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## Chapter 1 MARINE CORPS TOTAL FORCE SYSTEM POLICY AND OVERVIEW

### REFERENCES:

1. DoD Directive 5200.28-R
2. MCO P1070.12, Individual Records Administration Manual (IRAM).
3. MCO P1080.20, Marine Corps Total Force System Codes Manual, (MCTFSCODESMAN).
4. MCO P1080.33, Manpower Information Systems Support Office Procedures Manual (MISSO Manual).
5. MCO 5521.3, Personnel Security Investigation Security Clearance and Access.
6. DFAS-KC 7220.31-R, Marine Corps Total Force System Automated Pay Systems Manual (MCTFS APSM). Website (<https://dfas4dod.dfas.mil/centers/dfaskc/library/userguid/722031r/>)
7. Unit Diary/Marine Integrated Personnel System (UD/MIPS) Manual.

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## SECTION 1: MARINE CORPS TOTAL FORCE SYSTEM(MCTFS)

### 10100. INTRODUCTION TO MCTFS

The MCTFS is the single, integrated, personnel and pay system supporting both Active and Reserve components of the Marine Corps, and personnel management for all retired Marines. The MCTFS is jointly sponsored/owned by the Marine Corps and the Defense Finance and Accounting Service (DFAS). The MCTFS maintains more than 500,000 Active, Reserve and Retiree records that are available to be processed for pay purposes, personnel management or for the production of necessary management reports. The MCTFS uses a single database, a single set of edits and a single set of processes to achieve a high degree of integration to support the Total Force System (TFS).

1. Mission. The mission of the MCTFS is to provide integrated personnel and pay functionality for all active and reserve Marines within a single system and personnel management for retirees, by using a single, logical database which incorporates the records of all active, reserve and retired Marines. Additionally, the MCTFS will provide limited functionality for training and security management matters that pertain to personnel and pay management.

2. Discussion. The system provides for recording, processing, and maintaining of military personnel and pay data on a continuing basis within the Marine Corps. It provides information for pay, personnel administration, and manpower management. It uses an integrated, single logical data base to process transactions, at one central location at the Defense Enterprise Computing Center (DECC) in St. Louis. This supports all operating forces and supporting establishment organizations, which total over 800 reporting units (RU's). Use of this information facilitates:

a. Planning and execution of manpower personnel functions, including:

- (1) Personnel Management/Accountability/Security.
- (2) Military pay.
- (3) Training.
- (4) Distribution.
- (5) Assignment/Mobilization.
- (6) Promotion.
- (7) Classification.
- (8) Separation.
- (9) Preparation of budgets.
- (10) Development of improved manpower management techniques.
- (11) Recruiting.

b. Recording historical data of the U.S. Marine Corps.

3. Reporting Purposes. The data collection of the MCTFS is based on the principle of singular reporting. **Whenever practicable, an event is reported when and where it occurs to ensure accuracy and timeliness of reporting.** An item of information is entered into the system only once; thereafter, only changes, deletions, or corrections to this information are reported. MCTFS uses a centralized strategy and management style with decentralized execution at the lowest reporting level. The information maintained within the MCTFS is used for the functions described above. Additionally, the purposes for which information is maintained within the MCTFS are adequately described per the requirements of the Privacy Act of 1974 and manpower Life Cycle Management (LCM) documentation maintained by the Commandant

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of the Marine Corps (Code MIO). Data maintained in MCTFS on Marines is categorized as the Official Electronic Military File (OEMF) for that individual. As such, the OEMF is subordinate in precedence to the Official Military Personnel File (OMPF) maintained by the Commandant of the Marine Corps (Code MMSB). The data contained in the OEMF must be carefully safeguarded under the provisions of the Privacy Act of 1974. Commanders who fail to do so may be held personally accountable.

4. Reporting Feedback. Prompt and complete feedback is essential in the MCTFS. Reporting Units (RU) are provided access to several files holding cyclic data retrievable by the unit as desired. This feedback results in the reentry of corrected data, if required. Usage of the information contained in the data files depicted in the MCTFS Input/Output Model (Figure 1-1) is encouraged by all levels of command and management. Feedback to these levels of command and management via reports and to the RU's via on-line files is critical to the quality control of information within the MCTFS.

5. MCTFS Database. The MCTFS central database is maintained by DFAS, Kansas City Center (DFAS-KCC) (though it is physically resident at the DECC-St. Louis) and contains all data elements resident in the MCTFS. Information concerning the overall security parameters of the MCTFS is contained in the MCTFS Decision Paper IV as well as within other chapters of this manual. Records containing specified data elements for all military personnel (Active and Reserve components, to include retirees) comprise the Central Master File (CMF). The central database contains all data elements resident in the MCTFS. The Validation and Extract File 1200 (VEF1200A and VEF1200B), the Headquarters Master File (HMF), and the Headquarters/Albany Extract databases contain only those data elements required for management at those locations. The information within those data elements is identical to that on the CMF.

6. Definitions. Definitions are provided in Figure 1-1 to further assist in understanding the input and output of the MCTFS. On-line terminals or stand-alone computers are used to input data at various administrative management levels. Management reports, and other output are extracted at three primary levels: The RU, intermediate commands (Division, Wing, Base, or MEF for example), and CMC.

7. Reporting Codes. There are reporting codes within the MCTFSPRIM which are provided as a management tool for ease to the user. **The MCTFSCODESMAN is the official authority for codes that will be reported in the MCTFS.** Codes listed within the MCTFSPRIM that are not listed in the MCTFSCODESMAN will be included in future changes to the MCTFSCODESMAN, or are available through the supporting MISSO.

### 10101. MCTFS MANAGEMENT RESPONSIBILITIES

HQMC Departments/Divisions and many various commands share the responsibility for providing leadership and management oversight for specific functional areas or specific population groups within the MCTFS. This is required to ensure accurate and timely information is being reported on every Marine in order to provide quality support and service to both the Marine and the appropriate commands to allow for adequate decision-making. The MCTFS employs various data processing equipment to receive input information. Modern data collection/processing methods and equipment are used to provide commanders with timely and accurate information to ensure effective manpower management at all levels of command. Every level of command must be aware of the capabilities and functions of the MCTFS in order to best use the information that the system makes available.

1. Commanding Officers of all units, active and reserve, and HQMC department/division heads are responsible and accountable at the Reporting Unit (RU) level or Command Reporting Unit (CRUC) level for reporting events, as they occur, into the MCTFS on their Marines and other attached personnel to ensure accurate and timely information is available for decision-making purposes.

2. Commanding Generals are responsible and accountable for providing support to major subordinate commands/elements and for ensuring personnel and pay information within the MCTFS is being reported in a timely and accurate manner. Examples of areas of internal information that require particular attention are Legal, Training, Off-Duty Education, Career Planning, Promotion Recommendations, Personnel Tempo Events, Leave Tracking, and Separations.

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Moreover, Commanding Generals should conduct appropriate training and inspections to ensure adequate MCTFS internal controls exist. Manpower Information System Support Offices (MISSO) and Marine Corps Administrative Assistance Teams (MCAAT) have been established and staffed to provide assistance in these matters. Sample inspection guidelines are contained on web site, [www.lejeune.usmc.mil/mcaat](http://www.lejeune.usmc.mil/mcaat).

3. The Deputy Commandant for Manpower and Reserve Affairs (CMC (M&RA)), under the direction of the CMC serves as the Manpower Functional Manager (FM) and (Systems Command) Program Manager (PM) and is directly and legally responsible for MCTFS policy development. Correspondence pertaining to policy development and guidance for the MCTFS should be addressed to the CMC (M&RA).
4. The Director, Manpower Management Information Systems Division (CMC (MI)) is responsible for and serves as the Program Manager (PM) for functional management of the **manpower** portion of MCTFS to include providing system support, effecting MCTFS procedural policy and overseeing the reporting of data concerning Quality Assurance issues. Correspondence pertaining to the management of the manpower portion of MCTFS should be addressed to the CMC (MI). The MISSO's and MCAAT's are under the operational control of MI Division and assist the Director, MI by providing local FM representation and oversight.
5. The Director, DFAS-KCC, is responsible for and serves as the Functional Manager (FM) for the **military pay** portion of the MCTFS. Correspondence pertaining to the financial management of the MCTFS should be addressed to DFAS-KCC.
6. The Director, Command, Control, Communications and Computer (C4I) Division (CMC (CC)) provides technical oversight and managerial support of the MCTFS and is responsible for data processing operations in support of MCTFS. Correspondence pertaining to data processing operations of the MCTFS should be addressed to the CMC (CC). The C4I, as Chief Information Officer (CIO), will provide guidance on the best use of information technology (IT) strategies suited for the Marine Corps.
7. Certain HQMC Departments and Divisions manage critical functional areas to ensure adequate internal controls exist in the MCTFS at the corporate level in order to provide the support required to our Marines and the Commandant. Specific areas of functional oversight include:
  - a. The Commanding General, Marine Corps Recruiting Command (MCRC) manages officer and enlisted Non-Prior Service (NPS) accession reporting and Prior Service (PS)(broken and continued service) active component recruiting, in close coordination with MPP-20 and MPP-30 (Enlisted/Officer Plans), into the appropriate MCTFS feeder systems. The CG, MCRC is also responsible to:
    - (1) Ensure initial entry data is entered timely and accurately.
    - (2) Ensure reporting issues are coordinated closely with MI Division.
    - (3) Ensure an adequate system of internal controls/audits exist to facilitate accurate and timely reporting of all newly accessed personnel.
  - b. The Director, Personal and Family Readiness (MR) Division is responsible for: Casualty, Family Member, Personal Affairs, Drug/Alcohol/Health Affairs, Education and other Quality of Life issues that affect MCTFS reporting procedures.
    - (1) Reviewing, on a periodic basis, at least quarterly, casualty data in MCTFS.
    - (2) Reviewing/reconciling records of those Marines in an MIA, DUSTWUN, or other specialized status for accuracy.
  - c. The Director, Personnel Management (MM) Division manages the active component officer and enlisted assignment functions and Military Occupational Specialty (MOS) assignment. Additionally, the following branches provide specific management as it relates to the MCTFS:

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(1) MMEA manages the entire active duty Marine enlisted population and coordinates the assignment of those Marines in the enlisted training pipeline.

(2) MMOA manages the entire active duty Marine officer population and coordinates the assignment of those Marines in the officer training pipeline.

(3) MMPPR manages the promotion efforts and provides functional oversight for both the active and reserve components.

(4) MMSB manages the Official Military Personnel Files (OMPF) and the Performance Evaluation System for all Marines.

(5) MMSR manages the entire retired Marine population and the separated Marine population (for manpower purposes) 24 months after separation.

(6) MMMA manages and coordinates the Awards program for the Marine Corps.

d. The Manpower Policy (MP) Division manages policy that affects the MCTFS from a manpower perspective. MP coordinates policy matters with the Programs and Resources (P&R) Department and DFAS-KCC for military pay.

e. The Director, Reserve Affairs (RA) Division in close coordination with the CG, MARFORRES manages all matters pertaining to the Reserve establishment. Specific areas include:

(1) Management of the "Active Reserve" (AR) officer and enlisted population, the Selected Marine Corps Reserve (SMCR) population and coordination of assignment issues.

(2) Coordination of policy issues and Reserve end strength matters.

(3) Management of the IRR population (to include MTU members), the Standby Reserve (Active Status List (ASL) and Inactive Status List (ISL)), and the IMA population.

f. NAMALA. The Navy and Marine Corps Appellate Leave Activity, under a service level agreement with the Navy, is responsible for managing the record statuses of those Marines on involuntary appellate leave, and for providing assistance to those commands that require such. The NAMALA will coordinate with MI Division on a monthly basis in monitoring those on involuntary appellate leave.

g. MCCDC. The CG, MCCDC, is responsible to coordinate all MOS standards, training, or structure changes affecting MCTFS with the DC/S M&RA with sufficient lead time to ensure timely and accurate reporting.

h. MARCORSYSCOM. The CG, MARCORSYSCOM is required to provide equipment hardware to reporting units for necessary infrastructure support.

i. The Director, AR Division, is required to provide support for the HQMC staff. As such, the Director, AR will ensure that those administrative functions that pertain to personnel, manpower and pay issues are coordinated with the DC/S M&RA **prior to implementation** to avoid inconsistent policies/procedures.

8. Figure 1-2 portrays the functional and technical management of MCTFS.

### 10102. MCTFS ARCHITECTURE/SYSTEM SUPPORT

The MCTFS is the most critical Automated Information System (AIS) in the manpower functional arena as it supports all functional areas at both the field and corporate level. As such, it is a key element of the MAGTF C4I architecture and infrastructure. MCTFS includes the following systems definitions/applications for applicable systems support:

1. MCTFS Core Application Sub-Systems. These systems are core application systems that are an integral part of the MCTFS. They meet the Mission Need Statement requirement for providing "current" information on all personnel for decision-making purposes.

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a. Unit Diary/Marine Integrated Personnel System (UD/MIPS). The UD/MIPS input/output system supports active and reserve operating (tactical) forces. This system does not require constant on-line connectivity, rather, work can be done off-line and merely uploaded when necessary. This is the primary input/output application system within the MCTFS and can be used from any location worldwide using Marine Corps and DoD command and control support. It requires support from regional MISSO's. This is a class 1A application system.

b. On-Line Diary System (OLDS). The OLDS input/output system supports Headquarters, U.S. Marine Corps, other higher headquarters and the supporting establishment, (e.g., Non-FMF commands). The OLDS requires on-line connectivity to the mainframe processing site.

2. MCTFS Associated Systems. Certain information reported, collected, processed, and maintained for MCTFS is common to, or obtained from, other automated information systems. The MCTFS is an integrated system sharing common input and using a common master personnel/pay record. These systems rely upon MCTFS in one fashion or another to receive or send critical data for a variety of decision making purposes. These associated systems are critical to the overall management of Marine Corps matters on a day to day basis.

a. Defense Retiree and Annuitant System (DRAS). The MCTFS has a specialized interface built within to provide retiree pay information on all retirees to the DFAS-Cleveland. The DRAS returns information to the MCTFS regarding personnel information on retirees.

b. By Name Assignment (BNA). The MCTFS provides extracts to this system to assist in the management of entry level assignment support to serviceschools.

c. Headquarters Accession Management System (HAMS). All prior service Marines without a MCTFS record, Naval Academy graduates and members of the USMC Band have a computer record generated through HAMS by HQMC. Computer records missing from the MCTFS are also accessed via the HAMS.

d. Automated Recruit Management System (ARMS). All prospective officers and non-prior service enlistees have an initial computer record generated through ARMS with terminals capable of input and retrieval located at all recruiting stations, OCS and TBS. This system contains the ARMS-RS module, which starts storing the officer's information at the recruiting station. All non-prior service, prior service, and other service enlistees have an initial computer record generated through Marine Corps Recruiting Information Support System-Recruiting Station (MCRISS-RS) with terminals capable of input, interfacing and retrieval located at all recruiting stations. This system contains modules that start storing the enlistee's information at the recruiting station.

e. Total Force Retention System (TFRS). The MCTFS has an interface with TFRS that provides information concerning requests for retention, extension of enlistment, lateral moves, and approval action for both Regular and Reserve Marines.

f. Marine Corps Automated Instruction Management System (MCAIMS). The MCTFS provides a limited amount of pay and personnel data, via an interface from UD/MIPS, for training management at formal schools.

g. Automated Fitness Report System (AFRS). Data is drawn from the MCTFS to assist in maintaining records of fitness reports for Officers, SNCOs and Sergeants for assignment, promotion and management purposes.

h. Defense Enrollment Eligibility Reporting System (DEERS). The MCTFS provides information to the DEERS for identification card input reporting and family member data for identification of benefits and privileges.

i. Department of the Navy Central Adjudication Facility (DONCAF). The MCTFS provides and receives security information and supports security clearance "action" information for the entire Marine Corps via an interface with DONCAF.

j. Monitor Assignment Support System (MASS). Information from the MCTFS is provided to support officer and enlisted assignment management efforts.

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k. Marine Corps Promotion System (MCPS). Information from the MCTFS is extracted to provide data for management oversight of promotions for all Marines.

l. Marine Corps Mobilization Planning System (MCMPS). Data is drawn from the MCTFS to support management efforts for all aspects of mobilization planning.

m. MAGTF Deployment Support System II (MDSSII). The MCTFS provides basic personnel information to the MDSSII, via an interface from UD/MIPS, to support basic manifesting/embark efforts.

n. Defense Manpower Data Center (DMDC). A weekly and/or monthly file of information from the Automated Extract of Active Duty Military Personnel Records (see DODI paragraph 1336.5) and the Reserve Component Common Personnel Data System (RCCPDS) provided to the DMDC via an extract from the MCTFS. This information is used by the DMDC to pass critical data to the Department of Veterans Affairs (DVA), the Internal Revenue Service (IRS) and other federal agencies.

o. Joint Personnel Asset Visibility (JPAV) Program. Information from UD/MIPS is extracted and exported to JPAV to provide visibility to the Commander In Chief or Joint Task Force Commander of USMC personnel within a given AOR.

p. Mobilization Command (MOBCOM) Management System. The MOBCOM Management System uses extracts of data from the MCTFS to provide support in the management oversight functionality for members of the Inactive Ready Reserve (IRR).

q. Marine Corps Manpower Operational Data Store (MCMODS). An operational data store that stores current manpower data obtained from MCTFS, the TMR, and other sources. MCMODS is used for decision support, management reporting, and the development of client-server or web-based applications. Updates to MCMODS data must be made in the source system. Once the source system is updated such changes will be reflected in MCMODS during the next scheduled refresh cycle.

r. Total Forces Data Warehouse (TFDW). TFDW maintains historical data obtained by capturing a monthly 'snapshot' of the MCTFS database and certain transactions reported into MCTFS during the month.

s. Systems not listed above are not authorized to draw or store data from the MCTFS. A written justification request from the sponsor must be sent to the CMC (MI) listing the purpose per the Privacy Act of 1974.

### 10103. ACCESSION OF COMPUTER RECORDS INTO MCTFS

1. Personnel entering the Reserve component from the Regular component, whose records were dropped at the end of the required Active Duty (AD) service, are maintained in MCTFS in the new Reserve status.

2. Reserve Recruit Accessions. Records for NPS recruits, who report directly to the recruit depots, will be accessed into MCTFS upon assignment to IADT. Records for NPS recruits, who perform IDT with their SMCR unit (Training Pay Category P) before reporting to recruit training, will be joined using the instructions in Chapter 3 for ECCO (accession) data and Chapter 6 for initial joins (joining records to the MCTFS file for the first time).

3. Immediate Reenlistment. The UD statement reporting an immediate reenlistment will update MCTFS.

4. Broken reenlistment or records missing from the MCTFS File. When a PS Marine reenlists, and has no MCTFS record, or it is determined that the record is missing from MCTFS, the RU will report an initial join entry after submitting a request for accession message as directed in Chapter 3.

5. Reservists Assigned to AD (31 Days or Longer). (Exclude mobilization, reserve units involuntarily recalled under Presidential call-up authority, and reservists ordered to

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recruit training.) The parent Reserve unit must report the appropriate transfer to active duty entry per Chapter 6. The AD RU with the MCC to which the reservist reports must report an initial join entry per Chapter 6. Determination of which reservists should be transferred to active duty under different conditions is as follows:

- a. A reservist assigned to a period of AD for 31 days or longer will be transferred to active duty.
- b. A reservist assigned to AD for a period of 30 days or less will not be transferred to active duty.
- c. A reservist assigned to AD for a period of 30 days or less and then extended for a period or periods of 30 days or less for each extension will not be transferred to active duty. See Chapter 6 for further guidance.
- d. A reservist assigned to AD for 30 days or less and receiving an extension of more than 30 days will be transferred to active duty with the ED being the first day of the extension. See Chapter 6 for further guidance.

6. Reservists Who Do Not Report for AD. When a reservist does not report for AD as ordered, the CG, MARFORRES will determine if the Marine is in an unauthorized absence status by reason of failure to report. If the CG, MARFORRES excuses the failure to report, the orders will be modified or cancelled. When failure to report is not excused by the CG, MARFORRES and the Marine is declared a deserter, refer to Chapter 7 Section 3 for instructions.

7. Reservist's Orders are Modified or Cancelled. When a reservist's orders are cancelled or the report date is modified, and a transfer to active duty has previously been submitted, the active duty site commander/I-I/supervisor of the activity from which the reservist departs will refer to Chapter 6 for instructions.

### 10104. MCTFS PROCESSING

1. Reporting Personnel Data. The UD is the basic input medium of the MCTFS and is used to report personnel gains and losses, establish information and change, delete, or correct previously reported information based on day-to-day occurrences. In addition, MCTFS pay unique data elements are reported by Marine Corps Disbursing Officers (DO) and the DFAS Finance Officer (FO).

#### 2. Reporting Data in MCTFS

a. MCTFS Processing Cycles. MCTFS processing, or computer record update cycles, are normally run five times every week (Sunday through Thursday) but may be run seven days a week for major contingencies, if required. The OLDS welcome menu screen contains information regarding cycle numbers and cut-off and processing dates. All unprocessed UD's certified prior to the cycle cut-off date are electronically transmitted to a collection or batch file at the DFAS-KCC.

b. MCTFS Processing. Transactions on collected UD's are edited to ensure they meet specified logical conditions, which will allow them to be processed against the Central Master File (CMF), which contains all individual computer records. Transactions that pass these edits then update the CMF. Some transactions may fail to update the CMF, or may create conditions of which the RU must be advised. Information on these transactions is returned to the units via their Diary Feedback Report (DFR) (Figure 1-7). Transactions that do not create error conditions update computer records. The RU can assume that transactions not referenced on the rejected transactions were successfully processed. Information on the status of UD's is also returned to the unit after each processing cycle and is contained on the Diary Statistics Report (DSR) (see flowchart on Figure 1-8). Numerous transactions are passed to the advisory file. Units must check both the advisory and error files. Information on transactions processed during each cycle is contained on the MCTFS via MCTFS Retrieval.

c. Updated MCTFS Records. Records that have been updated during MCTFS cycles may be viewed using MCTFS. (See chapter 2, section 3.) The Leave and Earnings Statement (LES),

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Basic Individual Record/Basic Training Record (BIR/BTR), Record of Emergency Data (RED), Record of Service (ROS) and unit quality control reports also reflect the current condition of the CMF as of the processing date. Information reported to update or change the computer records will be submitted by using one of three other types of statements. The method of processing depends on the type of statement submitted, and the type of transaction being reported. Types of statements are described in Chapter 2. A brief description is included herein to help explain how data is processed in the MCTFS.

(1) Normal Statement. Used to report information that has not been previously reported. For certain transactions (identified as GROUP D in chapter 2), normal statements are used to report correct information to replace erroneous information previously entered into the computer record.

(2) Deletion Statement. Used to delete erroneous information that was previously entered into the computer record. A deletion statement is limited to certain select types of transactions (identified as GROUP A, B, C or E in chapter 2).

(3) History Statement. Information reported on the UD for historical purposes does not update the computer records. This type of information is reported with historical statements, which are passed through the system and appear on the Transaction Research File (TRF). See Chapter 2 for additional information on historical statements.

3. Steps to On-line Processing. Figure 1-7 provides a chart that shows the on-line flow of information.

a. Step 1. Basic format edits are performed during UD input, and the UD clerk can make changes until the UD is certified. The certifier can decertify a UD if later changes are necessary, up until the UD is transmitted by the input site to the DFAS-KCC.

b. Step 2. The DFAS-KCC removes all certified UD's from the UD preparation file, flags them as processed, and transmits them for processing.

c. Step 3. On-line UD's are processed only at the DFAS-KCC.

(1) Those entries that process properly are posted to the CMF. Those entries that fail are assigned an advisory number and are then added to Part II of the DFR. Information on Marines in the RU input by other units, such as HQMC, computer-generated messages, TAD/FAP units, or former units will be included in the parent RU's DFR. From this report, the RU **must** take action on those rejected entries and advisory messages identified therein.

(2) Each transaction is edited to ensure that the type of transaction is compatible with the type of statement reported.

(a) If a delete/add is reported, the delete and the add must be of the same type of transaction and must be listed in GROUP A, GROUP B, or GROUP C for date/time changes only.

(b) If a delete as erroneous is reported, the transaction must be listed in GROUP C.

(c) All delete/add and delete as erroneous statements not meeting these requirements are rejected.

(3) When a "delete as erroneous" is processed, the information will be deleted only if the information to be deleted is present in the computer record.

(4) When a "delete/add" is processed, if the information to be deleted is contained in the computer record and if the add statement is valid, the delete/add is accepted. The information to be deleted will be removed from the central master computer record and the add statement will be entered into the computer record. If either the delete or the add is rejected, both will be rejected.

4. File Purification(PUREX). In addition to the processing of information received from RU's, all computer records are examined on a recurring basis with the use of utility programs

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processed at the DFAS-KCC. This examination of records will check certain items to see if generated changes should be made or if the unit should be alerted to submit changes. For example, the Rotation Tour Date (RTD) is examined during this process. If the RTD has expired, there will be an entry on the DFR advising the RU to take appropriate action. For further information see Chapter 12, Section 4 (BIR/BTR AUDIT PROCESS).

### 10105. CONTENT OF INDIVIDUAL COMPUTER RECORD

1. The MCTFS record for each individual Marine is maintained by the DFAS-KCC. The manpower information portion of the record includes all the data elements maintained on the record. The MCTFS record also includes the pay data on each individual Marine. Over 1800 possible data elements are held on each Marine's MCTFS record.
2. Commanders should be familiar with the contents of the MCTFS computer record and be aware of the UD reporting requirements necessary to maintain these records accurately and in a timely manner. Additionally, the commander should determine what information is available from the MCTFS in the form of reports (both on-line and UD/MIPS reports).

### 10106. DEFINITION OF MANPOWER INFORMATION SYSTEM (MIS) TERMS

1. Reporting Unit (RU). An administrative activity, which is required to maintain a MIS through UD submission, and reports verification for all personnel assigned to that activity. A unit MIS is normally performed battalion, squadron, separate company, Marine Security Force Units, Marine detachment, and I-I staff levels.
2. Subunit (SUB RU). A Sub RU is capable of self-administration, including MIS reporting, formed as an element of a parent RU. Subunits are formed specifically to provide personnel administration reporting capability for an element of personnel physically separated from the parent unit.
3. Monitored Command Code (MCC). A three-byte alpha/numeric code assigned for identification and control purposes to a command, unit, activity, or an individual billet to which assignment of personnel is controlled by the CMC (MM).
4. Command Reporting Unit Code (CRUC). The CRUC is the unit, generally the RUC of the senior command with an MCC that has the authority to issue PCSO.
5. Reporting Unit Code (RUC). A five-byte numeric code assigned to identify a unit, activity, or SUB RU. RUC's are also assigned to identify echelons of commands that may not submit UD's; e.g., division, regiment, aircraft wing, and aircraft group.
6. Administrative Reporting Unit (Admin RUC). A five-byte numeric code assigned to identify a unit. (See paragraph 10108). **Only reporting units which report with UD/MIPS** can utilize the ADMIN RUC configuration. Commands that are serviced by a consolidated administrative center using these new RUCs will still maintain visibility over their unit's personnel data through the reconciliation process of UD/MIPS.

**Note: Members will never be assigned to administrative RUCs (45000-46999).**

7. Intermediate Command. An intermediate command is any echelon other than HQMC that exercises administrative supervision over other RU's. Examples are regiments, divisions, groups, wings, bases, stations, and other activities where several RU's exist within a command. Intermediate commands operate within the overall system as agencies of control and supervision.
8. Manpower Information System (MIS). The MIS encompasses the tasks and functions required to maintain and utilize accurate records in the MCTFS databases. These tasks and functions include:

- a. Reporting information changes on the UD.

- b. Reconciling the DFR, and if required, reconciling the Commanders Unit Diary DataBase (CUddb).

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c. Verifying records through the audit of:

- (1) BIR/BTR/RED/LES.
- (2) DMR.
- (3) Unit requested rosters and reports ((UD/MIPS) (SMARTS) IMPROMPTU/ODSE).
- (4) RED.
- (5) ROS.
- (6) Inconsistent Conditions Report (ICR) (monthly in Part III of the DFR).

9. Unit Manpower Information Reporting is reporting events, as they occur, is the responsibility of the CO/OIC of the RU.

10. Centralized Control of Manpower Information Reporting involves centralizing the mechanics of UD preparation and DFR's for the subordinate RU's at a higher echelon. A separate UD is prepared for each subordinate unit that has an assigned RUC. The CO of the higher echelon command is responsible for exercising adequate controls over the system. The responsibility for reporting events as they occur remains with the CO of the RU.

11. Consolidated Manpower Information Reporting is the consolidation of the system reporting for all subordinate units of the command/organization. The CO of the command/organization authorized to consolidate reporting is responsible for reporting events as they occur. Consolidated Manpower Information Reporting must be authorized by the CMC (MI).

12. Command DPI. A data processing installation having computer capability to provide payroll-related services to RU's. The COMD DPI's perform disbursing functions necessary to execute military payrolls from information extracted from the MCTFS master records. This process is not commonly practiced anymore.

### 10107. ASSISTANCE FROM PERSONNEL REPORTING JURISDICTION COMMANDS

1. Most personnel information required by RU's and intermediate commands can be obtained by proper use of personnel rosters, and other reports requested from the jurisdictional MISSO, via the OLDS, or UD/MIPS standard reports. Refer to section 2 of this chapter for further information.

2. Commands discovering the need for data items not included in the MCTFS, which are of a continuing nature and are not peculiar to the particular unit or command shall submit recommendations for consideration to the CMC (MI) via their regional MISSO.

### 10108. ASSIGNMENT OF RUC'S, ADMINISTRATIVE RUC AND MCC'S

1. ADMINRUC. One ADMIN RUC is used to prepare and submit UD's for the entire command/organization. Subordinate units of the organization do not submit UD's. See Figure 1-4 for an example of how to request assignment of an Admin RUC. Once approved, the ADMINRUC/SUB RU 'UPSFLAG' will be turned on within TABLE 01. See Figure 1-5 for requesting addition or modification of a RUC to an Admin RUC.

2. RUCs. A RUC is assigned upon activation of a unit or SUB RU that requires and is capable of MCTFS reporting, and in certain instances when a unit is redesignated. Requests for assignment of RUC's in other circumstances will be submitted to the CMC (MI) via the chain of command. The request for assignment must include all the information listed in Figure 1-6. Assigned RUCs and MCCs are listed in MCO P1080.20 and are also maintained in the MCTFS computer tables. Printouts of these tables are on file at each MISSO.

3. MCCs. Assignment of MCCs shall be made by DC/S M&RA. Requests for assignment of MCCs, shall be submitted to TFS Division, CG MCCDC Quantico, VA, who will obtain the recommendations of necessary staff agencies prior to final approval.

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### 10109. ACTIVATION/DEACTIVATION OF SUB UNITS

1. Activation. When a group of personnel is assigned to duty in a location away from the parent RU, or is otherwise purposely separated from the parent RU for a period in excess of 30 days, a SUB RU may be activated for the purpose of personnel administration. When more than one SUB RU of a parent RU is activated, the SUB RU's will be numbered in sequence as activated, such as SUB RU 1 or SUB RU 2. The request to activate a SUB RU must be submitted to the CMC (MI) via the chain of command. The request for assignment must include all information listed in Figure 1-6. A request for activation of a SUB RU that will not be capable of self-administration shall contain specific justification for formation of a unit lacking such capability. Also included will be the identity of the unit to be charged with personnel administration/personnel reporting responsibility for the SUB RU.

a. The SUB RU titles will include the identity of the parent RU.

b. A UD entry will be prepared by the parent unit for the date of activation of a SUB RU and will include a HISTORICAL Record of Events entry to report the activation per Chapter 6 Section 7 of this manual. Any personnel assignments to the SUB RU will be reported on the next UD, using individual, volume transactions, and/or group entries as applicable.

c. The initial UD submitted by the SUB RU will be prepared for the date of activation. The entry will include a Record of Events entry to report the activation of the SUB RU. Personnel assigned to the SUB RU will be joined as prescribed in Chapter 6 Section 2.

d. Once activated, a SUB RU functions as a separate RU and for UD purposes is independent of the parent RU and organization with which it is serving. Personnel may be joined from units or commands other than the parent unit without first being joined by the parent RU unit and then reassigned to the SUB RU.

e. The SUB RU's will **NOT** be activated under the following conditions:

(1) For periods of 30 days or less.

(2) When the duty to be performed could be accomplished more practically by assigning personnel to TAD.

(3) When the parent unit would have to prepare UD's for the SUB RU unless specifically authorized by the CMC (MI).

2. Officers in charge of the SUB RU's are charged with the same personnel reporting responsibilities as commanders of the RU's.

3. Deactivation of a SUB RU must be authorized by the CMC (MI).

a. A Record of Events entry to report deactivation will be submitted by the SUB RU on the UD prepared for the date of deactivation. See Chapter 6 Section 7.

b. The parent RU will prepare a UD HISTORICAL Record of Events entry to report the deactivation of a SUB RU. **EXAMPLE:** HIST: RUC SUBUNIT (number and title) DEACTD ON (date).

4. Zero Strength. On the date a RU's personnel strength is reduced to zero, but the unit is not deactivated, a Record of Events entry will be submitted to report this information. Refer to Chapter 6 Section 8.

a. When a SUB RU at zero strength resumes UD submission, the first UD submitted must contain a Record of Event entry to resume personnel reporting. Refer to Chapter 6 Section 8. If the SUB RU is not capable of self-administration, to include personnel reporting, personnel reporting will not be resumed without approval of the CMC (MI).

b. When it becomes necessary to resume UD submission for the purpose of reporting correction entries ONLY, or to deactivate a SUB RU, the next senior unit in the RU's chain of command will prepare a UD.

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### 10110. AUTHORITY FOR CHANGING CONTROL OF MIS REPORTING

1. CO's may authorize centralized Control of MIS Reporting without prior approval from the CMC. Some organizations or commands may find it advantageous to centrally control reporting to achieve greater efficiency and improve performance and better usage of available personnel, equipment, and facilities. Organizations that centrally control reporting will generally find it expedient to authorize subordinate units with assigned RUC's that are deployed/detached from the parent organization to submit UD's directly to the Master File.
2. Consolidated Reporting may be authorized only by the CMC. Requests for authority to conduct consolidated reporting will be submitted to the CMC (MI) with appropriate justification. The request should indicate whether subordinate units are to be deactivated or reduced to zero strength. Upon approval, the CMC (MI) will provide instructions regarding the deactivation/reduction to zero strength of subordinate units. Organizations that consolidate reporting functions in the MCTFS may have subordinate units that are to be deployed/detached from the parent activity for which unit personnel reporting is desired. If the subordinate unit was previously deactivated, authority for activation must be requested from the CMC (MI). If the subordinate unit is at zero strength with an assigned RUC, it will be reported from zero strength and normal reporting resumed.

### 10111. RU COMMANDER'S SPECIFIC RESPONSIBILITIES

The reporting unit commander is responsible for:

1. The accurate, timely, and complete reporting of personnel manpower and pay information on every Marine within the unit, as well as all unit activities/events/occurrences that require reporting.
2. The accurate preparation and timely submission of the UD. The UD is required to be submitted as soon as possible after a reportable event has occurred.
3. The reporting of data as required by all Software Release Notices, Personnel Administrative Advisories (PAA's), MISSO Broadcast Screens, and any other special notice.
4. The verification and reconciliation of the DFR to ascertain that all UD entries have been processed, and the data reported is accurately reflected within the MCTFS.
5. Reporting of appropriate UD entries to ensure the CMF properly reflects the members of the unit. All personnel accountability matters are vital to have an accurate OEMF for each Marine.
6. Verification of the individual Marine's system data and audit of the LES/RED/SGLI/ROS/PES/BIR/BTR and reporting of required UD entries.
7. Verification of the Inconsistent Conditions Report (ICR) and other periodic MCTFS accuracy surveys and reporting of required UD entries.
8. Establishment of a join, return from TAD in excess of 30 days, pre-deployment, and triennial audit internal control process to identify and correct erroneous or missing information. Commanders are encouraged to use exception rosters via UD/MIPS, IMPROMTU, MOL, and ODSE, or any other automated reports to purify information in the MCTFS. The regional MISSO will assist commands with establishing the necessary reports. The MCAAT checklist should be used for the establishment of audit controls.
9. The use and safeguarding of the RU's M-ELSIG, and training on the use of ELSIGs by those personnel who are assigned them. The ELSIG authentication process is a critical internal control and basic safeguard of personnel and pay data in today's world of information warfare. Unit Commanders must recognize that the ELSIG is a vital part of identifying who has access to view, review, report, change, verify and certify data in the UD/MIPS and MCTFS. See Chapter 2.
10. If the RU commander is at a Command Reporting Unit Code (CRUC), the unit will have the

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additional responsibility of reporting and accounting for PCSO Reports, and all associated reporting with this function.

11. Unit commanders are required to establish and maintain MOS and functional training programs for their administrators and all personnel who are granted access to MCTFS. Minimum training elements will include training concerning:

- a. Security and safeguarding information in the MCTFS.
- b. Accuracy and timeliness of reporting information.
- c. Responsibility of reporting Pay and Personnel information.
- d. MOS Individual Training Standards per MCO P1200.7. (ITS for OccFld 01).

### 10112. REPORTING RESPONSIBILITIES FOR RESERVE AND RETIREE RECORDS

1. The AD site commander's for aviation SMCR units and the I-I's for ground SMCR units are responsible for the actions listed in paragraph 10111 for members of their respective SMCR units.

2. The CG, MOBCOM is responsible for the actions listed in paragraph 10111 for members of the IRR, Standby Reserve, IMAs and MTUs.

3. The CMC (MMSR) is responsible for the actions listed in paragraph 10111 for members of the FMCR and for Retirees.

### 10113. INFORMATION SECURITY/WARFARE

1. Many personnel may potentially attempt to use the data from MCTFS in unauthorized manners, to attempt to destroy the integrity of the data, to infect the system with a virus, or to cause loss of service or other irreparable damage. To combat this, a variety of security profiles and audit methods are utilized to allow the system security administrators to track who enters the system, and a variety of other information. Security profiles are used to shield the system from the types of attacks mentioned above. To do so, the DFAS-KCC provides overall system security within the Kansas City domain in close coordination with the Director, DECC St. Louis and the CG, MCCDC, to ensure that information warfare concerns are met.

a. System Entry. Those individuals authorized to enter or change data within MCTFS are required to use a two-person system of checks and balances requiring an Electronic Signature (ELSIG) authentication code (which is automatically generated by the system after initial issue). Those who "view only" are still required to have an ELSIG, but may not make changes to the data. Per the FIP and GAO Policy Manual for Electronic Reporting Systems, MCTFS is classified as a highly sensitive, unclassified system. CO's and HQMC reporting agencies may not waiver from this security process. During normal MCAAT reviews, this will be a formal evaluation of the unit's system security measures. The Director, DFAS-KCC has promulgated a MCTFS System Security Manual that is applicable to all commands and HQMC agencies.

b. System Integrity. Various agencies check the data integrity on a daily, weekly, monthly and periodic basis to ensure the data entered and extracted is correct, not corrupted, and not released to unauthorized personnel. Additionally, MCTFS itself has a wide variety of management reports that are either automatically generated, or generated upon request to ensure system integrity.

c. Security Precaution Measures. All commanders, FO's, DO's and all CMC RU's are required to report any suspected violations to their supporting MISSO and/or Terminal Area Security Officer (TASO). **Unauthorized access and release are punishable under numerous** provisions of the Privacy Act of 1974 and DoD Directive 5200.28-R. Significant security violations must be reported within 24 hours to either the CMC (MI) or to the Director, DFAS-KCC, as per MCO 5521.3, Personnel Security Investigation Security Clearance and Access.

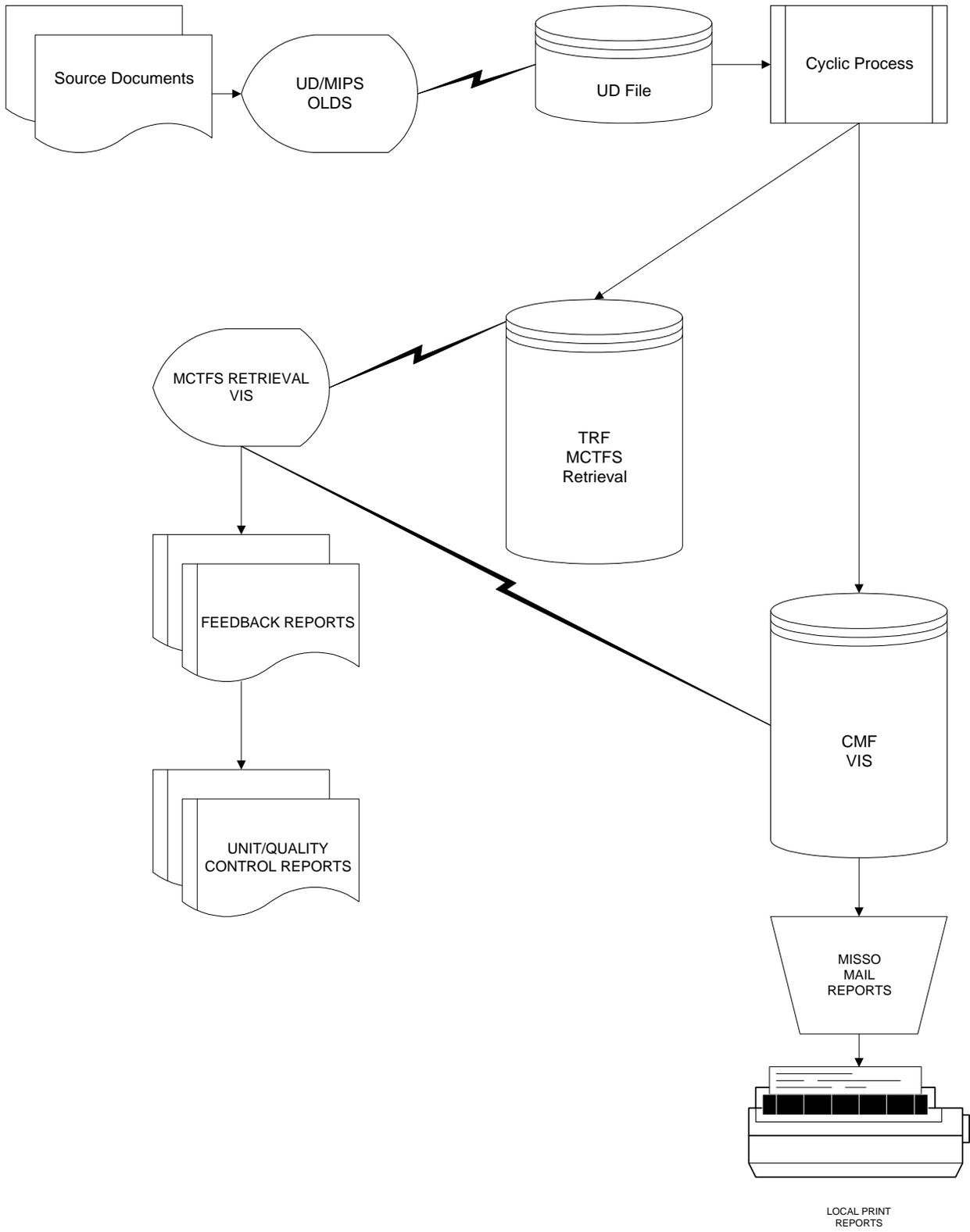


FIGURE 1-1.--MCTFS INPUT/OUTPUT MODEL.

MCTFS MANAGEMENT STRUCTURE

<b>MANPOWER FUNCTIONAL MANAGEMENT STRUCTURE</b>
<b>CMC (M&amp;RA)</b>
<b>CMC(MI)</b>
<b>MISSO'S</b>
<b>REPORTING UNITS</b>

<b>FINANCIAL FUNCTIONAL MANAGEMENT STRUCTURE</b>
<b>CMC (RFL)</b>
<b>DIRECTOR DEFENSE FINANCIAL AND ACCOUNTING SERVICE</b>
<b>FINANCE OFFICES</b>

<b>MCTFS TECHNICAL MANAGEMENT STRUCTURE</b>
<b>CMC (CC)</b>
<b>DIRECTOR, TSO</b>

FIGURE 1-2.--MCTFS MANAGEMENT STRUCTURE.

**UNIT DIARY PROCESS**

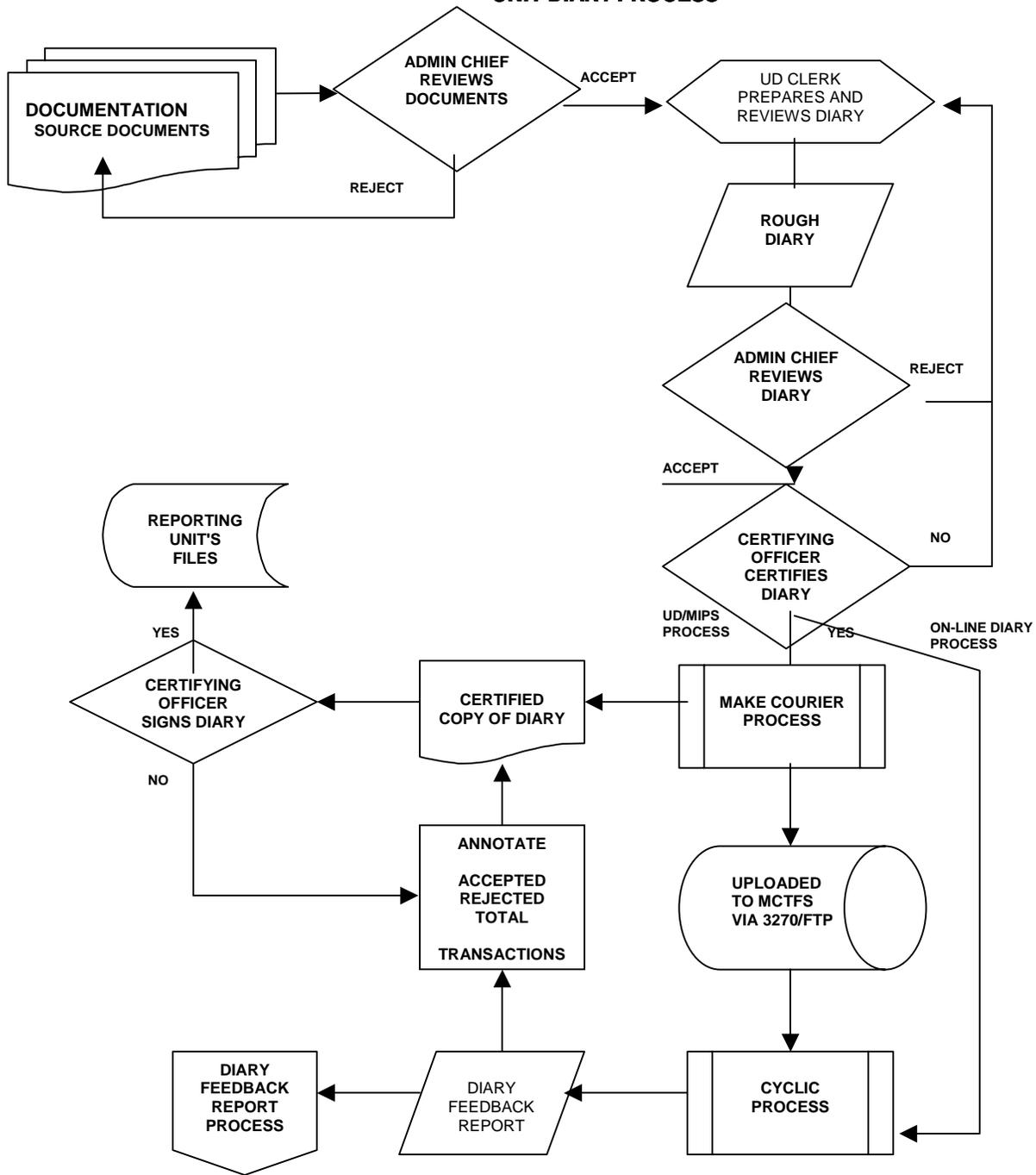


FIGURE 1-3.--ON-LINE UD SYSTEM PROCESSING.

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FROM: (COMMAND REQUESTING ADMIN RUC)

TO: CMC WASHINGTON DC//MI//

INFO: (APPROPRIATE JURIS, MISSO)

DFAS KANSAS CITY MO//TSO//

(CHAIN OF COMMAND)

UNCLAS //N01080//

SUBJ/REQUEST FOR ADMIN REPORTING UNIT CODE (ADMIN RUC)

REF/A/DOC/CMC MIO/YMD:

AMPN/REF A IS MCO P1080.40, MCTFSPRIM//

RMKS/1. PER THE REFERENCE, REQUEST ASSIGNMENT OF AN ADMIN

REPORTING UNIT CODE (ARUC) FOR THE FOLLOWING UNIT:

UNIT TITLE AND NAME OF CONAD:

PARENT MCC: (FOR THE SUPPORTED UNITS)

JURIS CODE:

2. THE ADMIN RUC WILL SUPPORT THE FOLLOWING ASSIGNMENT UNIT CODES.

A. PRESENT RUC, TITLE, PRIMARY MCC, ALL ADDITIONAL MCC'S AND DESIRED REPORTING STATUS (SELF-REPORTING/OR CONAD REPORTING).

B.

C.

D.

3. REQUESTED DATE OF CONSOLIDATION: (ALLOW A MINIMUM OF TWO WEEKS FROM THE DATE OF REQUEST)

4. JUSTIFICATION:

5. POINT OF CONTACT FOR THIS UNIT IS: (RANK, NAME, and PHONE NUMBER).

FIGURE 1-4.--REQUEST FOR ADMIN RUC

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REQUEST FOR ADDITION/MODIFICATION OF RUCS TO ADMIN RUC

FROM: (COMMAND REQUESTING ADMIN RUC)

TO: CMC WASHINGTON DC//MI//

INFO: OIC APPROPRIATE JURIS, MISSO

DFAS KANSAS CITY MO//TSO//

(CHAIN OF COMMAND)

UNCLAS //N01080//

SUBJ/REQUEST FOR ADDITION (OR MODIFICATION) OF RUC'S TO ADMIN RUC

REF/A/DOC/CMC MIO/YMD:

AMPN/REF A IS MCO P1080.40, MCTFSPRIM//

RMKS/1. PER THE REFERENCE, REQUEST ADDITION (OR MODIFICATION) TO ASGN UNIT CODES SUPPORTED BY THE FOLLOWING ADMIN RUC.

XXXXX

UNIT TITLE AND NAME OF CONAD:

PARENT MCC:

JURIS CODE:

2. THE FOLLOWING ADDITIONS (OR MODIFICATIONS) TO THE ASGN UNIT CODES SUPPORTED BY THE ABOVE ADMIN RUC ARE REQUESTED.

A. ADD: PRESENT RUC, TITLE, PRIMARY MCC, ALL ADDITIONAL MCC'S AND REPORTING STATUS (SELF REPORTING/OR CONAD REPORTING),

B. MODIFY THE REPORTING STATUS OF: PRESENT RUC, TITLE, PRIMARY MCC, ALL ADDITIONAL MCC'S TO BECOME SELF-REPORTING (OR CONAD REPORTING).

C.

D.

3. REQUESTED DATE OF ADDITIONS (OR MODIFICATION): (ALLOW A MINIMUM OF TWO WEEKS FROM THE DATE OF REQUEST)

4. JUSTIFICATION:

5. POINT OF CONTACT FOR THIS UNIT IS: (RANK, NAME, and PHONE)

FIGURE 1-5.--REQUEST FOR ADDITION/MODIFICATION OF RUCS TO ADMIN RUC

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FROM (COMMAND REQUESTING RUC)

TO CMC WASHINGTON DC//MIO//

INFO CG/CO OF THE PERSONNEL REPORTING JURISDICTION WHERE COMMAND IS LOCATED  
IDT DFAS-KANSAS CITY CENTER KANSAS CITY MO//  
(CHAIN OF COMMAND)

UNCLAS //NO1080//

SUBJ: REQUEST FOR REPORTING UNIT CODE (RUC)

A. MCO P1080.40, MCTFSPRIM

1. PER THE REFERENCE, REQUEST ASSIGNMENT OF A RUC FOR THE FOLLOWING UNIT:

A. UNIT TITLE

B. COMPLETE UNIT MAILING ADDRESS

C. LOCATION CODE (STATE/COUNTY)

D. LOCATION CODE (CITY/COUNTY)

E. COMMAND DPI CODE

F. DSSN

G. TYPE CURRENT DUTY CODE

H. JURIS CODE

I. PEN

J. RCN

K. JUSTIFICATION

2. POINT OF CONTACT FOR THIS UNIT IS:

FIGURE 1-6.--REQUEST FOR RUC ASSIGNMENT.

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TABLE 1-1 PRIMARY (P) AND SUPPORTING (S) ROLES FOR DATA MANAGEMENT								
Agency	Accessions	Promotions	AD Officer and Enlisted Population Assignment	Res Officer and Enlisted Population Assignment	Active End Strength	Reserve End Strength	Retirees	Audits and Internal Controls
RUC		P (E5 AND BELOW)			S	S	S	P
CRUC		P (E5 AND BELOW)			S	S	S	P
MCRC	P				S	S		P
MFR				P	S	P	S	P
MI DIV	S	S	S	S	S	S	S	P
MM DIV		P	P		S	S	P	P
MP DIV					P	S		P
RA DIV				P	S	P	S	P
DFAS							S	P

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## SECTION 2: SYSTEM MANAGEMENT AND OPERATIONS

### 10200. PERSONNEL REPORTING JURISDICTION COMMANDS

1. The local representative of CMC functional manager is the MISSOs and RU's.
2. The CMC (MI) is designated as functional manager for the MIS including the manpower portion of the MCTFS. CMC's field representative in each JURIS is the MISSO. The MISSO is responsible for:
  - a. The timely and correct consolidation and submission of the MCTFS information.
  - b. Enforcement of standards for UD submission as set forth in paragraph 20103.
  - c. Directing corrective action in case of failure on the part of RU's to comply with MIS requirements.
  - d. Compliance with all directives and correspondence relating to the MCTFS.
  - e. Providing appropriate technical assistance to RU's experiencing difficulty or upon request.
  - f. Passing information and instructions received from the CMC (MI) as relative to MCTFS.
  - g. Control and assignment of M-ELSIGs within the respective JURIS.
  - h. Control of access to locally held Class I MIS data files.
3. The assignment of RU's to specific personnel reporting JURIS commands is based on:
  - a. Apportioning the workload at the MISSOs.
  - b. Maintaining command integrity.
  - c. Proximity of the RU to the MISSO.
  - d. Method of UD reporting.
  - e. Special reporting needs of a particular group of RU's; for example, I-I staffs.
4. Reporting Units are assigned to personnel reporting JURIS' as follows:

#### SOUTHEASTERN JURISDICTION (JURIS 02)

##### MISSO 02

Manpower Information Systems  
Support Office 02  
Marine Corps Base  
Camp Lejeune, NC 28542-5001

#### Activities in Jurisdiction

1. All units (with the exception of Reserve units, I&I Staffs and 4<sup>th</sup> MAW Active Duty Staffs) located in the following states:  
  
AL, FL, GA, MS, NC, SC, TN, AK, CT, DE, KY, MA, MD, ME, NH, NJ, NY, OH, PA, RI, VA, VT, and WV.
2. MARCORSCTYFOR, Cuba, Europe, Southwest Asia

#### WESTERN JURISDICTION (JURIS 03)

##### MISSO 03

Manpower Information Systems  
Support Office 03

#### Activities in Jurisdiction

1. All units (with the exception of Reserve units, I&I Staffs and 4<sup>th</sup> MAW Active Duty Staffs) located in the

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Marine Corps Base  
Camp Pendleton, CA 92055-0001

following states:

AZ, CA, ID, MT, NV, OR, UT, WA and WY

PACIFIC JURISDICTION (JURIS 06)

MISSO 06

Officer in Charge  
Manpower Information Systems  
Support Office 06  
Building 4009  
Marine Corps Base Hawaii  
Kaneohe Bay, HI 96863-5010

Activities in Jurisdiction

1. All units (with the exception of Reserve units, I&I Staff) located in Hawaii.

NORTHEASTERN JURISDICTION (JURIS 09)

MISSO 09

Headquarters, Marine Corps  
Manpower and Reserve Affairs Department  
3280 Russell Road  
Quantico, VA 22134-5103

Activities in Jurisdiction

1. All units (with the exception of Reserve units, I&I Staffs and 4<sup>th</sup> MAW Active Duty Staffs) located in the following:

District of Columbia.

2. All units not otherwise identified.

MIDWEST AND RESERVE JURISDICTION (JURIS 16 (Active)/17 (Reserves))

MISSO 16/17

Manpower Information Systems Support  
Office 16 or 17  
Marine Corps Support Activity  
Kansas City, MO 64197-0001

Activities in Jurisdiction

1. (Active) All I&I Staffs.  
All 4<sup>th</sup> MAW Active Duty Staffs.  
All units located in the following states:

AR, CO, IA, IL, IN, KS, LA, MI, MN, MO, ND, NE, NM, OK, SD, TX, and WI.

2. (Reserve) All Reserve units.

FAR EAST JURISDICTION (JURIS 27))

MISSO 27

Manpower Information Systems Support  
Office 27  
MCB, Camp S. D. Butler  
Unit 35002  
FPO AP 96373-5002

Activities in Jurisdiction

1. All units based in Okinawa.  
2. All units based in Japan.  
3. All units deployed to Southeast Asia.  
4. MARCORSTYFOR, Diego Garcia.  
5. All UDP units located in Southeast Asia.

5. Correspondence regarding discrepancies or omissions in the assignment of units within each jurisdiction command should be addressed to the CMC (MI).

10201. ESTABLISHMENT OF A MCTFS PROCESSING CONTROL SYSTEM

In order to support the timeliness and accuracy concepts of UD reporting and processing, the CG providing the jurisdictional MISSO will establish a MCTFS processing control system that adheres to the following standards:

1. MCTFS Document Control Station. A MCTFS document control station will be maintained at the MISSO. The functions of this station are to:

a. Monitor the input of UD's to ensure adherence to the timeliness standards through the

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use of the OLDS monitor reports. The MISSO will issue a delinquency notice to the senior command in each instance when a RU commander does not comply with the timeliness standards in Chapter 2.

b. Upload UD's via **WRQ Reflection** or servicing MISSO.

c. Effect prompt distribution of MCTFS output documents to RU's. All documents must be distributed to the RU within 24 hours after they are printed/received. Adhering to the delivery classification standards prescribed in paragraph 20110 may satisfy this requirement.

### 2. Input Scheduling.

a. A schedule will be established for the conversion of UD's or other MCTFS input, which require conversion to magnetic form for processing at the Defense Mega-Center (DMC), St Louis. This schedule should coincide with UD delivery deadlines.

b. The MISSO will determine the time when batch processing of UD's will occur so that all MCTFS information is received and acknowledged by DMC, St Louis, in time for the Central Master File (CMF) cycle.

3. In order to support the timely payment of personnel under MCTFS and the information requirements of manpower managers, it is essential that MCTFS as a Marine Corps-Wide Class I Automated System, have priority over all other local applications to include scheduling during prime time, if necessary, to meet the daily cycle requirements.

4. MCTFS Defense Data Network (DDN)/Defense Information System Network (DISN) Transmission. Data messages from MCTFS cycles have priority precedence and will be processed by communication centers in the same manner as priority message traffic. MCTFS traffic will not be preempted by message traffic with the same precedence. During periods of MINIMIZE, MCTFS data traffic that deals exclusively with personnel gains and losses will continue to be transmitted via the DDN.. The DISN is used to connect users with the central computer in DMC, St Louis.

### 10202. MISSA RESPONSIBILITIES

The Director, MISSA, KCMO will ensure that the following information is maintained in a formal log, and available to MCTFS managers upon request:

1. Cycle number (consecutive by calendar year).
2. Date and time of input to the MCTFS cycle.
3. Date and time of output from the MCTFS cycle.
4. Number of transactions in each cycle.
5. Remarks, to include details when there is a failure to complete a MCTFS cycle.

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## SECTION 3: REPORTING UNIT MANAGEMENT INFORMATION

### 10300. REPORTING UNIT MANAGEMENT

#### 1. General information.

a. Some of the information included in this section is duplicated elsewhere in this manual; however, the intent of this section is to consolidate necessary management information. Contained within are instructions on how to use the management tools provided by the MCTFS. In addition, guidelines are provided to enable the commander to evaluate the effectiveness of internal MCTFS procedures.

b. Although this section is an integral part of this manual and must be maintained, it is recommended that copies be made and retained by the commander for instant reference when required.

c. In addition to the information contained within this section, each paragraph is cross-referenced where appropriate to provide easy access to more detailed information as required.

d. This Manual, MCTFSCODESMAN and MCTFSAPSM are the three references required to prepare the UD and manage MCTFS. **The MCTFSCODESMAN is the official authority for codes that will be reported in the MCTFS.** These three manuals contain all pertinent information concerning MCTFS. **These manuals must be maintained and most importantly must be used.** A common error is to rely upon memory or refer to old documents. MCTFS is dynamic and extensive changes are implemented approximately every 6 months (Oct/Apr).

e. Detailed instructions concerning conditions of entitlement to pay and/or allowances are contained in the DoDFMR, Vol 7A, MCTFS APSM and JFTR. **Refer to the DoDFMR, Vol 7A to determine when it is necessary to report changes that affect pay and/or allowances.** Any instructions contained in this Manual are not intended to replace those contained in the references. The instructions contained in this Manual will enable the unit to prepare the appropriate UD entries, such as entitlement starts and stops, once it has been determined that the pay status of the Marine has been affected. The specific reference to determine the entitlement's policy will be included as required (e.g., DoDFMR, Vol 7A, Chap III; and/or JFTR, Vol. 1, Chap 9 and 12 and the MCTFS APSM). It is imperative that all PAAN's, SAAN's, TAN's, SAO's, PAA's and MISSO advisories are read and maintained at the reporting unit level.

2. Internal Controls. COs and DOs/FOs must establish written internal control procedures that describe the methods used to ensure accurate and complete reporting of pay-related information. These written procedures should be tailored to fit the needs of each administrative or financial office, and can take the form of any, all, or a combination of the following: Standard Operating Procedures (SOP), individual desk top procedures, unit/organizational directive(s), "tickler files," etc. Regardless of the form of the written internal controls, they must, at a minimum, include: audit procedures, billet responsibilities, document flow within the office, and relationships with other organizations; for example, DFAS-KCC, joint reception center, or housing office. Other areas that require particular attention to ensure internal command information is relayed to the appropriate reporting unit are Legal, Training, Off-Duty Education, Career Planning, Promotion Recommendations, Personnel Tempo Events, Leave Tracking, and Separations. Once documented, the internal controls must be complied with and updated as needed.

3. Electronic Signatures (ELSIGs). A Master Electronic Signature (M-ELSIG) is assigned to each Administrative RU or individual RU. Using the M-ELSIG, the commander creates the commander's ELSIG. The commander uses the commander's personal ELSIG to assign/create personal ELSIGs for the Electronic Signature Control Officer (ECO) and/or UD certifiers, reviewers, and preparers in the unit. Once the CO has assigned the ECO, the ECO has the same capability as the CO to assign certifier, preparer or reviewer ELSIG's. CO's should request the M-ELSIG from their servicing MISSO in writing within seven days of the change of command. Refer to Chapter 2.

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4. Unit Diary (UD). The document most commonly used to enter information into the system is the UD. The following points apply when the UD is being prepared:

- a. UD entries must be checked against the entries in this Manual and TTC sequence listings. (To be of assistance TTC/SEQ numbers have been added to each paragraph but should still be verified against TTC sequence listings.)
- b. When entries require a code, confirm with MCO P1080.20 if not listed within the applicable paragraph in this Manual. **Do not rely upon memory or old UD's.**
- c. The source document (for example, leave papers or school completion certificates) will be compared with the UD to ensure the correct transaction has been reported. The source documents will be maintained in the RU's correspondence files unless otherwise stated by applicable directives. MCO P1070.12 contains more detail on source documents filed in the Service Record.
- d. Upon joining, every Marine's name, initials, and SSN must be checked to ensure correctness. It is advisable for commanders to use the LES or member's contract to verify this information.
- e. A UD is submitted to the MCTFS for each day that a reportable item occurs (non-workdays excepted). **RU's are not restricted to only one UD per day.** A continuous flow of timely information is imperative. Refer to Chapter 2, Section 1.
- f. When the UD is presented to the CO/ECO/Certifying Officer for certification all source documents will be attached.
- g. The unit will establish a 30/31-day "tickler" file to monitor transactions that are to be reported at a future date. For example, leave authorization, subsistence entitlements, FSA, TAD periods, or separations.
- h. The points listed above are by no means a complete checklist. They are areas where mistakes commonly occur and as such must be closely monitored. Figure 1-4 is a flowchart of UD processing.

5. Diary Feedback Report Index as Feedback Report (DFR). The DFR is explained at length in Chapter 12. (also see Figure 1-7).

6. Record Audits (refer to Chapter 12).

- a. The commander is responsible for maintaining an accurate MCTFS computer record on all Marines in the unit. The audit tools provided by the MCTFS include the BIR, BTR, LES, RED, ICR, DMR, UD/MIPS, Disbursing Reports, IMPROMPTU and MCTFS Accuracy Survey.
- b. The unit commander will establish a control system to ensure each of the reports is audited as prescribed in Chapter 12. Each RU will establish the system that best suits its needs and strictly adhere to it.
- c. In addition to the audit tools provided by the MCTFS, the unit should audit OLDS or UD/MIPS rosters and/or reports created as required to ensure complete, accurate records.

7. Diary Management Report (DMR). The DMR provides CO's with information to assist in evaluation of personnel reporting performance. It includes a timeliness rating and rejection rating listed by the type of transaction. The commander should review this report to ensure the RU's internal control procedures are providing accurate and timely input to MCTFS. For further information refer to Chapter 12.

8. Diary Retrieval System (DRS). The DRS contains all transactions that processed (either successfully or unsuccessfully) in the CMF update cycle. The DRS is made up of three files, the Transaction Research File (TRF), Master Error Control File (MECF), and the Advisory File. Transactions will appear on the DRS for approximately 90 to 180 days. For further information refer to Chapter 12.

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### 10301. INTERMEDIATE LEVEL COMMANDER'S RESPONSIBILITIES

The following responsibilities apply to intermediate commanders who have an assigned MCC; for example, Division, Wing, FSSG, Air Station, or Base.

1. Monitor the accession of electronic records for Marines reentering the Marine Corps after a broken reenlistment and assigned for initial duty to that intermediate command. Ensure these Marines, in fact, report for duty.
2. Ensure the prompt resolution of all overdue transient Marines by means of the command DFR.
3. Ensure duplicate reporting requirements are not placed on subordinate units. If requested information is available within the MCTFS, notify the requester to obtain the requested information from the MCTFS.
4. Provide functional area, for example, communications, aircraft maintenance, or motor transport managers with MCTFS information as required to preclude manual personnel systems and duplicate reporting.
5. Ensure that subordinate intermediate commands are managing diary reporting from MCTFS reports.
6. Develop, acquire, and ensure distribution of management reports that are common to subordinate commands.
7. If the unit is a CRUC, then it has the additional responsibility of reporting statements in connection with the PCSO.
8. Make recommendations for MCTFS modifications and address MCTFS-related concerns to the CMC (MI).
9. Make representatives available for MCTFS Conference participation and to the MCTFS functional managers as points of contact regarding MCTFS matters.
10. Assist RU's; with MCTFS reporting and monitor unit adherence to the requirements set forth in this Manual.

DIARY FEEDBACK REPORT PROCESS

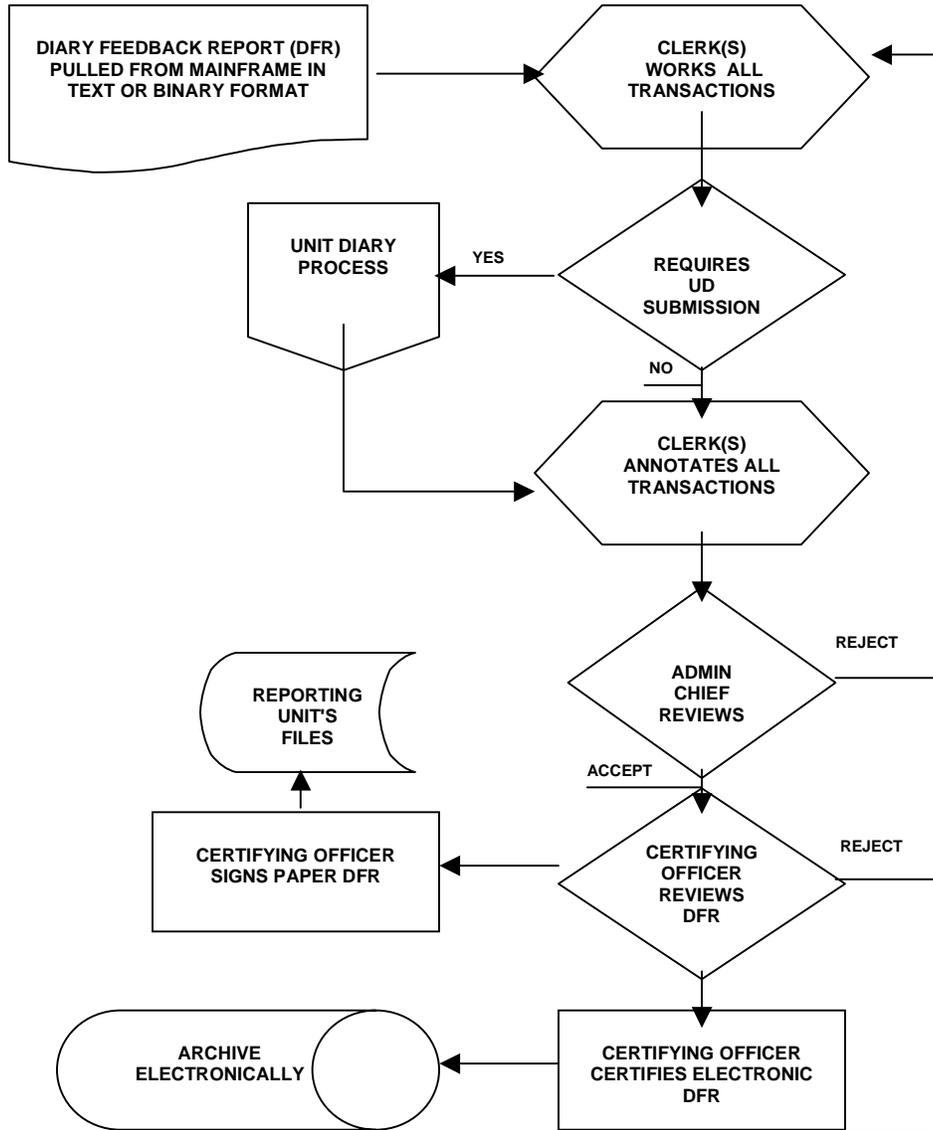


FIGURE 1-7.--DIARY FEEDBACK REPORT (DFR) PROCESS

MCTFSPRIM  
DIARY STATISTICS REPORT (DSR)

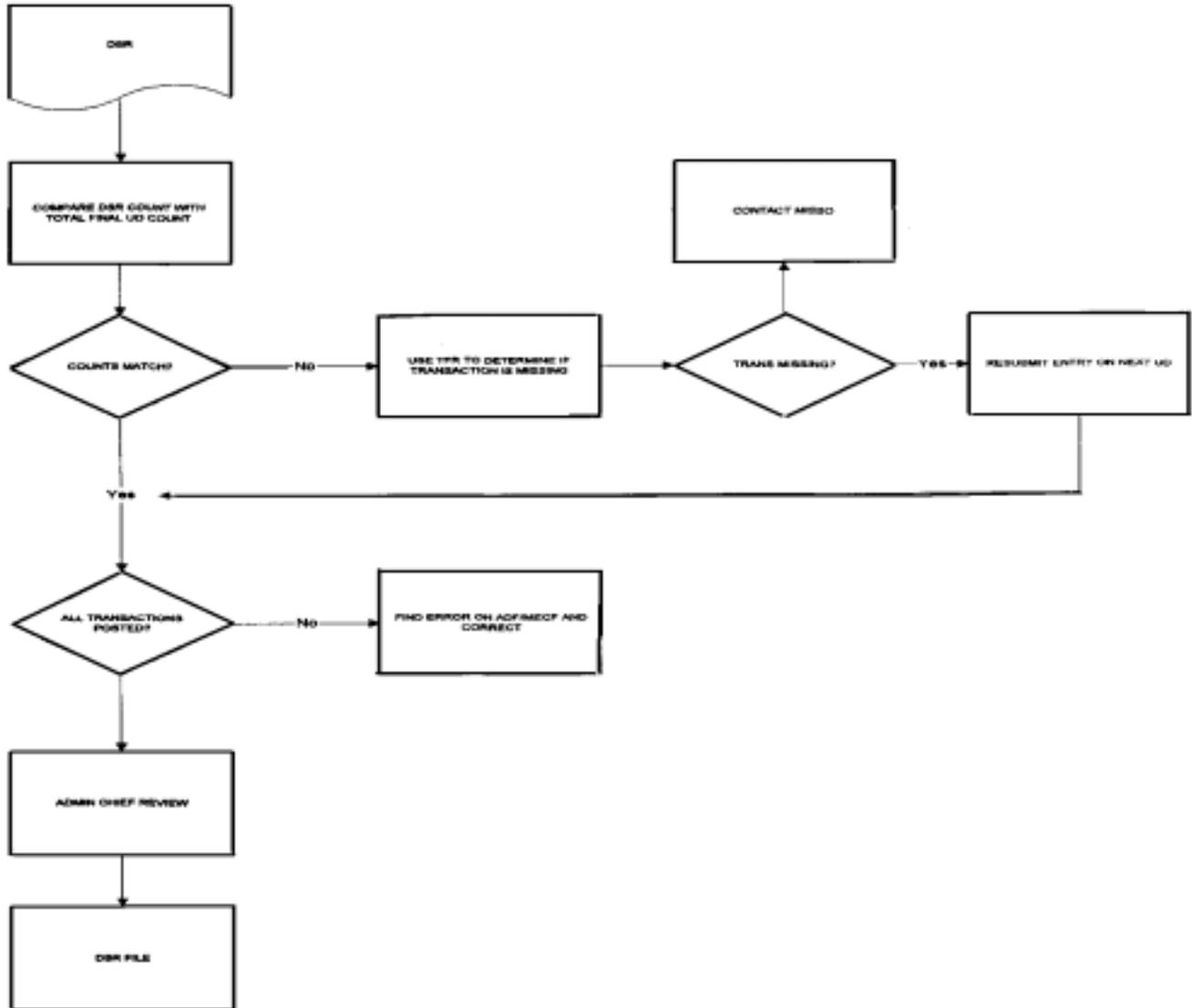


FIGURE 1-8.--DIARY STATISTICS REPORT (DSR) FLOWCHART.