CODE |

One-byte Race Aggregate Code
from below list

- A = American Indian or Alaska Native
- B = Asian
- C = Black or African American
- D = Native Hawaiian or Other Pacific Islander
- E = White
- F = Declined to Respond
- H = American Indian or Alaska Native, Asian
- J = American Indian or Alaska Native, Asian, Black or African American
- K = American Indian or Alaska Native, Asian, Black, Native Hawaiian or Other Pacific Islander
- L = American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White
- M = American Indian or Alaska Native, Asian, Black or African American, White
- N = American Indian or Alaska Native, Asian, Native Hawaiian or Other Pacific Islander
- P = American Indian or Alaska Native, Asian, Native Hawaiian or Other Pacific Islander, White
- Q = American Indian or Alaska Native, Asian, White
- R = American Indian or Alaska Native, Black or African American
- S = American Indian or Alaska Native, Black or African American, Native Hawaiian or Other Pacific Islander
- T = American Indian or Alaska Native, Black or African American, Native Hawaiian or Other Pacific Islander, White
- U = American Indian or Alaska Native, Black or African American, White
- V = American Indian or Alaska Native, Native Hawaiian or Other Pacific Islander
- W = American Indian or Alaska Native, Native Hawaiian or Other Pacific Islander, White
- X = American Indian or Alaska Native, White
- Y = Asian, Black or African American
- Z = Asian, Black or African American, Native Hawaiian or Other Pacific Islander
- 1 = Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White
- 2 = Asian, Black or African American, White
- 3 = Asian, Native Hawaiian or Other Pacific Islander
- 4 = Asian, Native Hawaiian or Other Pacific Islander, White
- 5 = Asian, White
- 6 = Black or African American, Native Hawaiian or Other Pacific Islander
- 7 = Black or African American, Native Hawaiian or Other Pacific Islander, White
- 8 = Black or African American, White
- 9 = Native Hawaiian or Other Pacific Islander, White

b. Race codes will continue to be reported via TTC 163 001 (RACE_ SEX_ ETHNIC _). However, MCTFS Race codes have changed and now mirror DoD standard Race codes, as follows:

OLD	NEW
C = White	A = American Indian or Alaska Native
M = Yellow	B = Asian
N = Black	C = Black or African American
R = Red	D = Native Hawaiian or Other Pacific Islander
X = Other	E = White
Z = Unknown	F = Declined to Respond

An implementation utility will change all current members' Race codes to be compliant with DoD codes shown above.

c. Several new Ethnic codes have been added to enable individuals to more accurately depict their ethnic heritage. A complete list of Ethnic codes, and their definitions, follows:

- 1 = Other Hispanic (persons of Spanish extraction, not delineated as Mexican, Puerto Rican, Cuban, or Latin American)
- 2 = U.S./Canadian Indian (persons belonging to U.S. or Canadian Indian Tribes other than Alaska Natives)
- 3 = Other Asian (persons of Asian descent, not delineated as Chinese, Japanese, Korean, Filipino, Indian, or Vietnamese)
- 4 = Puerto Rican (persons of Puerto Rican descent)
- 5 = Filipino (persons from the Philippine Islands and their descendants)
- 6 = Mexican (persons of Mexican descent)
- 7 = Alaska Native (persons native to Alaska and their descendants)
- 9 = Cuban (persons of Cuban descent)
- A = African (persons of African descent)
- B = Caribbean (persons of Caribbean descent)
- D = Indian (persons of Asian Indian descent)
- E = Melanesian (persons of Melanesian descent)
- F = Australasian/Aborigine (persons of Australasian/Aboriginal descent)
- G = Chinese (persons of Chinese descent)
- H = Guamanian (persons of Guamanian descent)
- J = Japanese (persons of Japanese descent)
- K = Korean (persons of Korean descent)
- L = Polynesian (persons of Polynesian descent)
- P = European/Anglo (persons of European/Anglo-Saxon descent)
- Q = Other Pacific Islander (persons from the Pacific Islands and their descendants not delineated separately as Melanesian, Micronesian, Polynesian, or Filipino)
- S = Latin American (persons from Central and South America)
- T = Arab (persons from the Middle East and their descendants with Arab heritage)
- V = Vietnamese (persons of Vietnamese descent)

W = Micronesian (persons of Micronesian descent)
Z = Declined to Respond

d. Race Aggregate code will be displayed on the mainframe PERS and TBIR screens. Within UD/MIPS, Race Aggregate will be located within the UD/MIPS, CUDDDB, and MCTFS folders in Impromptu. Additionally, it will be displayed on the MIPS View Members Individual Query screen, Page 1; the MIPS Options View Members Personal Screen, the UD/MIPS Accession Data Screen; the UD/MIPS Retiree Accession Input Screen, the UD/MIPS USMCR Officer/Enlisted Accession Input Screen; the UD/MIPS Headquarters Officer/Enlisted Accession Input Screen; the MIPS Reports BIR; the MIPS View Members BIR; and the UD/MIPS Student Management Module. Race Aggregate code, Race code, and Ethnic code are also self-reportable via Marine On Line (MOL).

e. It is recommended that units add Race Aggregate to their audit checklists.

3. **ENHANCEMENTS TO CRCR PROCESS.** The current Marine Corps Institute (MCI) process for Reservists has been modified to enable automatic calculation of duty correspondence points. Additionally, the advisory from the unit's Diary Feedback Report (DFR) informing the unit to calculate duty correspondence points has been eliminated. Active duty units may now utilize the CRCR unit print option within the Reports menu in CICS. If an active duty unit selects options C, D, or E, CRCRs will be printed for any reserve Marines (AR, ADSW, EAD, mobilized, etc.) attached to the unit. The CRCR has also been added to options M and N of the CICS Reports Menu for the purpose of requesting the annual audit.

4. **AUTOMATED PROMOTION SYSTEM ENHANCEMENTS.** When TTCs 050 (PRES GRADE __ DOR __ ED __) and 059 (PERM GRADE __ DOR __ ED __) are reported, the system will first check to see whether the member's present grade or permanent grade are equal to an officer or warrant officer with prior enlisted service. If so, the transaction will continue to process, leaving the 'E' in byte three of the grade. However, if byte one of the member's Present Grade Code or Permanent Grade Code is equal to 'E' (enlisted), and byte one of the reported transaction Present Grade Code or Permanent Grade Code is equal to 'O' or 'W', the transaction will fail.

5. **CHANGES TO COMPOSITE SCORE ROUTINE.** TTC sequences 288 000 (DELETE CPL COMPOSITE SCORE) and 288 001 (DELETE LCPL COMPOSITE SCORE) have been deleted in their entirety, along with all error codes previously associated with these sequences. Additionally, the following enhancements have been made:

a. The Self-Education Point maximum has been increased from 75 to 100 points.

b. All Marine Corps Institute (MCI) courses completed while a member is a private or private first class will count toward that member's composite score when the member is a lance corporal, but not following the member's promotion to corporal. The

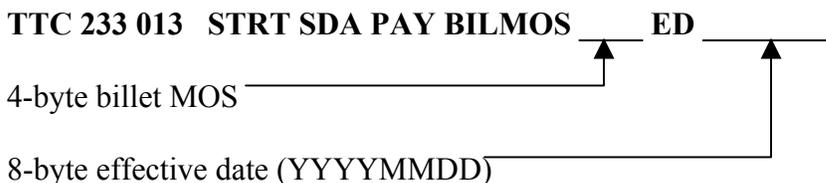
exception to this is when the member's present grade of lance corporal is due to a punitive reduction, in which case only MCI courses completed while the member is a lance corporal will count toward the member's composite score. The calculation date utilized for points for MCIs completed as a private and private first class will be the implementation date of Software Release 2-03. The point value for each MCI completed (15 points) remains the same.

c. When a Marine is promoted to corporal, MCI courses completed when the member was a private and private first class will no longer be included in the member's composite score calculation.

d. Within TTC 287 002 (REQ RECOMPUTE COMP SCORE _____ PROM QTR____), the Off Duty Education Points, Self-Education Bonus Points, Self-Education Bonus Score Quantity, Off-Duty Education Score Quantity, and MCI Total Score Quantity fields have been expanded from two bytes to three bytes. The Off-Duty Education Total Quantity field has been expanded from one byte to two bytes.

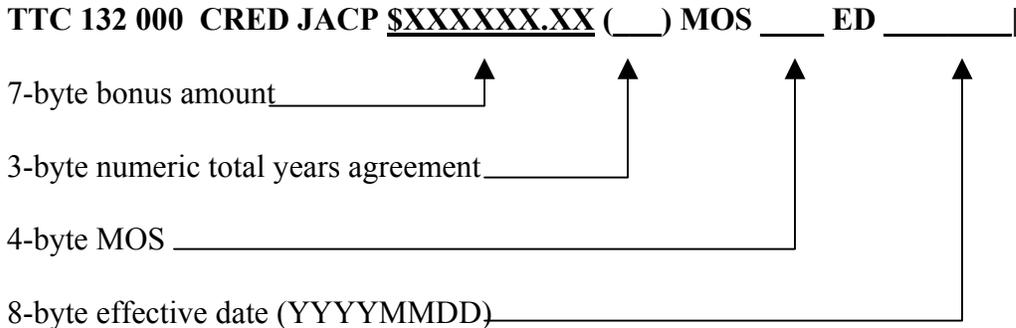
6. **LIEUTENANT COLONEL TO COLONEL MOS CONVERSIONS.** When a Lieutenant Colonel is promoted to the rank of Colonel, the member's original Primary MOS will automatically post to the member's First Additional MOS. The member's new Primary MOS of 9904, 9906, 9907, or 9914 will automatically be populated based on the Primary MOS the member held at the time of the promotion. If the member's record contains additional MOSs, those will automatically post to the next higher field accordingly (i.e., old First Additional becomes new Second Additional, etc.). This alleviates the need for CMC (MPP) to report TTC 176 after the member's promotion has processed.

7. **SPECIAL DUTY ASSIGNMENT (SDA) PAY SYSTEM CHANGES.** As of October 1, 2003, Marines who are Helicopter Rescue Swimmers will receive \$225.00 per month; those who are Naval Test Parachutists will receive \$300.00 per month; those serving as instructors at the School of Infantry, assigned Billet MOS 8513, will receive \$75.00 per month; and Marines serving in Billet MOS 2676 as Russian Cryptologists will receive \$150.00 per month. Administrative units may now report the starting of Special Duty Assignment Pay, as follows:

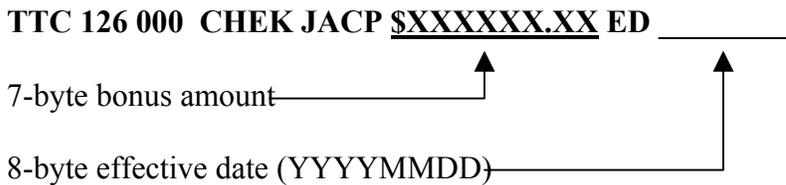


8. **STAFF JUDGE ADVOCATE CONTINUATION PAY.** Effective 1 October 2002, the Marine Corps elected to pay Legal Officer's Law School Education Debt Subsidy under Special Pay Authorization for Judge Advocate Continuation Pay. Previously paid manually, it has been automated. The total entitlement is \$30,000.00, to be paid in equal installments of \$10,000.00 per year for three years, and is based upon an agreement by

the legal officer to remain on active duty for three years. This transaction, and those others dealing with Judge Advocate Continuation Pay listed below, have both Delete/Add and Delete as Erroneous capability, and are reportable by CMC (RUC 548XX) only. Report as follows:



To check a member’s Judge Advocate Continuation Pay, report as follows:



To stop a member’s Judge Advocate Continuation Pay, report as follows:

TTC 133 000 STOP JACP ED _____

The 820 remark has been created to display a member’s Judge Advocate Continuation Pay information.

9. **DSSN LOCATOR CHANGES**. The DSSN Locator Report will now display all those individuals whose Advance Geo-Location Code matches that of the report being requested. Additionally, due to streamlining, the DSSN Locator may now only be accessed via Kansas City; this option will no longer be available from Camp Lejeune, Camp Pendleton, Quantico, or Okinawa. However, the only change visible to users is that the dataset names will all begin with “KCTSHARE”.

10. **UNIT DIARY, TICKLER FILE, AND INTELLIGENT FORMS LINKAGE**. A link has been established between the Tickler File Module, the Intelligent Forms Module, and the Unit Diary Module. As a result, when the transaction data for a service member is updated from one of these, it will automatically be updated within all three modules to reflect the changes. Within the Intelligent Forms and Tickler File modules, the button previously labeled “Add to Diary” has been renamed “UD Action”. When creating a form within the Intelligent Forms module, if a duplicate form exists, the user will be notified, and will then be able to choose between editing the current form, or continuing the process to create a new form. Similarly, when creating a Tickler File entry, if a

transaction within the tickler contains the same SSN and TTC sequence, the user will be notified of the duplicate, and given the option of editing the pre-existing entry or continuing to create the new entry. If, however, the found transaction resides in the Unit Diary Module, the user will be notified that modification will result in the transaction being removed from the Unit Diary Module and saved within the Tickler File Module. The user may then opt to either continue or cancel the editing operation.

11. **MYPAY W-2 PRINT OPTIONS**. Marines may now designate the delivery method of their W2s via MyPay by choosing to start or stop the printing of a hard copy. However, neither of these options will be available between each December 1 and January 31 to ensure correct processing of W2s. Remember to access MyPay using **ONLY** the following secure address:

<https://mypay.dfas.mil/mypay.asp>

12. **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 2-03 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 2-03 is available via the MISSA Website at <http://www.missa.manpower.usmc.mil/> under the ODSE section.