



UNITED STATES MARINE CORPS
MANPOWER INFORMATION SYSTEMS SUPPORT ACTIVITY
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KANSAS CITY, MISSOURI 64197-0520

IN REPLY REFER TO
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IAB
3 Aug 04

ONLINE USER MANUAL UPDATE NOTICE 7-04

Subj: MARINE CORPS TOTAL FORCES SYSTEM PERSONNEL REPORTING
INSTRUCTION USERS MANUAL (MCTFSPRIUM)

1. Purpose. To provide information concerning recent updates to the MCTFSPRIUM, changes are highlighted in red. Update notices since SR 1-04 are 4-04, 5-04, 6-04 and 7-04.
2. Summary of Changes.
 - a. Chapter 4. Changed incorrect reference information on MCO P1751.3F, Dependency Determination and Basic Allowance for Housing (BAH) Manual (Change submitted by Sgt Langlois, MIO); replaced invalid link hydra.gsa.gov/glc with a valid link for Geographical Location Codes (Change submitted by GYSGT Shelvey, MISSO-11); Updated paragraph 40105.3.b(3) (Change submitted by Vickie Krider, MISSA); Updated Email Address TTC's to reflect currently being used.
 - b. Chapter 5. Added PFT Class Code 9 and changed invalid links to Geographical Location Codes (Change submitted by GYSGT Shelvey, MISSO-11); Changed incorrect reference information on MCO P1751.3F, Dependency Determination and Basic Allowance for Housing (BAH) Manual (Change submitted by Sgt Langlois, MIO).
 - c. Chapter 6. Added information on submitting transactions for converting a mobilized Marine to ADSW without a break in service or pay entitlement (Project MT 560S); Added clarification to procedures for preparing entries on OTHER MILITARY SERVICES/COUNTRIES AND CIVILIANS (Change submitted by GYSGT Shelvey, MISSO-11); Removed paragraph 60215.6.c.(2) because of inaccurate information (Change submitted by GYSGT Shelvey, MISSO-11); Added two new data elements to be maintained on Navy Personnel serving with the Marine Corps (Change submitted by GYSGT Shelvey, MISSO-11); Added Note 2 to reporting Operational Information (TTC 034) (Change submitted by GYSGT Shelvey, MISSO-11); replaced invalid link hydra.gsa.gov/glc with a valid link for Geographical Location Codes (Change submitted by GYSGT Shelvey, MISSO-11); Changed incorrect reference information on MCO P1751.3F, Dependency Determination and Basic Allowance for Housing (BAH) Manual (Change submitted by Sgt Langlois, MIO).
 - d. Chapter 8. Changed incorrect reference information on MCO P1751.3F, Dependency Determination and Basic Allowance for Housing (BAH) Manual (Change submitted by Sgt Langlois, MIO); replaced invalid link hydra.gsa.gov/glc with a valid link for Geographical Location Codes (Change submitted by GYSGT Shelvey, MISSO-11).
 - e. Chapter 9. Renumbered subparagraphs and corrected an invalid link to DODFMR. (Change submitted by Jerry Welch, MIO); Added a new sub

paragraph 2 and renumbered current sub paragraph 2 to sub paragraph 3 under paragraph 90201 requiring a Annual SDA Certification. (Change submitted by Maj McCloskey, MPO-40)

f. Chapter 11. Added instructions for reporting the Early Identification of Reservist Called Up In Support of Named Contingency and the Reporting of the Early Termination Date for Reservists that do not go on active duty.(Project MT 565S)

g. Changed MIF and MIP to MIO throughout the MCTFSPRIUM.

3. Point of contact for changes or updates is CWO-3 Brad Acuff, MISSA, e:mail AcuffBJ@MFR.USMC.MIL.

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