



# **U.S. MARINE CORPS FORCES, SOUTH**

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# **ADMINISTRATIVE SUPPORT GUIDE**



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## COMMUNICATIONS AND INQUIRIES

**U.S. Marine Corps Forces, South (MARFORSOUTH)** provides administrative support to many geographically dispersed Marines and family members - at last count, personnel were stationed in over 30 countries, at over 60 different locations, performing myriad duties.

Administrative support is provided through interaction with Marines via phone, fax, e-mail, web, and conventional mail. It is imperative that the G-1 Division be provided with up-to-date information.

**CONTACTING THE G-1.** Contact information is provided in Part II of this handbook. It lists only telephone numbers. Administrative personnel e-mail addresses will be provided separately (most often done upon you initiating communication with MARFORSOUTH), along with a MARFORSOUTH Staff contact listing.

**CONTACTING YOU.** Responses to inquiries are normally provided within 24 hours or less. This process allows admin personnel to conduct adequate research; including contacting any CONUS based agencies, which have a direct bearing on the matter. Should a promised response not be provided, please refer the matter to the Personnel Officer or the G-1. Communication with supported Marines is effected by:

- **E-mail** - The most used means of communication. Used to disseminate Marine Corps related information, from MARADMINS to LESEs. Ensure if this method is used that you also CC at least one other person in the G-1 Section.
- **Fax** - The second most used means. Used to forward documents, particularly those requiring signatures (mainly yours). Should you receive a fax, chances are you will need to sign and return it, also via fax. Of course, it is also used to reply to requests for forms, such as LESEs.
- **Conventional Mail** - It is used primarily to disseminate information or materials that can't be forwarded via e-mail or fax such as original fitness reports and awards.
- **Telephone** - Rapid inquiries.
- **Web** - MARFORSOUTH maintains a user-friendly website located within U.S. Southern Command's site, designed to provide administrative and pay related information and

procedures. The address is <http://www.southcom.mil/appssc/index.php>. Constructive criticism and improvement recommendations are welcome. Please submit them to the Personnel Officer.

- **Admin Visits** - It is recommended that at least once a year, or whenever you are in Miami, that you stop by the G-1. This will provide you an opportunity to voice concerns, issues, and afford you the chance to review and update your service record.

**DISBURSING SUPPORT.** MARFORSOUTH receives its disbursing support from the Disbursing Office, Camp Lejeune, NC. Travel claims are scanned and forwarded to Disbursing via e-mail. This has greatly enhanced our ability to provide better service to our customers and facilitates payment of most travel claims within 3/5 business days for TAD claims, and 7/10 business days for PCS claims. Status of documents submitted for action is obtained primarily via web enabled programs. Time differences and distance often do not allow for resolution of pay related issues with an ideal timeframe. To minimize adverse effects on Marines, MARFORSOUTH maintains daily communication with the various disbursing sections' personnel, as well as implementing an aggressive, continuous, internal training program.

**TECHNOLOGY.** Technological advances in the recent years have shown that there are cost savings to be realized in manpower, proficiency, and efficiency. These advances are manifesting themselves in myriad ways, including the Marine Corps' plans to aggressively pursue - concurrently - admin center consolidations at ever higher levels, and automation of many common administrative processes. The administrative consolidation process is planned to culminate with the creation of no less than three personnel admin centers to serve the entire Marine worldwide population. MARFORSOUTH has been designated as the embryonic Regional Administration Center for the Southern Command's AOR. These changes in the Marine Corps manpower and administrative world are being spearheaded by the Total Force Admin System, currently headed by MIP, M&RA, HQMC.

**SELF-SERVICE.** A visible result of ongoing efforts to revamp the admin processes are:

- **Marine OnLine** - A secure web service, providing Marines a "look" at the Marine Corps Total Force System record (all that is reported via the commander's unit diary).

It is updated, on average, three times weekly. It provides you with the ability to perform such tasks/views as special liberty requests, leave requests, PTAD requests, TBIR, TBTR, Awards, and RED changes. The address is <https://www.mol.usmc.mil/>. Due to recent changes in DoD policy, the Defense Finance & Accounting Service, Kansas City is the only authorized agency to reset or un-suspend passwords. The G-1 Division can assist you in contacting the appropriate section at DFAS.

- Employee/Member Self Service (myPay) - A Defense Finance & Accounting Service, Kansas City, hosted and maintained, secure web site, which provides Marines with the ability to change direct deposit locations; start, stop, change allotments; change tax exemptions; change home addresses; print current (and previous) Leave and Earning Statements. Address is <https://mypay.dfas.mil>. If you need your myPay password reset or un-suspended you can contact the G-1 for assistance.

Last but not least, we welcome you and your family aboard, and sincerely hope your tour is a rewarding one, both professionally and personally.



T. L. WUNDERLICH  
ASSISTANT CHIEF OF STAFF, G-1  
U.S. Marine Corps Forces, South

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**POINTS OF CONTACT**

<b>BILLET</b>	<b>PHONE (DSN)</b>	<b>COMMERCIAL</b>
AC/S, G-1	567.2600/1	305.437.2600/1 305.437.2610 (Fax)
Fitness Reports		
Theater/Country Clearances		
Passports/SOFA		
Promotions		
Awards		
Career Planning		
Sponsorship		
Government Travel		
Charge Card (GTCC)		
PCS/TAD Order Writing		
Separations		
Travel Claims		
Leave		
Dependent Issues		
Record Updates		
Audits		
Pay & Entitlements		
AC/S, G-2	567.2547	305.437.2547
AC/S, G-3/5/7/9	567.2603/2531	305.437.2603/2531
AC/S, G-4	567.2604/2557	305.437.2604/2557
AC/S, G-6	567.2556/2555	305.437.2556/2555
AC/S, G-8	567.2549	305.437.2549
SJA/Legal	567.2602	305.437.2602
PAO	567.2554	305.437.2554
Command Duty Officer		305.495.7339
Asst Command Duty Officer		305.495.7417
U.S. Southern Command Duty		305.437.3716
Message Plain Language Address (PLAD)		COMMARFORSOUTH (UC)

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## SPONSORSHIP

Due to the nature of assignments within the Southern Command's Area of Responsibility (AOR), MARFORSOUTH can only assign sponsors to those personnel in receipt of permanent change of station or mobilization orders to its headquarters. Therefore, it is very important that personnel in receipt of orders to any other Southern Command duty location initiate contact with either the billet sponsor at HQMC, or the incumbent (the billet sponsor should be able to provide contact information). Southern Command's website <http://www.southcom.mil/appssc/index.php> has many links to U.S. organizations located throughout the AOR, in order to provide as much information as possible to all inbound personnel.

Examples of questions to be asked:

- Billet Responsibilities
- Billet security/clearance level requirements
- Duty Location conditions
- Entry requirements into country of duty
- Will the billet require the wearing of civilian clothing on a full-time basis

Should you not be able to obtain such information, we will attempt to gather it for you.

Please, remind all official agencies to make MARFORSOUTH an info addressee on all official message traffic or correspondence, to provide us with visibility on your case. MARFORSOUTH message address is provided in Part II - POINTS OF CONTACT.

**NOTE: Physical Check-In** with MARFORSOUTH is **not required** for personnel in receipt of orders to Naval Station, Guantanamo Bay or JTF-GTMO.

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**PRIOR TO DEPARTURE FROM PRESENT COMMAND**

Prior to transfer from your present command, the following items should be addressed:

- Sponsor identified, and has provided all requested answers, including new mailing address/box.
- Sponsor has arranged for temporary billeting, including pet arrangements.
- Sponsor has been given your flight itinerary, with dates and times of arrival clearly delineated.
- Overseas medical screening/suitability has been completed. Immunizations are current.
- Passports, and dependent entry visas have been obtained, where required. Where applicable, theater/country clearance has been submitted/approved.
- Ensure area clearance, if required per MCO P1000.6 is submitted.
- Pets, have required immunizations/documents. **NOTE: There are some areas where certain types of pets are forbidden. The Southern Command area has restrictions on what types of pets are authorized. Please ensure the sponsor has provided details about this matter.**
- Mail forwarding instructions given to U.S. Postal Service.
- Government Travel Charge Card (GTCC) - Travel conditions in the Southern Command AOR generally require that every Marine have a GTCC in his/her possession when arriving in country. Ensure you apply for and receive your GTCC before departure from CONUS.
- Marines with the Personnel Exchange Program (PEP)
  - o Contact the billet sponsor for instructions/information specific to this program, **before departure from CONUS**. Billet sponsors can be found in enclosure (2) of MCO 5700.4 (See the references part of this document).
  - o Contact the PEP Manager at HQMC (PLU) - DSN 222.4365; Commercial 703.692.4365 **before departure from CONUS**.
- Allowances and Entitlements
  - o Advances requested have been received. NOTE: If family **will not** travel at the same time as the Marine, **do not** request ADVANCE of DISLOCATION ALLOWANCE at the "With Dependent" rate. This will

- cause a checkage of the advances received when the Marine's travel claim is settled. Instead, request DLA at the "Own Right" rate. The remainder of the allowance can be claimed at the time dependents' travel claim is submitted.
- o All family members authorized to travel on the orders must be properly listed. However if they are not accompanying you to the overseas location (due to dependent restricted or unaccompanied tour), and they will be moved to a different location from the duty station you are leaving, you may be **entitled to travel to a designated place**. Please check with your present admin center.
  - o Temporary Lodging Expense (TLE) is an allowance authorized to help defray the costs of temporary lodging required as a result of PCS within CONUS. The number of days authorized for reimbursement of TLE on a PCS from CONUS to OCONUS is limited to 5 days. Please keep this in mind when making your plans. The limitation is due to the fact that when OCONUS, a member is entitled to Temporary Lodging Allowance (TLA). The G-1 Division will provide an in-depth explanation on your entitlement to TLA.
  - o We recommend you have enough funds to cover the first 3 weeks of living expenses (transportation, food, and lodging) at the new duty station. This is crucial, due to the length of time that it will take to process the first Temporary Lodging Allowance Claim (17-21 days, assuming you submit the claim to MARFORSOUTH on the 10<sup>th</sup> day of occupancy).
  - If authorized, the losing command should submit a request for a civilian clothing allowance to the Marine Corps Uniform Board. This is a source of irritation to many Marines, as CMC still writes orders indicating that civilian clothing allowance is authorized, thereby giving the member the impression that entitlement to this allowance is automatic. Unfortunately, current directives (listed in PART X - REFERENCES) require that a letter be submitted to the Marine Corps Uniform Board for authorization. This process can take some time to be completed, and the allowance can only be reported, via unit diary, upon receipt of CMC'S authorization.

- If the losing command is required to mail Enlisted Service Records/Officer Qualification Records to MARFORSOUTH, the following must be included in the SRB/OQR:
  - o Complete copies of PCS orders
  - o Overseas Screening Checklist
  - o Travel Itinerary
  - o Name and phone number of sponsor

MARFORSOUTH's mailing address is:

COMMANDER  
U.S. MARINE CORPS FORCES, SOUTH  
8420 NW 52<sup>ND</sup> ST SUITE 100  
MIAMI FL 33166

- Please ensure that you work with your local Travel Management Office in regards to your household goods shipments. Unless otherwise specified by your TMO, your shipment will be made in two increments. The first increment will be your large shipment, and should include all furniture, appliances, and the majority of your clothing. The second shipment will be a small shipment of essential clothing and any goods that were required for sustenance until the date of departure. These separate shipments are made to allow enough time for the majority of your goods to reach your OCONUS destination in a timely manner, while still being able to sustain yourself at your original PDS. There are two stipulations to these combined shipments; (1) the goods must have been in your possession before the effective date of your PCS orders and, (2) the total weight of both shipments can not exceed your prescribed weight allowance. The following is a table of weight allowances by grade:

<b>TABLE OF JOINT FEDERAL TRAVEL REGULATIONS</b> <b>WEIGHT ALLOWANCES</b> <b>(POUNDS)</b>		
<b>GRADE</b>	<b>WITH DEPENDENTS</b>	<b>WITHOUT DEPENDENTS</b>
O-10 to O-6	18,000	18,000
O-5/W-5	17,500	16,000
O-4/W-4	17,000	14,000
O-3/W-3	14,500	13,000
O-3/W-2	13,500	12,500
O-2/W1/Service Academy Graduates	12,000	10,000
E-9	15,000	13,000
E-8	14,000	12,000
E-7	13,000	11,000
E-6	11,000	8,000
E-5	9,000	7,000
E-4	8,000	7,000
E-3 to E-1	8,000	5,000
Aviation Cadets	8,000	7,000
Service Academy		350

(There are additional options for means and modes of transportation of HHG that may be available for your personal situation. Your local TMO will be able to provide information, help, and authorize these means and modes, if they apply.)

## CHECKING-IN WITH MARFORSOUTH

The check-in process for personnel assigned to duty locations within the Miami area or those that are serviced by MARFORSOUTH will be conducted at MARFORSOUTH headquarters. To accomplish this requirement, the following instructions apply:

- **CHECKING-IN** - If you arrive during normal working hours, check-in with G-1. If you arrive during non-working hours, call the CDO to have a log book entry made so that there aren't any questions as to your time and date of reporting. Remember, Marines are required to check-in in the Alpha uniform. Ensure that you have your Permanent Change of Station (PCS) Orders and any modifications thereunto, your service or officer qualification, and medical records. If you are stationed outside of Miami, be prepared to stay in Miami for at least 2/3 days. Once you have completed your check-in with MARFORSOUTH you will continue on to your PDS.
- **ON THE DATE YOU ARRIVE AT YOUR PDS**
  - After arriving at your PDS (if in another country), you will need to get a reporting endorsement with a statement of non-availability.
  - You will need to complete a travel claim. Once completed you can scan and e-mail or fax claims to MARFORSOUTH. Claims are normally submitted to Disbursing within 24 hours of receipt unless required documents are missing. Disbursing's settlement process averages 3/5 days after receipt at their office.
    - Ensure that you have your airplane ticket stubs, receipts are together, and organized in a chronological manner.
    - When completing the travel claim, travel originates at the former duty station, terminating with the new duty station (Item 15b).
    - Remember to complete/check all blocks, particularly blocks:
      - 7 - Duty location telephone number
      - 9 - Amount of all previous advances; if none, so state
      - 11 - enter MARFORSOUTH

- 12 - Enter all dependents authorized on the orders, that performed travel; if dependents have not yet arrived at the current duty station, check the "Unaccompanied" block, and do not list dependents. You will be required to complete another, separate travel claim for the family members, as soon as they arrive in country.
  - 13 - Complete as indicated
  - 14 - Complete as indicated
  - 16 - Check as appropriate
  - 18 - List all expenses incurred. **Lodging expenses and all others in excess of \$75.00 require receipts.** If you have lost a receipt, complete a "Statement in Lieu of Missing Receipt."
  - 20 - Do not forget to sign and date the travel claim
- Complete the "Dislocation Allowance Request" form. Although you must have completed it prior to detaching, it is a required item by Disbursing.
  - If you used temporary quarters and are claiming TLE, please complete the TLE form. You must have a certificate of non-availability from your last duty station, if quarters utilized were in or around the station or base (if your last duty station was in a metropolitan area, the certificate is not required).
  - If you shipped a POV:
    - Prior to detaching from your last duty station, you are entitled to reimbursement of the mileage rate from duty station to shipping port, back to the duty station. If you were not reimbursed for this travel, please complete a separate travel claim.
    - Enroute to your Port of Embarkation (the place where you got onto the airplane to travel to your present duty station), you are entitled to reimbursement for the travel from last duty station to the shipping port, to the airport (Port of Embarkation).

- Rental car charges while waiting arrival of shipped POV are not authorized reimbursable items.
  - If you are performing an unaccompanied tour, and you moved your dependents (if applicable) to a location more than 50 miles away from your last duty station, you should be authorized travel to a designated place on your PCS orders. If this case applies to you, please ensure you show the travel from your last duty station, to your dependents designated location, to your current duty station. A separate claim for dependents' travel must be completed.
  - Please list any expenses incurred in the travel from the airport to your temporary lodging at your duty station (i.e. taxi, airport tax, etc.). Ensure you list the date's exchange rate, and if the receipt is not in English, complete a "Statement in Lieu of Missing Receipt" just in case.
- **GOVERNMENT TRAVEL CHARGE CARD PROGRAM** - Participation/enrollment in this program will be discussed during check-in. Marines are expected to have a travel charge card if they perform two or more TAD trips within a one year period. **REMEMBER, YOU ARE NOT AUTHORIZED TO USE YOUR TRAVEL CHARGE CARD DURING PCS MOVES**
- **OVERSEAS ENTITLEMENTS AND ALLOWANCES**
  - **Temporary Lodging Allowance** - Marines will follow the regulations of the local senior commander, regarding authorized length of time this allowance be claimed, but generally no more than 60 days.
    - Forwarding claims to MARFORSOUTH:
      - The TLA claim must be accompanied by a legible lodging receipt, clearly showing the number of lodging days paid to the establishment.
      - If the receipt is not in English, it needs to be translated or complete a "Statement in Lieu of Missing Receipt."
      - Do not forget to annotate the claim with the currency exchange rate on the date you made payment to the lodging establishment.

- TLA is paid in 10/15 day increments, with reimbursement occurring after payment of the bill, and submission of the claim to Disbursing.
- TLA payments are broken down by the following percentages: member or 1 dependent = 65%, member and 1 dependent = 100%, each additional dependent over the age of 12 = an additional 35%, and each additional dependent under the age of 12 = an additional 25%. (These percentages are based on the local per diem rates and can be found at the following web address <http://perdiem.hqda.pentagon.mil>.)
- TLA payments will terminate the day prior to moving into permanent quarters, economy or government. The G-1 section will provide an in depth explanation on your entitlement to TLA.
- **Overseas Housing Allowance (OHA)** - OHA compensates members for the majority of housing expenses. Comprised of three components: rental ceiling, utility/recurring maintenance allowance, and move-in housing allowance (MIHA).
  - Rental ceilings are computed using actual rental amounts as reported through finance centers. Rental ceilings are set so that 80% of members with dependents have rental amounts fully reimbursed. Unaccompanied members or members without dependents are entitled to 90% of with dependent rate. (These rates can be found at the following web address <http://perdiem.hqda.pentagon.mil>.)
  - Utility/recurring maintenance allowance is paid monthly to defray expenses paid directly to utility companies. Payments fully cover the reported utility expenses for 80 percent of the members, based on expenses reported to the Per Diem, Travel and Transportation Allowance Committee (PDTATAC) by members receiving the allowance.
  - MIHA is comprised of three components, Miscellaneous, Rent, and Security.
    - **MIHA/Miscellaneous** - A fixed-rate, lump-sum payment that reflects average expenditures to make dwellings habitable (e.g., supplemental heating equipment, wardrobes).

- **MIHA/Rent** - An actual dollar-for-dollar payment made in the field for customary or legally required rent-related expenses, such as rental agents' fees. Fixed, one-time non-refundable charges.
- **MIHA/Security** - An actual expense component paid for security-related enhancements to physical dwelling when quarters must be modified to minimize exposure to terrorist or criminal threat.
- Allowances are periodically updated based on new cost data and review of currency fluctuations.
- Blank OHA and MIHA forms will be provided. **Marines must have these forms approved/signed by the local housing office and forwarded to MARFORSOUTH, along with a copy of the lease/rental agreement. Ensure that you submit legible receipts with currency conversions. All lease/rental agreements must be translated.** Payment of OHA occurs after reporting via MCTFS' unit diary.
- **Cost of Living Allowance (COLA)** - COLA is authorized to assist a member in maintaining the purchasing power of the discretionary portion of spendable income incident to assignment to an OCONUS PDS. The COLA is derived by comparing the OCONUS cost-of-living with the CONUS cost-of-living. (Overseas costs for 160 items compared to U.S. costs result in an index for each.) The max numbers of dependents which can be claimed for COLA purposes is 5.
  - Changes in the exchange rate (where appropriate) applies to that portion of the COLA index reflecting local currency purchases.
  - Exchange rates are reviewed at least twice per month.
  - COLA entitlements start on the day a member reports to a new PDS or when government/local quarters are assigned. There are exceptions wherein a member has terminated either government/local quarters.
  - COLA entitlements stop the day prior to a member departing with PCS orders or when a member has terminated either government/local quarters.

- The G-1 Division will prepare the COLA form for your signature. As this is the source document for payment (effected by unit diary reporting), it is important that you sign and return the form expeditiously. The G-1 Division will provide an in-depth explanation on your COLA entitlement.
- **Government Quarters Assignments** - As stated above, COLA is reported in conjunction with the member's acceptance of quarters.
  - If you have been offered government quarters and accept them, please forward the housing acceptance form to us. Assignment to government quarters must be reported by this Command.
  - You are cautioned that if you are offered adequate government quarters and decline them, that you are also forfeiting your ability to draw TLA.
- **Advanced Allowances (OHA, Security Deposits)**
  - **Advance Rent (Economy Quarters Only)** - The Chief of Staff, MARFORSOUTH may authorize an advance payment of OHA to pay advance rent, security deposits, and/or initial expenses incident to occupying non-government housing. This is in addition to any advance travel or pays provided. For the purpose of advance rent (less than 4 months), advance OHA may be authorized only when local law, or customary and usual practice of the majority of local nationals, requires rent to be paid in advance upon execution of a private lease. Personal preferences are not grounds for authorized advance rent payment. Advance OHA is not authorized for lease arrangements wherein the member lives rent free after making a one-time payment to the landlord with the anticipation that the rental amount shall be either completely or substantially refunded at lease termination. The advance may be made at any time during the member's tour. It also may be authorized when a member has located housing incident to PCS orders.
  - **Advance OHA** - The amount to be advanced shall be determined on the basis of housing expenses, including advance rent and a security deposit,

and the authorized OHA. Housing expenses shall be documented. The member's ability to repay the advance must be considered in determining the amount of the advance. While the amount to be advance shouldn't exceed the estimated OHA total for 1 year, a larger amount may be authorized if needed to cover anticipated housing expenses. In no case shall the advance payment exceed:

- the anticipated housing expenses, or
  - the OHA accruable for the member's tour at that PDS, whichever is less. Expenses identified by a member for purchase of real estate or living accommodations will not be considered.
- **Advance Security Deposit** - The amount to be advanced shall be determined on the monthly amount the member is responsible for in regards to a lease. The member can request up to three months of the Advance Security Deposit and request that the Deposit is deferred until the member's Rotation Tour Date back to CONUS.
  - **Liquidation of Advances (Pay Back)** - Advance OHA will be paid back in 12 equal monthly payments. An advanced security deposit will be paid back in 1 lump sum upon completion of your tour.
- **Fitness Reports** - Fitness Reports will be processed in accordance with the Performance Evaluation System. The thing to keep in mind is that, at a minimum, copies of fitness reports during your tour should be forwarded to MARFORSOUTH G-1 for record keeping. This will assist you later in your tour should the report be missing at HQMC. Cases where neither the RS and/or RO are Marines require that an administrative review be conducted by the senior Marine on station. If a senior Marine is not available, the fitness report will have to be forwarded to MARFORSOUTH (or SOUTHCOM depending upon OPCON authority) for completion of the admin review.

For easier reference, please refer to the following table:

Is the RS a Marine?	Is the RO a Marine?	Then . . .
Yes	No	Fitrep can be forwarded to MMSB as normal
No	Yes	Fitrep can be forwarded to MMSB as normal
No	No	An Admin Review needs to be completed
Yes	Yes	Fitrep can be forwarded to MMSB as normal

- If you want a copy of the Fitness Report program to be forwarded to you, please let us know. The program will be on a CD-ROM. Additionally, Marines can check receipt of fitness reports at HQMC by logging in on the internet and accessing MMSB's web site at [https://www.manpower.usmc.mil/portal/page?\\_page\\_id=278,1937138&\\_dad=portal&\\_schema=PORTAL](https://www.manpower.usmc.mil/portal/page?_page_id=278,1937138&_dad=portal&_schema=PORTAL)
- **Morning Report** - Morning reports are now submitted via Marine OnLine (MOL). Every section will complete their morning report by 0800 through MOL in order to account for all MARFORSOUTH personnel in a timely manner.
- **Awards** - Assistance with awards inquiries, criteria, etc. can be forwarded to G-1.
- **Security Clearance Brief** - The G-2 will provide you with your security brief when you check in.
- **G-3 Training/Operations Section** - Here you will receive a brief on training requirements, particularly about the PFT, as well as general Force Protection information.

## INITIAL ADMINISTRATIVE AND PAY MATTERS

The first couple of months after reporting for duty at your new location can be hectic, confusing and frustrating. You will expect answers to the many questions you are bound to have. We ask that you direct your inquiries to either the Personnel Chief, Personnel Officer or the G-1.

Normally, payment information will be available to you through your bank before we are notified of it. Many times, we can only see the total payment amount but not the breakdown, because we have to wait until Disbursing posts the information and MCTFS cycles it. Although this is not consistent with the best customer support practices, currently there is no other way to obtain this information. We are continually searching for better methods to provide administrative support and welcome process improvement recommendations.

The following timeline is provided to assist you:

- Travel Claim settlements: 3/10 days
- TLA Claims: 5/10 days
- Payday information: Discrepancy notices of +/- \$500.00 are sent via e-mail after each U&E of the month
- LESes Upon completion of the final U&E of the same month, via myPay. (Dates vary) Approx 23-26 of the month
- Within 45 days of your join being reported in the unit diary, a complete extract of your MCTFS record (BIR/BTR/RED/AWARDS page, etc) will be audited. If any discrepancies are found that requires your attention and/or signature you will be notified. If any forms are forwarded to you for signature, please sign and return to G-1 immediately.

- As soon as you obtain a permanent residence, phone number and e-mail account, please inform the G-1 of this information. Remember, it is your responsibility to ensure that this headquarters is aware of your location and recall information at all times.

## ADMINISTRATIVE MATTERS DURING YOUR TOUR

During your tour, many administrative matters are certain to come up. This guidebook has a listing of administrative regulations, organized alphabetically. If seen on a computer, it will show that all but one of the listings are "hyper-linked" to the reference's cyber location.

The following items are addressed:

- **ALLOTMENT REQUEST** - Request for allotment transactions can be submitted through myPay.
- **ANNUAL LEAVE** - Annual leave is approved by your local chain of command. Most personnel in the AOR have access to and should use Marine OnLine for submission. If your specific location does not afford you the ability to use Marine OnLine, please forward an e-mail with authorization from your supervisor to the Admin Chief, PersO, or G-1 so that it can be reported on the unit diary. If using Marine OnLine remember to change the default time for checking out (1201 if driving away from the PDS or 1630 if flying) and address to the actual leave address. Here are examples of how you should complete your leave request in MOL.

Example 1. A Marine plans to go on leave Sunday, 2 May 2010 and will return from leave on Saturday, 8 May 2010. The leave request should be from 1201, 100502 through 1200, 100508. The Marine will be charged (5) five days for Monday the 3rd - Friday the 7th.

Example 2. A Marine plans to go on leave on Friday, 9 April 2010 and will return from leave and report to work on Monday, 19 April 2010. **The Marine is flying to Michigan.** The leave request should be from 1630, 100409 through 0730, 100419. The Marine will be charged (9) nine days for Saturday the 10<sup>th</sup> - Sunday the 18th. **Ensure to change the default times to 1630 or 0730 accordingly.**

Example 3. A Marine plans to go on leave on Monday, 15 March 2010 and will return from leave and report to work on Tuesday, 30 March 2010. **The Marine is driving to Georgia.** The leave request should be from

1201, 100315 through 1200, 100330. The Marine will be charged (14) fourteen days for Tuesday the 16<sup>th</sup> - Monday the 29<sup>th</sup>. **Ensure to change the default times to 1630 or 0730 accordingly.**

- **CASUALTY CASES** - In the event something unexpected happens to you, or any member of your family, MARFORSOUTH needs to be notified. We recommend you keep our phone numbers handy - at home and work - for quick access. Also, we **HIGHLY** recommend you instruct your family members and the members of the unit you will be assigned to, how to contact us, day or night.
- **CIVILIAN CLOTHING ALLOWANCE** - As previously mentioned, requests for payment/authorization of civilian clothing allowances must be requested from CMC (MCUB). The request must come from the Marine's supervisor, clearly explaining the need for use of civilian clothing on a full time basis. Once endorsed by this command, it will be forwarded to CMC (MCUB). Certain cases require the request be routed via DFAS, on the way to CMC.
- **COMBAT ZONES AND TAX EXCLUSIONS** - Orders issued by any competent authority directing a member to a designated tax exclusion zone, or designated area, will entitle the member to tax exemption for the entire month of duty in the area providing the member was performing official duties that required them to be in that location. Award of tax exclusion for any given month also means the leave earned during that month is deemed to be "combat leave", also exempted from tax. To give members their due entitlements, unit diary entries must be reported, which require a source document. Copies of completed travel claims, with orders directing duty in the designated areas, must be forwarded to MARFORSOUTH. The following entitlements can apply:
  - o Combat Zone Tax Exclusion
  - o Imminent Danger Pay/Hostile Fire Pay (IDP/HFP)
  - o Hardship Duty Pay (certain areas only)
  - o Family Separation Allowance (when duty is in excess of 30 continuous days)
  - o Combat Leave Earnings
  - o Entitlement to IDP/HFP does not also entitle a member to tax exclusion.

**NOTE: Failure to provide orders and source documents to MARFORSOUTH in a timely manner - as soon as possible after orders are issued, and upon return from designated area, WILL have a negative affect on you being able to obtain a correct and/or timely W-2 Form.**

- **DEPENDENT ADDITIONS/DROPS** - Gains or losses of family members require appropriate proof be provided:
  - Gains: Birth Certificate, Marriage Certificate (with official translation attached, if not in English), Court Documents (wards)
  - Drops: Divorce Decrees, Death Certificates, Separations

These documents can be faxed or scanned and submitted for administrative action. Upon completion of appropriate forms, they will be sent to you for review and signature, via fax or scanned e-mail attachment. Then the forms will need to be returned to us expeditiously for appropriate administrative reporting.

- **EMERGENCY LEAVE** - Marines stationed overseas are entitled to government provided transportation from the airport closest to their duty station to the Aerial Port of Entry (airport) in CONUS. From there, the transportation to the emergency leave address is the responsibility of the Marine. In some cases, when cost comparisons allow, transportation can be arranged to an airport closer to the emergency leave address. This is, however, dependent on travel seasons and established government tariffs. Upon notification of emergency, please contact us. After hours, please contact the MARFORSOUTH CDO or ACDO. Please have the following information available:
  - Nature of condition requiring emergency leave,
  - Name of the affected individual and relationship to you,
  - Full names and Social Security Numbers of all traveling family members,
  - Desired number days of leave,
  - Emergency leave address and phone number,
  - If you desire MARFORSOUTH make the travel arrangements, please let us know the following:
    - Airport of departure and closest major airport to emergency leave address,

- If you do not desire MARFORSOUTH to make the arrangements, remember that all government funded travel must be booked through an "official" government travel agency such as Carlson Wagonlit Travel (CWT). CWT's hours of operation is 0730 - 1600 Eastern and can be reached at 706.798.0990 and toll free at 800.269.6230. Also, they provide 24 hour services at 800.269.6230. We require a copy of the itinerary prior to preparation of the orders.
- If you have a copy of the Red Cross message, please forward it, it will aid us in record keeping.

The orders (and travel itinerary, if arranged through MARFORSOUTH) will be faxed to you shortly after your request.

Remember that you will be required to complete a travel claim to be submitted to us within 3 working days of returning from emergency leave.

- **FUNDED ENVIRONMENTAL AND MORAL LEAVE (FEML)**

- o Policy. FEML policy is established in DoDI 1327.06 (Leave and Liberty Procedures), subsection 1.j.(8), <http://www.dtic.mil/whs/directives/corres/pdf/132706p.pdf>. This policy is applicable to a Uniformed Service Member.

- o Eligibility

- Traveler. A traveler is eligible for FEML if stationed at an authorized FEML PDS for 24 or more consecutive months (to include a 12 month tour extended for an additional consecutive 12 months).

***NOTE: When a traveler on a 12 month without-dependent tour to a FEML area extends for a consecutive second 12 month tour, the traveler is only eligible for one funded leave transportation program, the COT (member only), RAT (civilian employee only), or the FEML leave transportation program, but not both.***

- Dependent. The dependent of a traveler serving an accompanied tour at the FEML PDS is eligible for FEML if:
  - Command-sponsored (member only)/authorized (DoD civilian employee), and
  - Residing with the traveler at the FEML PDS. A dependent student attending school away from the PDS (e.g., in the CONUS) resides with the traveler for FEML eligibility.
- Authorized Transportation. Once a traveler/dependent meets FEML eligibility, unless otherwise prohibited, the traveler/dependent is authorized FEML and it is **not** discretionary.
- Dependent Travel
  - A dependent may travel independently of the traveler and may travel even if the traveler does not.
  - Student dependent travel from the school to the designated FEML location or an alternate destination to join the family while on FEML may be authorized. The GOVT-funded transportation cost from the school to the designated FEML destination or to an alternate location must not exceed the GOVT's cost had the dependent traveled from the OCONUS PDS to the designated FEML destination.
- Number of FEML Trips
  - The number of FEML trips an eligible traveler/dependent may take depends on the traveler's tour length, as shown in the table below:

Tour Length	Number of FEML Trips Authorized
a. At least 24 months, but less than 36 months	1
(1) Tour <b>extended</b> at least 12 months	1 additional
b. At least 36 months.	2
(1) Tour <b>extended</b> for any length of time	0 additional

- No more than 2 FEML trips are authorized for any overseas tour including extensions to that tour.
- Uniformed Member: A member taking an IPCOT assignment is authorized additional FEML trips based on the above table. For example, if the traveler's tour was 36 months, two FEML trips were authorized during that 36 month tour. If the traveler then serves a 36 month IPCOT, the traveler would be eligible for two FEML trips during that second 36 month tour.
- Time Limitation. FEML travel:
  - Should not be performed within 6 months of the beginning or end of the 24 or 36 month tour.
  - Should not be performed within 3 months of the beginning or the end of a 12 month extension to a 24 month/less than 36 month tour.
  - By an eligible traveler/dependent must be performed prior to the FEML tour completion (adopted from [CBCA 1067-TRAV, 26 June 2008](#)).
- **GOVERNMENT TRAVEL CHARGE CARDS** - The Government Travel Charge Card has become a mandated item. MARFORSOUTH maintains active participation in, and oversight of, the program, due in part to the exigencies of travel in this AOR. Marines who are expected to travel at least twice yearly are considered frequent travelers, and as such, required to obtain a card. Those that decline use of this card will also not be entitled to any type of temporary duty travel advances. Questions regarding this matter can be addressed to the G-1. **NOTE: This card is not to be used for anything but TAD.**
- **FITNESS REPORTS** - Refer to guidance in PART V.
- **FOREIGN LANGUAGE PROFICIENCY PAY (FLPP)**
  - Entitlement to Foreign Language Proficiency Pay (FLPP) is established for officers and enlisted members receiving basic pay and certified by the individual service secretary to be proficient in foreign language. Each service secretary certifies FLPP annually based on:
    - Qualifications in a career linguist duty specialty

- Attendance in specified training
- Assignment to duties requiring foreign language proficiency
- Proficiency in a foreign language deemed critical
- FLPP is payable in addition to all other pay and allowances.
- **Rates Payable** - Members are not authorized to receive both FLPP I (Career Linguist) and FLPP II (Non-Career) simultaneously, although members may receive FLPP for multiple languages as long as the maximum monthly FLPP does not exceed \$1000.00 for Active and \$500.00 for Guard and Reserve.
- **EXPIRATION OF FLPP** - The G-1 tracks FLPP. About a month prior to your FLPP expiring, the G-1 will notify you via e-mail. You will need to contact the MARFORSOUTH G-2 for either a retest or extension.
- **GENERAL ADMINISTRATION SUPPORT** - The G-1 Division can provide support in this area. Matters addressed range from assistance with fitness reports, to awards, to applications for officer programs. The "REFERENCES" part of this guidebook lists many of the references pertaining to this broad area.
- **GOOD CONDUCT MEDALS** - Good Conduct Medals are prepared for signature by the Chief of Staff, MARFORSOUTH, and forwarded to eligible Marines, for presentation at appropriate ceremonies. A faxed copy will be provided for formations, etc., with the original being mailed. Only first awards of the medal will receive an actual medal. Cases where conduct of eligible Marines is such that awarding of this medal would not be in keeping with its honor or intent, but where disciplinary action has not taken place (counselings, NJP's, etc.), must be brought to the attention of the Assistant Chief of Staff, G-1, MARFORSOUTH, as soon as possible.
- **LEGAL MATTERS** - Incidents where infractions of the UCMJ have been committed or, believed to have been committed, by Marines under the jurisdiction of MARFORSOUTH must be immediately brought to the attention of the Chief of Staff or SJA for resolution.
- **OTHER SERVICE PERSONNEL ON MARFORSOUTH FUNDED TAD** - Whenever MARFORSOUTH funds TAD/TDY for non-Marine Corps personnel, Lines of Accounting (LOA) will be provided to the service member's order writer for appropriate orders. The Commander, MARFORSOUTH does not have the authority to direct anyone not assigned to MARFORSOUTH to perform TAD/TDY.

- **PERSONNEL TAD TO MARFORSOUTH ON ORDERS FOR MORE THAN 30 DAYS, AND RESERVE PERSONNEL ON ADOS OR MOBILIZATION ORDERS** - Marines TAD/ADOS to MARFORSOUTH for more than 30 days, in support of the various contingencies, and who are entitled to per diem, will file partial travel settlements every 30 days. These settlements are authorized to allow personnel to receive funds to pay credit card bills and miscellaneous living expenses incurred during their assignment. Personnel in this category will be briefed on this process at their check-in with MARFORSOUTH.
- **PERS/OPTEMPO** - Legislation requires that, (after 1 October 2000) Marines deployed for TAD or exercises must have this period tracked. The basic rules are:
  - YOU are required to inform MARFORSOUTH G-1 every time you are being tasked or designated for an exercise, deployment, etc. and your departure and return dates.
  - YOU are required to provide copies of your orders assigning you to the exercise/deployment, PRIOR to your departure (this is to place you in a PERSTEMPO status) and for accountability.
  - YOU are required to provide copies of travel claims/inform this command immediately upon your return from exercises/deployment (this is to remove you from a PERSTEMPO status).
- **PROMOTIONS**
  - The Enlisted Promotion System requires that recommendations for promotion for eligible Corporals and below be made on a monthly basis. Rosters of eligible Marines will be worked via Marine Online. These rosters must be worked within MOL NLT the 15<sup>th</sup> of each month, or the last working day prior to it, with promotion recommendations annotated. Non-recommendation for promotion requires a reason for such be written on the rosters (ie. lack of maturity expected in the rank of Cpl, etc.). Notification of selection for promotion up to the rank of Sergeant is effected through the unit diary system. This selection notification normally occurs within 3/5 days prior to the 1<sup>st</sup> of each month. Promotion warrants are prepared after receipt of selections. Normally, warrants are faxed to allow the promotion ceremony to take place, with the original being mailed.

- o Staff Non-Commissioned Officer and Officer promotions, being governed by HQMC, are effected through release of MARADMINS or ALNAVs. SNCO promotion warrants are prepared at this headquarters, based on MARADMIN notification. Officer promotion warrants, being prepared at HQMC, require this headquarters prepare a "dummy" warrant. Again, copy of warrants are faxed to allow the promotion ceremony to occur.
- **SEPARATION/RETIREMENTS** - MARFORSOUTH is not designated as an authorized separations site. Personnel desiring to be separated/retired in the Southern Command AOR must have their request approved by CMC (MMSR). More information is available in the "END OF TOUR MATTERS" part of this guidebook.
- **STUDENT DEPENDENT TRAVEL** - A member permanently stationed OCONUS, who is authorized to have dependents reside at or in the vicinity of their duty station, and whose minor dependents attend or will be attending an accredited college or university, **is entitled to roundtrip transportation and travel once per fiscal year** between such school and their sponsors duty station or vice versa.
  - o Prior to issuance of Student Dependent Travel Orders, sponsors must first provide documentation from the college or university that states acceptance to such college as full-time student (12 semester hours).
  - o Additionally, up to 350 pounds of unaccompanied baggage may be transported for each eligible minor dependent attending school on the first and on the final trip of each school year.
  - o Furthermore, if a dependent child authorized transportation at government expense per PCSO, elects to remain in CONUS to finish college or a university and then join the sponsor upon completion of studies, he/she must first travel on the PCSO issued to the sponsor, prior to any Student Dependent Travel Orders being issued.
- **TABLE OF ORGANIZATION (T/O) AND PERSONNEL STAFFING MATTERS** - The only T/O MARFORSOUTH has cognizance over is its own. T/O and personnel staffing matters for NATO, Combined, and Joint Commands are an issue worked directly between the JCS and HQMC. However, we ask that personnel involved in, or cognizant of, these matters

keep the MARFORSOUTH G-1 aware of any pending changes with Marine billets at their duty location. Often, we have to intercede with HQMC to either issue or cancel orders with very short notice, creating an extreme hardship for affected Marines (such as, Marine carries out orders to a Joint billet that has been cancelled).

- **TEMPORARY ADDITIONAL DUTY ORDERS AND TRAVEL CLAIM SETTLEMENTS** - Only those orders issued by MARFORSOUTH or other USMC commands need travel claim submission to MARFORSOUTH. In most cases, they will be limited to PCS Orders, emergency Leave, Medical TAD, or Local Travel conducted in the performance of direct USMC duties (SF 1164). In cases such as this, a MARFORSOUTH TAD REQUEST Form must be submitted to request preparation of orders. Orders issued by any non-Marine Corps commands, (such as SOUTHCOM) must be settled through local existing channels. However copies of all completed claims with orders will be provided to MARFORSOUTH for PersTempo reporting and to determine if other entitlement reporting is required.
- **VOTING ASSISTANCE** - The G-6, MARFORSOUTH, is the Voting Assistance Officer for the command. Requests for assistance can be addressed to the G-1 Division as well.

## END OF TOUR MATTERS

**PERMANENT CHANGE OF STATION ORDERS** - Most often, Marines may know about their new PCS orders before we have visibility on it. This is due to the fact that CMC fosters open communication between Marines and their monitors.

- Once we receive official notification of new PCS Orders, a PCS/Transfer Data Sheet will be forwarded to you. When completed, return it to G-1.
- The form covers every aspect of the transfer process, from modes of transportation to date of transfer, and provides information about the various allowances and entitlements you may be eligible for. We ask that you complete it and any other attachments, sign it, have your OIC/Senior Officer review and sign where required, and return it to MARFORSOUTH G-1. The information you provide will be used to process your PCS allowances and produce your final orders

## **SEPARATIONS/RETIREMENTS/RESIGNATIONS**

- **Resignations** - Officers requesting resignation must be counseled by their reporting seniors prior to the resignation request being reported on unit diary. Following the completion of counseling, the following entry will be made on page 11 of the officer's OQR: "(Date) I request to resign my commission in the Marine Corps effective (date) and (do) (do not) desire a Reserve commission. I have been counseled per paragraph 5003 of MCO P1900.16F." The entry must be made not more than 14 months nor less than 4 months before the requested date of resignation. Be warned that CMC may require that you complete your entire tour before approving your retirement request.
- **Separations** - Personnel stationed overseas that are reaching their End of Active Service (EAS) date will normally be sent to MCB, Camp Pendleton or MCB Camp Lejeune for separation.
  - Marines may request that CMC authorize an alternate separations site, such as an Inspector-Instructor Staff close to their home of record.
  - Marines desiring to be separated in the Southern Command's AOR may request approval from CMC via MARFORSOUTH.

In either case, a written request (AA Form) to CMC (MMSR), via the Commander, MARFORSOUTH, explaining the compelling reasons for such request, must be submitted, no later than 120 days prior to the last day of active duty. Personnel who desire to take terminal leave must add the desired terminal leave days to the 120 days timeline.

- **Retirements**

- Personnel requesting retirement must do so by completing Appendix J of the Separations/Retirement Manual, Retirement Pre-application Checklist. Please bring or fax signed form to MARFORSOUTH G-1. Once received, the request for retirement will be reported via unit diary. CMC approval/disapproval of request normally takes 90 days.
- Retirements may be requested via unit diary no later than 4 months, or no earlier than 14 months prior to the desired retirement date. Be warned that CMC may require that you complete your entire tour before approving your retirement request.

**THINGS TO DO PRIOR TO RETIREMENT/SEPARATION**

- Complete the Transition Assistance Program - within 12 months of separation date. Spouses are encouraged to attend. Classes are provided by Southern Command. Contact MARFORSOUTH Separations Clerk for scheduled dates. MARFORSOUTH pays Marine's travel and per diem, and spouse's transportation costs.
- Schedule and have completed a separations physical examination. Copy of completed physical forms must be provided to MARFORSOUTH for inclusion in your records.
- Receive briefings on benefits. Provided through written media (pamphlets, booklets, etc.) and web services.
- Complete the SBP briefing and Retired/Retainer Pay Data Form (form must arrive at DFAS no later than 30 days prior to last day of active duty).

Although there are many more items to accomplish, these are the very key ones. The Separations Clerk will keep you on track.

## **INDIVIDUAL MARINES' ADMINISTRATIVE RESPONSIBILITIES**

Commanders are ultimately responsible for the accuracy of their Marines' records. However, individual Marines are also responsible for the accuracy of their records, especially information for which they are the source. Specific individual responsibilities include:

1. Reviewing Service Record Books and Officer Qualification Records. These documents are typically formally audited every time a Marine is transferred, and at other times as determined by command and Marine Corps policy. Marines, assisted by their commander and the G-1 as necessary, should take immediate action to correct any errors identified during these reviews.
2. Reviewing the accuracy of information in MCTFS via Marine OnLine <https://tfas.mol.usmc.mil/MOL/UserHomeEntry.do>. Certain information, such as addresses, phone numbers, and religion, can be input by the individual Marine. Changes to more sensitive information must be submitted with supporting documentation to the command or supporting IPAC.
3. Ensuring documents are accurate and up-to-date; e.g., marriage documents, divorce documents, family member documentation, Exceptional Family Member Program documentation, etc.
4. Properly requesting, checking-out, and checking-in from leave.
5. Ensuring Record of Emergency Data (RED), Servicemen's Group Life Insurance (SGLI), Basic Training Record (BTR), and Basic Individual Record (BIR) are accurate and that any changes are submitted in a timely manner.
6. Submitting documents relating to special qualifications such as jump records and school certificates.
7. Reviewing Leave & Earnings Statement (LES) and notifying the commander of any errors. The myPay website (<https://mypay.dfas.mil>) is the primary method for reviewing LESs and changing selected financial information.
8. Ensuring all orders and related claims documents are accurate.

9. Reporting any changes or discrepancies in pay and benefits.
10. Reporting changes to their medical status.
11. Ensuring, via Marine OnLine, the accuracy of their career service dates including Pay Entry Base Date (PEBD), retirement date, Armed Forces Active Duty Base Date (AFADBD), and Date Entered Armed Forces (DEAF).
12. Periodically reviewing their Official Military Personnel File (OMPF) and Master Brief Sheet (MBS).
13. Ensuring all information in the Defense Enrollment Eligibility Reporting System (DEERS) is accurate and up-to-date by either contacting their local RAPIDS/military ID card facility or by calling 1(800) 538-9552.

**A FEW GOOD WEB SITES**

	<p>The official U.S. Marine Corps Web Site.</p>
	<p>The official U.S. Southern Command Web Site.</p>
	<p>The official U.S. Marine Corps Forces, South Web Site.</p>
	<p>Military HOMEFRONT is the Department of Defense website for official Military Community and Family Policy (MC&amp;FP) program information, policy and guidance designed to help troops and their families, leaders, and service providers. Whether you live the military lifestyle or support those who do, you'll find what you need!</p>
	<p>Education, relocation, parenting, stress - you name it - Military OneSource is here to help you with just about any need. Available by phone or online, our free service is provided by the Department of Defense for active-duty, Guard, and Reserve service members and their families. The service is completely private and confidential, with few exceptions.</p>
	<p>TRICARE is the health care program serving active duty service members, National Guard and Reserve members, retirees, their families, survivors and certain former spouses worldwide. As a major component of the <b>Military Health System</b>, TRICARE brings together the health care resources of the uniformed services and supplements them with networks of civilian health care professionals, institutions, pharmacies and suppliers to provide access to high-quality health care services while maintaining the capability to support military operations.</p>
	<p>You've met the challenge of being a Marine. Now it's time to make the most of your experience as you move on to civilian life. Whether you're going back to your hometown or starting over somewhere else, you'll need the right resources and connections. At Marine For Life, we provide you with links to the employers and Marine-friendly organizations that can ease your transition to civilian life and help you succeed. Click on "Find Employment" to check out employers and employment resources.</p>
	<p>The Wounded Warrior Regiment's mission is to provide and facilitate assistance to wounded/injured/ill Marines, Sailors attached to or in support of Marine units, and their family members throughout the phases of recovery.</p>

	<p>myPay allows you to manage your pay information, leave and earning statements, W-2s, and more.</p>
	<p>The Defense Travel System (DTS) is a fully integrated, electronic, end-to-end travel management system that automates temporary duty travel for the Department of Defense. DTS meets unique DoD mission, security and financial system requirements within the guidelines of Federal and DoD travel policies and regulations.</p>
	<p>The Marine Corps Improved Awards Processing System (IAPS)</p>
<p><a href="#">RS Profile/MBS</a></p>	<p>Request your RS/RO profile and MBS.</p>

**REFERENCES**

SUBJECT	DESCRIPTION	REFERENCE
AA FORM	ADMINISTRATIVE ACTION (AA) FORM, NAVMC10274 (REV. 3-86)	<a href="#">MCO 5216.19</a>
ACTIVE DUTY FOR TRAINING (ADT)	MCTFS REPORTING INSTR RESERVE ADMINISTRATION MATTERS	<a href="#">MCO P1080.40</a> <a href="#">MCO P1001R.1</a>
AVIATION CAREER INCENTIVE PAY (ACIP)	DOD PAY MANUAL ORDER WRITING AND ASSIG MCTFS REPORTING INSTR	<a href="#">DODFMR</a> <a href="#">MCO P1000.6</a> <a href="#">MCO P1080.40</a>
AWARDS	NAVY AND MARINE CORPS AWARD MANUAL CRITERIA FOR AWARDS MARINE CORPS MILITARY INCENTIVE AWARDS PROGRAM ADMINISTRATIVE AND ISSUE PROCEDURES FOR DECORATIONS, MEDALS, AND AWARDS UNIT AWARDS	<a href="#">SECNAVINST 1650.1</a> <a href="#">CRITERIA</a> <a href="#">MCO 1650.17</a> <a href="#">MCO 1650.19</a>  <a href="#">NAVMC 2922</a>
BASIC ALLOWANCE FOR HOUSING (BAH)  NOTE: Marines on "independent" duty (RSS/RS/OSO/I-I/MCD, etc.) are entitled to BAH -OR from the date of reporting vice date of joining provided/used on reporting. (Ref: DODRMR, Table 3-2-3, rule 1, notes 3, 10, and 11)	Partial BAH  BAH-Difference  Not entitle to BAH  GENERAL BAH INFO  ASSIGN TO/TERMINATION OF GOVERNMENT QUARTERS  When excess leave is involved  For E-4 under 4 and below when excess leave is involved	<a href="#">DODFMR</a>    <a href="#">MCO P1751.3</a> <a href="#">DFAS-KC 7220.31-R</a> <a href="#">MCO P11000.22</a> <a href="#">MCO P1070.12</a>  <a href="#">DODFMR</a>
BASIC ALLOWANCE FOR SUBSISTENCE	RETROACTIVE APPROVAL Field Duty/Rations BAS  DODFMR BAS while TAD DODFMR BAS while on PCS and while TDY on PCS	<a href="#">DODFMR</a> <a href="#">DFAS-KC 7220.31-R</a> <a href="#">DODFMR</a>  <a href="#">MCO P1080.40</a>  <a href="#">MCO P1080.40</a>



SUBJECT	DESCRIPTION	REFERENCE
FAMILY SEPARATION ALLOWANCE	DOD PAY MANUAL	<a href="#">DODFMR</a> <a href="#">MCO P1080.40</a>
FITNESS REPORT	PERFORMANCE EVAL SYSTEM (PES)	<a href="#">MCO P1610.7 Part 1</a> <a href="#">MCO P1610.7 Part 2</a>
FOREIGN DUTY/CAREER SEA PAY	DOD PAY MANUAL MCO AUTO PAY SYST MANUAL UDP SOP	<a href="#">DODFMR</a> <a href="#">DFAS-KC 7220.31-R</a>  <a href="#">MCO P3000.15</a>
INACTIVE DUTY TRAINING (IDT)		<a href="#">MCO P1001R.1</a> <a href="#">MCO P1080.40</a>
IDENTIFICATION CARDS FOR MEMBERS OF THE UNIFORMED SERVICES, THEIR FAMILY MEMBERS, AND OTHER ELIGIBLE PERSONNEL		<a href="#">MCO P5512.11</a>
LEAVE  APPELLATE LEAVE LEAVE ACCOUNTING	LEAVE AND LIBERTY REGS SEPS MANUAL MCTIM ACTSMAN LEAVE IN EXC OF 60 DAYS ID CARDS INSTRUCTION MCTFS REPORTING	<a href="#">MARINE CORPS MANUAL</a> <a href="#">MCO P1050.3</a> <a href="#">MCO P1900.16</a> <a href="#">MCO P4650.37</a> <a href="#">MCO P1000.6</a> <a href="#">SECNAVINST 1050.5</a> <a href="#">P5512.11</a> <a href="#">MCO P1050.3</a> <a href="#">MCO P1080.40</a>
MAILING ADDRESS FOR MARINE CORPS UNITS		<a href="#">MCO 5110.5</a>
MARINE CORPS INSPECTIONS		<a href="#">MCO 5040.6</a>
MARINE CORPS INFORMATION AND PERSONNEL SECURITY PROGRAM MANUAL (SHORT TITLE: (UNITED STATES MARINE CORPS IPSP)		<a href="#">MCO P5510.18</a>
MARINE CORPS INTERNAL MANAGEMENT PROGRAM		<a href="#">MCO 5200.24</a>
NATURALIZATION OF ALIENS SERVING IN THE ARMED FORCES OF THE UNITED STATES AND OF ALIEN SPOUSES AND/OR ALIEN ADOPTED CHILDREN OF MILITARY AND CIVILIAN PERSONNEL ORDERD OVERSEAS		<a href="#">MCO 5802.2</a>
NO FEE PASSPORTS		<a href="#">MCO 5512.4</a>

SUBJECT	DESCRIPTION	REFERENCE
ORDERS WRITING  ENTITLEMENTS, ALLOWANCE AND PAY RELATED MATTERS  SERVICE RECORDS MCTFS REPORTING	ACTSMAN MARINE CORPS WEB ORDERS MARINE PERSONAL PROPERTY TRANSPORTATION MANUAL (SHORT TITLE: PERSPROPMAN) PORT CALL PROCEDURES APPLICABLE TO THE MOVEMENT OF MC SPONSORED PASSANGER TRAFFIC BETWEEN CONUS, O/S AREAS MCTIM NO FEE PASSPORTS REPORT OF O/S DUTY SUITABILITY TRAVEL REGULATIONS MC AUTO PAY SYST MANUAL ADVANCE PAY (PCS) SPEC DUTY ASSIG PAY IRAM MCTFSPRIM	<a href="#">MCO P1000.6</a> <a href="#">MCO 1326.5</a> <a href="#">MCO P4600.39</a>  <a href="#">MCO 4650.30</a>  <a href="#">MCO P4650.37</a> <a href="#">MCO 5512.4</a> <a href="#">OPNAVINST 1300.14</a> <a href="#">NAVMEDCOMINST 1300.1</a> <a href="#">DoD Travel Regs</a> <a href="#">DFAS-KC 7220.31-R</a> <a href="#">MCO 7220.21</a> <a href="#">MCO 7220.12</a> <a href="#">MCO P1070.12</a> <a href="#">MCO P1080.40</a>
OFFICER PROGRAMS	CAREER DESIGNATION, RETENTION, AND RETURN TO ACTIVE DUTY, REDESIGNATION OF RESTRICTED OFFICERS TO UNRESTRICTED STATUS, AND INTERSERVICE TRANSFER OF OFFICERS INTO THE MARINE CORPS SELECTED MC RESERVE ENLISTED COMMISSIONING PROGRAM (RECP) LIMITED DUTY OFFICER (LDO) AND WARRANT OFFICER (WO) PROGRAMS	<a href="#">MCO 1001.45</a>  <a href="#">MCO 1040R.10</a>  <a href="#">MCO 1040.42</a>
OFFICER PROGRAMS (CONTINUES)	ENLISTED TO OFFICER COMMISSIONING PROGRAM	<a href="#">MCO 1040.43</a>
OVERSEAS HOUSING ALLOWANCE (OHA) MIHA	MOVING-IN HOUSING ALLOWANCE	<a href="#">DoD Travel Regs</a> <a href="#">DFAS-KC 7220.31-R</a> <a href="#">DoD Travel Regs</a>
FOREIGN PERSONNEL EXCHANGE PROGRAM		<a href="#">MCO 5700.4</a>

SUBJECT	DESCRIPTION	REFERENCE
PERSONNEL ASSIGNMENTS	MC PERSONNEL ASSIGNMENT POLICY SELECTING, SCREENING AND PREPARING ENLISTED MARINES FOR SPECIAL DUTY ASSIGNMENT AND INDEPENDENT DUTIES (SHORT TITLE: SDAMAN) MC RES ADMIN MAN POLICY AND PROCEDURES FOR SOURCING PERSONNEL TO MEET INDIVIDUAL AUGMENTATION (IA) REQUIREMENTS	<a href="#">MCO P1300.8</a> <a href="#">MCO P1326.6</a>  <a href="#">MCO P1001R.1</a> <a href="#">MCO 1001.61</a>
PREGNANCY POLICY		<a href="#">MCO 5000.12</a>
PROMOTIONS	MARCORPROMMAN, VOL 1, OFFFROM MARCORPROMMAN, VOL 2, ENLPROM ENLISTED REMEDIAL PROMOTION BOARDS MARINE CORPS BULLETIN 1430 SERIES (MARADMIN)-ENLISTED ALNAV-OFFICERS	<a href="#">MCO P1400.31</a> <a href="#">MCO P1400.32</a> <a href="#">MCO 5420.16</a>  <a href="#">MC ORDERS AND DIRECTIVES</a>
PROFESSIONAL MILITARY EDUCATION (PME)		<a href="#">MCO P1553.4</a>
OPERATIONS EVENT /INCIDENTS REPORT (OPREP-3) REPORTING	SERIOUS INCIDENT REPORTING	<a href="#">MCO 3504.2</a>
SEXUAL HARASSMENT		<a href="#">MCO 1000.9</a>
SPECIAL DUTY ASSIG PAY	AUDIT REQUIREMENTS	<a href="#">MCO 7220.12</a>  <a href="#">DFAS-KC 7220.31-R</a>
SPONSORSHIP PROGRAM		<a href="#">MCO 1320.11</a>
SUBSTANCE ABUSE PROGRAM, THE MARINE CORPS		<a href="#">MCO P5300.12</a>
TABLE OF ORGANIZATION AND STAFFING	TOTAL FORCES STRUCTURE PROCESS (TFSP) PRECEDENCE LEVELS FOR MANNING AND STAFFING MARINE CORPS BILLETS	<a href="#">MCO 5311.1</a>  <a href="#">MCO 5320.12</a>  <a href="#">MCO 5311.1</a>
THE MARINE CORPS OFFICIAL MAIL PROGRAM		<a href="#">MCO 5110.4</a>
TEMPORARY LODGING ALLOWANCE (TLA)		<a href="#">DoD Travel Regs</a> <a href="#">DFAS-KC 7220.31-R</a>
TEMPORARY LODGING EXPENSE (TLE)		<a href="#">DoD Travel Regs</a> <a href="#">DFAS-KC 7220.31-R</a>
VOTING ASSISTANCE	VOTER REG PROGRAM VOTING ASSISTANCE SITE	<a href="#">MCO 1742.1</a> <a href="http://www.fvap.gov/index.html">http://www.fvap.gov/index.html</a>