



**Installation Personnel Administration Center
MCB, Camp Pendleton
Quarterly Newsletter**



What's Inside?

IPAC has a new central phone line: 760-763-IPAC (4722)

- 2012 Pay and Entitlement Increases

The new 2012 BAH rates have been published and are listed on the last page of this newsletter. All of the rates have changed with some increases...

- Thrift Savings Plan Contribution Increase

The maximum TSP contribution limit was raised from \$16,500 to \$17,000 effective 1 January 2012. The TSP catch-up contributions limit for those...

- Special Leave Accrual

Per the reference, SLA should be processed during the months of October, November and December that immediately follow the fiscal year. However...

- Prorating Hostile Fire/Imminent Danger Pay

A new legislative change effective 1 January 2012, announces that prorating of HF/IDP to 1/30th of the maximum monthly amount, which is...

- Semi-Annual Proficiency and Conduct Marks

Semi-annual pro&con marks are due 31 January 2012. Units are encouraged to input pro&cons timely into Marine OnLine due to how they...

- Electronic Records (e-Records)

In past newsletters, the IPAC has published information on the e-Record initiative, and now HQMC has published guidance recently. In support of...

A message from the IPAC Director

Happy New Year,

The IPAC is looking forward to providing another year of outstanding support to the Marines, their family members and commanders stationed aboard MCB, Camp Pendleton. Through detailed communication and support in CONUS, as well as deployed, the IPAC was able meet HQMC's unit diary timeliness goal of 96% with an accuracy rate of 98% for 2011. To provide even better support, the IPAC has restructured by creating a Command Support Branch and the 14 Area Remote. Specifically, the new branch's mission is to focus on supporting units by sharing information and being responsive to their requests/concerns. Also, a newly formed Reserve Cell has been created to ensure reservist administrative needs are taken care of while aboard MCB, Camp Pendleton.

Also, last year we received 2,500 ICE comments, of which 96% were positive. The other 4% were dissatisfied comments that were instrumental in pointing out some of our deficiencies. Regardless, we appreciated all of the feedback and know we're a better organization for listening to the customers we are privileged to support. Best wishes for success and prosperity in 2012.

Respectfully,
CWO5 Reginald Howell
Director, IPAC Camp Pendleton

OUR MISSION STATEMENT

**Focusing
on
Excellence**

To provide effective and efficient personnel administration services to all Commanders, their Marines and family members. This includes the obligation of ensuring military personnel are administratively prepared for worldwide deployment with the operating forces.

Our goal is to maintain accurate information within the Marine Corps Total Force System and provide quality and timely services in a courteous manner.



Some hear the word "administration" and they think of "paperwork" - we don't. The IPAC sees it as leadership, accountability, and most importantly taking care of Marines and their families... and that's a lot more important than paperwork.

New Gouge

2012 Basic Pay Chart

Ref: [DFAS Website](#)

The 2012 military basic pay chart has been published to the DFAS website, and the 1.6% increase can be viewed using the reference link.



2012 Basic Allowance for Subsistence (BAS) Rates

Ref: [PAAN 62-11](#)

As announced in the reference, the following BAS rates have been published and are effective 1 January 2012:

| | 2011 | / | 2012 |
|-----------|----------|---|----------|
| Officer: | \$325.04 | | \$239.96 |
| Enlisted: | \$325.04 | | \$348.44 |

2012 CamPen Basic Allowance for Housing (BAH) Rates

Ref: [DTMO Website](#)

The new 2012 BAH rates have been published and are listed on the last page of this newsletter. All of the rates have changed with some increases, but mostly decreases in this monthly entitlement. Fortunately, any BAH rate deductions will only affect Marines that report to Camp Pendleton during 2012. All Marines earning a higher BAH rate during any previous year receive BAH rate protection and will maintain the higher BAH rate. For more BAH rate information visit the reference link.



Ref: [PAAN 58-11](#)

Per the reference, the maximum TSP contribution limit has raised from \$16,500 to \$17,000 effective 1 January 2012. The TSP catch-up contributions limit for those aged 50 and over remains unchanged at \$5,500 and is in addition to the \$17,000 contributions.

When the yearly IRS maximum amount is reached, your TSP contribution will be automatically suspended and no action is necessary. For more information visit the link.

Special Leave Accrual (SLA)

Ref: [MCO 1050.3J](#)

Per the reference, SLA should be processed during the months of October,

November and December that immediately follow the fiscal year. However, SLA can be approved after this period if waived by an approving authority. Please ensure all documentation brought to the IPAC Pay Section include a waiver from the appropriate authority. For more information visit the reference link.

State Tax Exemption Filing News (Time Sensitive)

Ref: [PRIUM par.80609](#)

The states of Connecticut, Illinois, Missouri, Montana, New York, New Jersey, Oregon and West Virginia do not tax service members claiming legal residence there if they meet all respective conditions found in the reference.

For the states of Missouri, Oregon, New York, New Jersey, and West Virginia, Marines should complete a new State Income Tax Exemption Test Certificate (DD Form 2058-1) every December and provide it to a local Area Remote for inclusion in their service record.

Marines filing their DD Form 2058-1 prior to 31 December will be exempt from paying state tax for the calendar year; however Marines filing during the taxable year will be required to file a state income tax claim for that portion of the year that state tax was withheld and then submit another state income tax exemption form by 31 December for the following year.

There are additional responsibilities that are outlined in the reference that are important to understand, like informing your state's tax authority. Therefore, visit the reference link for further important information about your state tax responsibilities.

2011 W-2 Tax Statements

Ref: [MyPay Website](#)

Military service members, military retirees and Civilian employees paid by the Defense Finance and Accounting Service (DFAS) can get their 2011 tax statements up to two weeks earlier using MyPay. The following tax statements will be availability in MyPay when listed:

- Retiree 1099R: Now Available
- Civilian Employee W-2: Jan 5

- USMC Active/Reserve W-2: Jan 16
- Travel/Miscellaneous W-2: Jan 31
- Savings Deposit Program 1099INT: Jan 21

Also, did you know that you can allow someone limited access to your MyPay account? Simply access your MyPay account, select the "Personal Settings" on the main menu, select the link "Limited Access Account - Create/Change/Delete," then create a LogOn ID and password. The person authorized will only be able to access your tax information and view your pay information.

Semi-Annual (SA) Proficiency and Conduct Marks (Pro&Cons)

Ref: [MCO P1070.12K](#)

Per the reference, semi-annual pro&con marks are due 31 January 2012. Units are encouraged to input pro&cons timely into Marine OnLine because they impact the composite scores of Lance Corporals and Corporals. For example, if a Marine's performance improved greatly from the last SA period and high pro&con marks were received, the difference of when the Marine gets promoted could be substantial. If the Marine's pro&con "in grade" average changed from 4.4/4.4 to 4.6/4.6, there would be a 20 point increase in the Marine's composite score.

Electronic Service Record (e-Record)

Ref: [MARADMIN 680/11](#)

In past newsletters, the IPAC has published information on the e-Record initiative, and now HQMC has published guidance recently.

"In support of the commandant's planning guidance "improve admin" task, and in an effort to better support commanders, senior enlisted advisors, and the individual Marine, M&RA began an initiative to digitize service records and make them available electronically via the Official Military Personnel File (OMPF) online. The e-Record will provide near instantaneous access to the Marine's record once joined to a command. The IPACs will have access to all e-records except general officers; however, stand-alone unit administrators will only have access to records pertaining to Marines under their scope in MOL.

The e-record initiative will:

- Eliminate the current paper service record. Upon successful uploading of documents into the e-Record, the paper service record will be returned to the Marine through the local command.

- Make additional items of the Marine's OMPF available to commanders; however, access to fitness reports, master brief sheets, reporting senior and reviewing officer profiles will not be granted.

- Provide commanders the ability to view the record of an assigned Marine, and then further delegate access permissions to control of access to the e-Record, commanders will be required to quarterly verify e-record access permissions."

There is additional information in this MARADMIN about this substantial change, so all Marines are encouraged to visit the reference link.

Travel Advance Changes

Ref: [TAN 7-11](#)

The purpose of a travel advance is to help offset the expenses that the Marine incurs for authorized travel. Prior to 1 November 2011, Marine Corps Disbursing policy for paying travel advances was not in compliance with DoD policy. Per the reference, travel advances will not exceed 80 percent of the estimated expenses for the authorized travel.

Effective 1 November, all travel advances will be limited to 80 percent of the estimated expenses for the authorized travel regardless of type, to include separation, PCS, or retirement advances. The order writing official may authorize an advance in excess of the 80 percent limitation in order to prevent a financial hardship to the member on a case-by-case basis.

The following PCS expenses are authorized to be advanced at 100 percent without specific approval from the order writing official.

- Temporary quarters subsistence
- Transportation and temporary storage of household goods
- Mobile home transportation

For more information visit the reference link.

Prorating Hostile Fire Pay (HFP)

In the near future HFP will no longer be a monthly entitlement and will be

prorated. The effective date of this change will be 1 Jan 2012. The Marine Corps was poised to implement this change, but was directed by higher headquarters to delay implementation. It is expected to be approved within days, so the IPAC will pass notification to commanders separately once published.



Standard Gouge

Inbound Branch

Checking In

If you know someone who is checking in, encourage them to visit the [Camp Pendleton Website](#) for valuable information and reporting instructions.

All Marines reporting under PCS, PCA, or TAD orders, less SOI personnel, are required to report promptly to the Inbound Branch, prior to reporting to their unit, in the uniform of the day upon arrival to Camp Pendleton. This assists the Marine with receiving all entitlements in a timely manner.

Check-in After 2400, Sunday or Holiday

All personnel reporting under PCS or PCA orders after our hours of operation (see Hours of Operation/Phone Listing included below) should report to the MCB HqSptBn, Staff Duty Officer (SDO) located on the 1st deck of Bldg 13107. The SDO will provide the Marine with billeting and direct the Marine to report to the IPAC Inbound Branch the next day for new join processing.

Camp Pendleton Temporary Lodging

Temporary lodging may be obtained on base while adequate housing is being located. Contact the South Mesa Lodge 763-7805, Bldg 202870 (main gate area), or Ward Lodge 725-5194, Bldg 1310

(main side area), or the [MCCS Website](#) for more information.

Temporary Lodging Expense (TLE)

Ref: [JFTR U5700](#) and [TLE FAQ's](#)

Members who arrive with PCS orders and are interested in obtaining temporary lodging must provide the following to the Inbound Branch to claim TLE:

-Copy of itemized lodging receipts (10 days maximum).

-Copy of the certificate of non-availability from Ward Lodge, building 1310, phone (760) 725-5304.

New personnel and their families arriving aboard Camp Pendleton may inquire about their household goods shipment with the Distribution Management Office at 725-8644, Bldg 2263. For additional information visit the [DMO Website](#).

PCS Travel Claims

All Marines reporting aboard Camp Pendleton with funded PCS orders are required to complete a travel claim within 5 days in accordance with the Joint Federal Travel Regulations (JFTR). To expedite processing of the travel claim, Marines are required to have the following documents:

1. Web Orders with appropriation data
2. Original order endorsement
3. A command endorsement for all temporary instruction that includes a government lodging and messing availability statement

4. All commercial lodging receipts with a zero balance

5. Flight itinerary (Include dependents if appl.)

6. Port Call/DMO endorsement or Circuitous Travel Authorization (overseas only)

7. Receipts for expenses over \$75
- PCS travel claims take roughly two weeks to process at disbursing. If you haven't received your travel payment after two weeks call WO Atienza, Travel OIC at 725-5353 or email at:

stephen.atienza@usmc.mil

Dependent Travel Claims

All Marines that reported aboard Camp Pendleton with funded PCS orders without their dependents, which arrive at a later date, are required to complete a supplemental travel claim in accordance

with travel regulations. Once the travel claim is processed, the member will be reimbursed for travel expenses their dependents incurred while traveling to their spouse's permanent duty station.

The supplemental travel claim can be completed at the Inbound Branch or local Area Remote for the member's convenience.

Outbound Branch

Retirements Section

Marines, if you are planning to retire within the next two years and you have questions about the process, please contact the Retirements Section. There are duty experts standing by to assist you with all of your administrative needs.

It is never too early to review your record and ensure all your awards, decorations and service schools have been entered into MCTFS.

Completing and submitting a retirement or resignation worksheet in a timely manner not only allows the Outbound Branch sufficient time to process the required paperwork, but it also enables the Marine and command to properly plan for DMO, Transition Assistance Management Program (TAMP), checkout, final physical, Leave, Post-Deployment/Mobilization Respite Absence (PDMRA), and/or Permissive Temporary Additional Duty (PTAD). Be proactive!

Officers who are eligible and elect to resign their active duty commission must be counseled by their reporting senior and a Pg. 11 entry will be entered in the Officer's OQR. Officers are advised that any requests submitted less than 4 months prior to the requested resignation date may not be approved by the desired date. SECDEF action may take longer than 4 months. Please seek the assistance of the Resignation Section for any questions or guidance.

It's a requirement for all career Marines to receive Survivor Benefit Program (SBP) counseling twice prior to retirement. Once at 18 years of active service and at least 60 days prior to receiving retired pay. If you fall into either category and have not had the proper SBP counseling, please contact the Retirements Section at 763-1063 or by visiting the IPAC, Outbound Branch.

Orders Section

It is very important that all Marines are proactive with turning in their PCS/PCA data sheet to the Orders Section. Marines in receipt of PCS/PCA orders must report to the Outbound Branch to complete a worksheet. Report at least 15 working days prior to your transfer date for PCS CONUS, 90 days for PCS overseas, and 10 working days for PCA orders.

Requesting Advance Pay & Travel

Marines desiring to receive advances when they transfer must submit a worksheet within 15 working days of the planned departure date to allow the Orders Section and the Finance Office time to process the request prior to a member's departure.

Special Duty Assignment (SDA)

Ref: [MARADMIN 029/11](#)

Per the reference, the following changes apply to Marines with SDA orders:

- Marines with dependents in the same geographical location, single Marine with custody of their dependents, and single Marines with approved BAH-Own-Right will proceed on Temporary Additional Duty (TAD) orders via Defense Travel System (DTS).

- Marines in receipt of BAH W/O dependents and/or married Marines with dependents not living in the same geographical location will be issued TEMINS orders to their appropriate SDA school.

- Marines executing SDA orders to a formal school within 50 miles of current PDS will be issued PCA orders. Upon completion of the school, the Marine will receive PCS orders to their final permanent duty station.

Please contact the Orders Section if you have any questions pertaining to this subject.

Separations Section

Marines need to start their separation process at least 90 days prior to their approved departure date. This allows adequate time to process all documentation and submit travel advances to the Finance Office.

All Marines are required to complete a separation worksheet to initiate their final separation. Marines are encouraged

to report back to IPAC at least two days prior to their planned departure date to verify their DD214, complete an audit, and verify all documents.

Lastly, all Marines must complete a check out sheet prior to departing. Recently, a large number of Marines are reporting to the Outbound Branch with incomplete check out sheets with the following issues:

1. Individual Equipment Facility (IEF): Outstanding gear
<https://www.usmccif.com/imr.vam?>
 2. Navy and Marine Corps Relief Society: Unpaid loans
 3. TAP/TAMP: No attendance proof
 4. Medical/Dental: No final screening
- The leadership and unit S-1s of departing Marines are encouraged to ensure members are checking out fully prior to their date of departure.

Administrative Separations (ADSEP) (Important: Adjutants/S-1 Personnel)

Ref: [APSM Par. 40401.C.2.](#)

Expediting ADSEPs is important to the IPAC, especially when commanders need to separate a Marine quickly in order to maintain good order and discipline within their unit. Therefore, it's "vital" that the IPAC Legal Section receives a copy of the CO's request for ADSEP at the same time the request is routed to higher headquarters for consideration.

As required by regulations, the IPAC reports a unit diary entry on the Marine pending ADSEP that initiates the following actions:

- Stops direct deposit
- Stops allotments
- Creates a promotion restriction
- Advises the Disbursing Office
- Generates appropriation data to prepare ADSEP discharge orders.

Once an ADSEP request is approved by higher headquarters, we recommend the Marine be escorted to the Separations Section with a copy of the ADSEP approval letter.

Both Marines will receive instructions on checking out and the separating Marine will be assigned a new End of Active Service (EAS) date.

Trend #1: Unfortunately, most units are not providing a copy of the request for ADSEP, and the unit diary action isn't taken in advance. Subsequently when the CG directs/approves the

ADSEP, the IPAC is unable to process the Marine immediately because there is no appropriation data available to prepare discharge orders.

Trend #2: Dropping the ADSEP Marine off at the gate. This is really a bad course of action because the ADSEP Marines are always over paid (sometimes several MONTHS!). Therefore, the IPAC highly encourages not taking this action. For additional information on ADSEPs contact the Separations Section.

Transition Assistance Management Program (TAMP)

Ref: [MCO P1700.24B](#)

All Marines who are separating are required to complete TAMP prior to their departure (terminal leave, Permissive Temporary Additional Duty, discharge, release from active duty, etc.). Please see your unit's career planner for further details.

Customer Service Branch

Surrendering Meal Cards Prior to Deploying

Ref: [MCO 10110.47](#)

Per the reference, Marines who were issued a meal card should turn them into their S-1 office prior to deploying. The S-1's will maintain the meal cards while members are deployed and will re-issue them upon members return.

Marriage/Divorces

Upon marriage or divorce, it is imperative to report to any IPAC Area Remote to have your status adjusted immediately. To update your personnel record and get your entitlements adjusted, you will need the following:

-**Marriage:** A copy of marriage and birth certificate; spouse's identification, and divorce decrees, if previously married.

-**Divorces:** A divorce decree with all court order or written agreements pertaining to support, maintenance or paternity.

If you are unsure of which documents you will need to update your record, please contact your IPAC Area Remote Office prior to arriving to be advised exactly what to bring will minimize your wait time.

Special Power of Attorney (SPOA)

Ref: [MCO 1740.13A](#)

A Family Care Plan is mandatory for dual military spouses with dependents, Marines who bear sole responsibility for the care of children under the age of 19, and/or Marines with family members who are unable to care for themselves in the Marines absence. A Family Care Plan is an annual requirement. Marines required to have a Family Care Plan should report to your IPAC Area Remote Office with a Special Power of Attorney for inclusion in their e-Record. For more information visit the reference link.

Death Gratuity Beneficiary(ies)

Ref: [MOL](#)

The Record of Emergency Data contains a Death Gratuity Beneficiary (ies) for Marines to designate. The total amount is \$100,000, which is intended to cover funeral expenses in case of the member dies while on active duty.

Marines can designate anyone as a Death Gratuity Beneficiary. Updates can be made easily through Marine Online (MOL) using these instructions:

1. Log on to MOL
2. Select "Personal Information"
3. Scroll down to "Red Updates" on the left sidebar and select "Update"
4. Select "Beneficiary(ies) for Death Gratuity"
5. Select "Add Additional Death Gratuity Record"
6. Input Beneficiaries information to include: Name, Percent, Relationship, Street Address, City, State and Phone Number.

Post-Deployment/Mobilization Respite Absence (PDMRA) - RESERVIST

Ref: [MARADMIN 488/07](#) & [MCO 1050.3J](#)

Per the references, PDMRA is accrued on subsequent mobilizations only. If a Reserve Marine is issued back-to-back orders, it is treated the same as if the original set of orders has been extended (i.e. the mobilization is continued, vice a new mobilization). The mobilization is ended upon release from active duty. This is when the dwell control date is calculated and effective.

The Marine would have to separate from active duty and rejoin the reserve component (SMCR/IRR/ IMA), then be

mobilized back to active duty to start the subsequent mobilization period.

PDMRA - Active Duty (MEU/UPD)

Refs: [MCO P3000.15B](#), [MARADMIN 488/07](#), [PAAN 40-09](#)

Per the references, the 31st Marine Expeditionary Unit (MEU) does not rate PDMRA due to the Department of Defense (DoD) not defining Okinawa, JA as an Area of Responsibility (AOR).



The IPAC is a better organization because of the feedback we receive from Marines. Therefore, we use the DoD Interactive Customer Evaluation (ICE) system extensively. All of our offices have comment boxes located in the waiting and counter areas. If you would like to leave us a comment, select the ICE logo to access the ICE system.



IPAC HOURS OF OPERATION AND PHONE DIRECTORY

Headquarters, Bldg 13107

0730-1630 Monday - Friday

Director: CWO5 Howell 725-5534
 Deputy: Mr. Roseberry 725-5424
 SNCOIC: MGSgt Llewellyn 763-2529

QA Section
 OIC: Mr. Johnson 725-5125
 SNCOIC: GySgt Segura 763-7660

CPI Section/Admin Assist
 OIC: Mr. Sutton 763-7480
 SNCOIC: GySgt Miles 725-5353

SI Section
 OIC: CWO3 Snoke 763-5577
 SNCOIC: SSgt Wiedner 763-7711
 Clerks: 763-2231

Inbound Branch, Bldg 13107

0730 - 2359 Monday - Saturday

Head: CWO4 Diaz 725-6789
 SNCOIC: MSgt Harmon 763-7482

New Join Section

OIC: CWO2 Kerilus 763-2531
 OIC: WO Gilmore 763-1938
 OIC: WO Powell 725-6508
 OIC: WO Atienza 725-5688
 SNCO: SSgt Candamo 763-2832
 SNCO: GySgt Monterrosa 763-2532
 Clerks: 725-2533

Second Stage Section

OIC: WO Powell 725-6508
 SNCOIC: SSgt Martinez 725-4810
 Clerks: 725-4810

After Hours Section

SNCOIC: SSgt Butts 763-2532
 Clerks: 725-2532

PCS Travel Section

OIC: WO Atienza 725-5688
 SNCOIC: SSgt James 725-4810
 Clerks: 725-4810

Outbound Branch, Bldg 22162

0730-1630 Monday - Friday

Head: CWO4 Rouse 763-6025
 SNCOIC: MSgt Villanueva 763-7712

Orders Section

OIC: CWO2 Berger 763-1069
 SNCOIC: SSgt Flamenco 763-1074
 Clerks: 763-1075

Retirement/Resignation Section

OIC: CWO2 Gonzalez 763-4866
 SNCOIC: SSgt Jackson 763-1315
 Clerks: 763-1063

Separations Section

OIC: WO Chaves 763-7732
 SNCOIC: GySgt Beard 763-1065
 Clerks: 763-1066

Command Support Branch, Bldg 1441

0730-1700 Monday - Friday

Head: CWO4 Robinsondixon 725-0850
 SNCOIC: GySgt Santos 725-5771
 Duty Clerk (1630 - 0730): 725-0714

Service Records/Audits Section

OIC: CWO2 Smith 725-1348
 SNCOIC: GySgt Santos 763-7554

Pay Section

OIC: WO Porter 725-0721
 SNCOIC: GySgt Mortley 725-0881
 Section: 725-0975
 Fax: 725-5420

Legal Section

OIC: CWO2 Siegel 763-4289
 SNCOIC: SSgt Pearsell 763-7550
 Section: 763-7548
 Fax: 725-0718

Promotion Section

OIC: WO Simpson 763-7549
 SNCOIC: SSgt Pearsell 763-7551
 Section: 763-7547
 Fax: 725-0718

Deployment Section

OIC: CWO3 Jarvis 763-2096
 SNCOIC: GySgt Delgado 763-7231
 Section: 725-0712
 Fax: 763-7548

TAD Section/Reserve Support

OIC: WO Shapiro 763-7230
 SNCOIC: Mr. Trevino 725-5656
 Section: 725-5656
 Fax: 763-7548

Customer Service Branch, Bldg 1441

0730-1700 Monday - Friday

Midcrew: 1630-0100

Head: CWO4 Beath 725-5691
 SNCOIC: MSgt Riles 725-0974
 Duty Clerk: 725-0714

14 Area Remote, Bldg 1441

0730 - 1630 Monday - Friday

OIC: CWO3 Nix 725-0720
 SNCOIC: MSgt Riles 725-0974
 Section: 725-7909
 Fax: 725-9164

21 Area Remote, Bldg 210721

0730 - 1630 Monday - Friday

OIC: CWO2 Cooper 725-9128
 SNCOIC: SSgt Kollhoff 725-8980
 Section: 725-7909
 Fax: 725-9164

33 Area Remote, Bldg 33347

0730 - 1630 Monday - Friday

OIC: CWO2 Clem 763-5876
 SNCOIC: SSgt Blackman 725-8298
 Section: 763-1664

43 Area Remote, Bldg 43325

0730 - 1630 Monday - Friday

OIC: CWO2 Caoile 763-5586
 SNCOIC: SSgt Williams 725-4602
 Section: 763-5583

53 Area Remote, Bldg 53622

0730 - 1630 Monday - Friday

OIC: CWO3 Grange 763-2306
 SNCOIC: SSgt Slusar 763-2318
 Section: 763-2304
 Fax: 763-2308

62 Area Remote, Bldg 620434

0730 - 1630 Monday - Friday

OIC: CWO3 Morales 763-1272
 SNCOIC: SSgt Douglas 763-1248
 Section: 763-1254
 Fax: 763-1247

IPAC Links

IPAC Website



IPAC SOP & Base Order



2012 Basic Allowance for Housing
(BAH) Rates
Camp Pendleton, CA

| Rank | 2011 | | 2012 (NEW) | |
|------|------------|--------------|------------|--------------|
| | BAH W/Depn | BAH W/O Depn | BAH W/Depn | BAH W/O Depn |
| O7+ | \$2,925.00 | \$2,463.00 | \$2,874.00 | \$2,373.00 |
| O6 | \$2,895.00 | \$2,415.00 | \$2,847.00 | \$2,328.00 |
| O5 | \$2,868.00 | \$2,247.00 | \$2,820.00 | \$2,214.00 |
| O4 | \$2,676.00 | \$2,142.00 | \$2,613.00 | \$2,142.00 |
| O3 | \$2,406.00 | \$1,929.00 | \$2,322.00 | \$1,986.00 |
| O2 | \$1,962.00 | \$1,842.00 | \$2,016.00 | \$1,896.00 |
| O1 | \$1,875.00 | \$1,734.00 | \$1,938.00 | \$1,731.00 |
| O3E | \$2,532.00 | \$1,962.00 | \$2,454.00 | \$2,019.00 |
| O2E | \$2,382.00 | \$1,908.00 | \$2,304.00 | \$1,968.00 |
| O1E | \$2,160.00 | \$1,866.00 | \$2,154.00 | \$1,929.00 |
| CWO5 | \$2,631.00 | \$2,166.00 | \$2,562.00 | \$2,157.00 |
| CWO4 | \$2,514.00 | \$2,004.00 | \$2,436.00 | \$2,046.00 |
| CWO3 | \$2,415.00 | \$1,917.00 | \$2,328.00 | \$1,977.00 |
| CWO2 | \$2,199.00 | \$1,884.00 | \$2,178.00 | \$1,947.00 |
| WO | \$1,968.00 | \$1,776.00 | \$2,022.00 | \$1,791.00 |
| E9 | \$2,487.00 | \$1,914.00 | \$2,406.00 | \$1,974.00 |
| E8 | \$2,301.00 | \$1,887.00 | \$2,250.00 | \$1,950.00 |
| E7 | \$2,124.00 | \$1,803.00 | \$2,130.00 | \$1,836.00 |
| E6 | \$1,965.00 | \$1,743.00 | \$2,019.00 | \$1,743.00 |
| E5 | \$1,866.00 | \$1,623.00 | \$1,929.00 | \$1,617.00 |
| E4 | \$1,800.00 | \$1,395.00 | \$1,830.00 | \$1,386.00 |
| E3 | \$1,800.00 | \$1,395.00 | \$1,830.00 | \$1,386.00 |
| E2 | \$1,800.00 | \$1,395.00 | \$1,830.00 | \$1,386.00 |
| E1 | \$1,800.00 | \$1,395.00 | \$1,830.00 | \$1,386.00 |

PAAN 62-11 AND RPAAN 61-11

RAAUZYUW RUDIDFF0700 3640700-UUUU--RHMCSUU.
R 300700Z DEC 11ZYB
FM DFAS CLEVELAND OH//JFLS//
UNCLAS FOR CDMR'S, FO'S, MISSO'S, MCAAT'S, DIR FIN MGT SCOL
AND PERS ADMIN SCOL FOR CMC WASHINGTON DC PASS TO RFF/MI/
MPO/MR//
MSGID/GENADMIN/DFAS-CL/JFLS//
SUBJ/BAS RATES AND GOVERNMENT MEAL RATES EFF JAN 1, 2012//
REF/A/DOC/OUSD MEMO DATED/NOV 30, 2011//
REF/B/DOC/DODFMR VOL 7A//
NARR/REF A IS THE OFFICE OF THE UNDER SECRETARY OF DEFENSE
MEMO PROVIDING THE BAS RATES THAT ARE EFF JAN 1, 2012.
REF B IS THE DEPARTMENT OF DEFENSE FINANCIAL MANAGEMENT
REGULATIONS (DODFMR) VOL 7A, CHAPTER 25//
POC/TEL:COMM (216) 522-5653//
RMKS/1. THIS MSG IS LABELED PAAN 62-11 AND RPAAN 61-11 FOR
ID PURPOSES.
2. THE PURPOSE OF THIS MESSAGE IS TO PROVIDE THE BAS RATES
AND THE DAILY GOVERNMENT MEAL RATES (DISCOUNT AND STANDARD)
CHARGED FOR MEALS IN A GOVERNMENT DINING FACILITY THAT ARE
EFF JAN 1, 2012.
3. AS AUTHORIZED IN REF A, THE FOLLOWING MONTHLY BAS RATES
ARE EFF JAN 1, 2012.
A. ENLISTED STANDARD (MONTHLY) BAS RATE IS \$348.44.
B. OFFICER BAS RATE IS \$239.96.
4. AS AUTHORIZED PER REF B, EFF JAN 1, 2012, THE DAILY
DISCOUNTED AND STANDARD GOVERNMENT MEAL COLLECTION RATES
USED FOR MILITARY PAYROLL DEDUCTIONS ARE AS FOLLOWS:
A. DISCOUNTED GOVERNMENT MEAL RATE (DMR): \$9.90
BREAKFAST \$2.10
LUNCH \$3.90
DINNER \$3.90
B. THE NEW PARTIAL DAILY RATE TO BE CHARGED FOR MEALS ON
THE FIRST AND LAST DAYS OF ESSENTIAL STATION MESSING (ESM),
TEMPORARY FIELD AND TEMPORARY AFLOAT ASSIGNMENTS IS \$2.48
(25 PERCENT OF \$9.90)
C. THE STANDARD GOVERNMENT MEAL RATE: \$11.55
BREAKFAST \$2.45
LUNCH \$4.55
DINNER \$4.55
5. RATES ARE AVAILABLE AT
WWW.DEFENSELINK.MIL/COMPTROLLER/RATES/INDEX.HTML.
6. THIS MESSAGE HAS BEEN COORDINATED WITH HQMC-RFF/MCPRD/
MCDOSS AND HQMC-MI (MISSA). //
BT
0700
NNNN

PAAN 58-11 AND RPAAN 57-11

RAAUZYUW RUDIDFF1400 3461400-UUUU--RHMCSUU

R 121400 DEC 11 ZYB

FM DFAS CLEVELAND OH//JFLS//

BT

UNCLAS FOR CMDR'S, FO'S, MISSO'S, MCAAT'S, DIR FIN MGT SCOL

AND PERS ADMIN SCOL. FOR CMC WASHINGTON DC PASS TO RFF/MI/

MPO//MR//

MSGID/GENADMIN/DFAS-JFLS/CL/

SUBJ/THRIFT SAVINGS PLAN//

REF/A/WWW.IRS.GOV //

REF/B/ TSP BULLETIN 10-10 DTD 12 OCT 2010//

NARR/REF/A IS THE OFFICIAL IRS WEB SITE THAT ANNOUNCES PENSION PLAN

LIMITATIONS FOR 2012; REF B IS ON THE OFFICIAL THRIFT SAVINGS WEB

SITE/WWW.TSP.GOV//

POC/DFAS-JFLS/CL/TEL: 216-522-5653 DSN 580-5653.//

RMKS/1. THIS MSG IS LABELED PAAN 58-11 AND RPAAN 57-11

FOR ID PURPOSES.

2. REFERENCE A ESTABLISHES THE MAXIMUM TSP CONTRIBUTIONS FOR 2012. EFFECTIVE 1 JANUARY 2012, THE ELECTIVE DEFERRAL CONTRIBUTION LIMIT FOR THE FEDERAL GOVERNMENT'S THRIFT SAVINGS PLAN IS INCREASED FROM \$16,500.00 TO \$17,000.00. THE LIMITATION FOR EXEMPT AND DEFERRED IS INCREASED FROM \$49,000.00 TO \$50,000.00. THE TSP CATCH-UP CONTRIBUTIONS LIMIT FOR THOSE AGED 50 AND OVER REMAINS UNCHANGED AT \$5,500.00 AND IS IN ADDITION TO EXEMPT AND DEFERRED CONTRIBUTIONS.

3. WHEN THE YEARLY IRS MAXIMUM AMOUNT IS REACHED, THE TSP CONTRIBUTION WILL BE AUTOMATICALLY SUSPENDED. NO ACTION IS NECESSARY. JANUARY OF THE FOLLOWING YEAR, YOUR TSP CONTRIBUTIONS WILL BE UNSUSPENDED AND CONTRIBUTIONS WILL AUTOMATICALLY BEGIN AGAIN. NO ACTION IS NECESSARY.

4. TSP CATCH-UP CONTRIBUTIONS ARE NOT AUTOMATICALLY RESTARTED. THE FOLLOWING YEAR, IF THE MARINE ELECTS TO CONTRIBUTE UNDER THE TSP CATCH-UP OPTION, IT WILL REQUIRE ACTION BY THE MARINE OR THEIR ADMINISTRATIVE OFFICE.

5. REFERENCE B IS A TSP BULLETIN ANNOUNCING A NEW REPORT FOR UNIFORMED SERVICES MEMBERS WHO HAVE UNDELIVERABLE LETTERS, MAILERS, AND OTHER MATERIALS RETURNED TO THE THRIFT SAVINGS PLAN.

6. YOU MAY CHANGE YOUR THRIFT SAVINGS PLAN ADDRESS INFORMATION AT ANY TIME USING MYPAY AND ACCESSING THE THRIFT SAVINGS PLAN OPTION TO UPDATE YOUR PERSONAL INFORMATION.

7. ADDITIONAL DETAILS CAN BE FOUND ON MOL WWW.MOL.USMC.MOL, CURRENT LIMITS AND RATES ON THE TSP WEB SITE AT WWW.TSP.GOV AND THIS ANNOUNCEMENT CAN BE FOUND ON [HTTP://WWW.IRS.GOV/NEWSROOM/ARTICLE/0,,ID=248482,00.HTML](http://WWW.IRS.GOV/NEWSROOM/ARTICLE/0,,ID=248482,00.HTML).

8. THIS PAAN HAS BEEN COORDINATED WITH HQMC-RFF/MCPRD AND DFAS-CL/JFLA

BT

1400

NNNN

TAN 07-11

RAAUZYUW RUDIDFF1200 2911200-UUUU-RHMCSUU

R 181200Z OCT 11 ZYB

FM DFAS CLEVELAND OH//JFLS//INFO CMC WASHINGTON DC//

BT

UNCLAS FOR CMDR'S, FO'S, DO'S, MISSO'S, MCAAT'S, DIR FIN MGT SCOL AND PERS
ADMIN SCOL FOR CMC WASHINGTON DC PASS TO RFF/MI/MPO/MR// MSGID/GENADMIN/DFAS-
CL/JFLS// SUBJ/ADVANCE TRAVEL PAYMENTS

REF/A/ DODFMR VOLUME 4

REF/B/ DODFMR VOLUME 9

REF/C/ DFAS-IN WINIATS USER GUIDE

REF/D/ MCTIM

RMKS/1. THIS MSG IS LABELED TAN 07-11 FOR ID PURPOSES.

2. BACKGROUND. THE PURPOSE OF A TRAVEL ADVANCE IS TO HELP OFFSET THE
EXPENSES THAT THE TRAVELER INCURS FOR AUTHORIZED TRAVEL. CURRENTLY, MARINE
CORPS DISBURSING POLICY FOR PAYING TRAVEL ADVANCES IS NOT IN COMPLIANCE WITH
DOD POLICY. PER THE REFERENCES, TRAVEL ADVANCES WILL NOT EXCEED 80 PERCENT
OF THE ESTIMATED EXPENSES FOR THE AUTHORIZED TRAVEL.

3. ACTION. EFFECTIVE 1 NOVEMBER ALL TRAVEL ADVANCES WILL BE LIMITED TO 80
PERCENT OF THE ESTIMATED EXPENSES FOR THE AUTHORIZED TRAVEL REGARDLESS OF
TYPE TO INCLUDE SEPARATION TRAVEL ADVANCES, THESE ADVANCES WILL BE CALCULATED
IN THE SAME MANNER AS PCS/RETIREMENT ADVANCES. THE ORDER WRITING OFFICIAL
MAY AUTHORIZE AN ADVANCE IN EXCESS OF THE 80 PERCENT LIMITATION IN ORDER TO
PREVENT A FINANCIAL HARDSHIP TO THE MEMBER. EXCEPTIONS TO THE 80 PERCENT
LIMITATION MAY ONLY BE DONE ON AN INDIVIDUAL CASE-BY-CASE BASIS.

4. EXCEPTIONS. THE FOLLOWING PCS/TCS EXPENSES ARE AUTHORIZED TO BE ADVANCED
AT 100 PERCENT WITHOUT SPECIFIC APPROVAL FROM THE ORDER WRITING OFFICIAL.

A. TEMPORARY QUARTERS SUBSISTENCE

B. TRANSPORTATION AND TEMPORARY STORAGE OF HOUSEHOLD GOODS

C. MOBILE HOME TRANSPORTATION

5. DISBURSING AND FINANCE OFFICES MUST CONDUCT IATS SYSTEM MAINTENANCE AS
FOLLOWS:

A. ENTER THE MAINTENANCE MODULE AND SELECT CONSTANTS/DESCRIPTION. SELECT
ADVANCE PERCENTS OPTION, THE PARAMETERS WILL BE SET AT 80 PERCENT FOR ALL
ALLOWANCES UNDER TAD AND MILITARY PCS PARAMETERS.

B. THE PARAMETER CIVILIAN PCS WILL BE SET AT 80 PERCENT EXCEPT FOR THE
ALLOWANCES LISTED IN PARAGRAPH 4 OF ABOVE.

C. SEPARATION OF LESS THEN 90% AND NOT HONORABLE WILL BE SET AT 75%.

6. THESE CHANGES HAVE BEEN INCLUDED IN THE MCTIM.

7. YOUR POC FOR THIS MESSAGE IS MSGT K. A. HOWARD AND CAN BE REACHED AT
KATHRYN.HOWARD@USMC.MIL.

8. THIS MESSAGE HAS BEEN COORDINATED WITH RFF/MCDOSS/MI/ MISSA/MCPRD AND
MPO.

BT

1200

NNNN

PAAN 40-11 AND RPAAN 39-11

RAAUZYUW RUDIDFF1200 2571200-UUUU-RHMCSUU

R 141200Z ZYB

FM DFAS CLEVELAND OH//JFLS//

BT

UNCLAS FOR CMDR'S, FO'S, DO'S, MISSE'S MCAAT'S, DIR FIN MGT SCOL AND PERS ADMIN SCOL FOR CMC
WASHINGTON DC PASS TO RFF/MI/MPO/MR//

MSGID/GENADMIN/DFAS-CL/JFLS//

SUBJ/INTERIM DTL AND UNIT DIARY RETENTION GUIDANCE//

NARR/REF A USC TITLE 44, CHAPTER 33//

NARR/REF B SECNAV M-5210.1//

NARR/REF C DOD DIRECTIVE 5015.2//

NARR/REF D DODFMR VOLUME 1, CHAPTER 9//

NARR/REF E NARA RECORD SCHEDULES//

NARR/REF F IS THE APSM PARAGRAPH 80202//

POC/DFAS-CL/JFLS/TEL: DSN 580-5653/TEL: COMM (216) 522-5653//

RMKS/1. THIS MESSAGE IS LABELED PAAN 40-11 AND RPAAN 39-11 FOR ID PURPOSES.

2. THE PURPOSE OF THIS MESSAGE IS TO PROVIDE INTERIM GUIDANCE REGARDING RETAINS OF SUPPORTING DOCUMENTS BY THE DISBURSING/FINANCE OFFICES. PER THE REFERENCES ALL PAPER AND ELECTRONIC SUPPORTING DOCUMENTS FOR MILITARY PAY AND OTHER FINANCIAL TRANSACTIONS, INCLUDING THOSE THAT SUPPORT ENTRIES MADE INTO FINANCIAL SYSTEMS, MUST BE MAINTAINED FOR 6 YEARS AND 3 MONTHS.

3. IN ORDER TO ENSURE DISBURSING/FINANCE OFFICES ARE IN COMPLIANCE WITH THESE REQUIREMENTS, AND PENDING FORTHCOMING ADDITIONAL GUIDANCE BY DOCUMENT TYPE, ALL DISBURSING/FINANCE OFFICES ARE DIRECTED TO ENSURE THAT ALL FINANCIAL RECORDS, BOTH PAPER AND ELECTRONIC, ARE BEING RETAINED. FOR EXAMPLE, PREVIOUSLY UNIT DIARY RETENTION WAS CURRENT PLUS 3 MONTHS HOWEVER IN THE INTERIM THAT RETENTION IS AMENDED TO 6 YEARS 3 MONTHS. UNTIL FURTHER GUIDANCE IS PUBLISHED.

4. DFAS (SL&P), MCDOSS, AND RFF ARE CURRENTLY RESEARCHING THESE RETENTION REQUIREMENTS BY SPECIFIC DOCUMENT TYPE AND SYSTEM. FURTHER CLARIFYING GUIDANCE WILL BE ISSUED SHORTLY AND REF F WILL BE UPDATED ACCORDINGLY.

5. THIS MESSAGE HAS BEEN COORDINATED WITH HQMC-RFF/, HQMC-MI (MISSA) AND DFAS-CL/JFLS.//

BT

1200

NNNN