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**UNITED STATES MARINE CORPS**  
THE BASIC SCHOOL  
MARINE CORPS TRAINING COMMAND  
CAMP BARRETT, VIRGINIA 22134-5019

**PERSONNEL RECORDS**  
**B3K0459XQ**  
**STUDENT HANDOUT**

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## Personnel Records

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**Introduction** A great deal of your time as a platoon commander and Marine officer will be spent on administrative matters—how you take care of your Marines.

**Importance** Your administrative skills directly impact your professional reputation and the importance of administrative proficiency should not be discounted. This student handout is designed to familiarize you with some of the administrative matters encountered by a company grade officer.

**In This Lesson** In this lesson, you will learn some of the basic skills that will help you as a Marine and, more importantly, as a leader of Marines.

This lesson covers the following topics:

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### Learning Objectives

#### Enabling Learning Objectives:

TBS-LDR-1003a Given an evaluation, define the 5 sections of the Official Military personnel File (OMPF) without omission.

TBS-LDR-1006a Given an evaluation, identify the elements of the Leave and Earning Statements (LES) without omission.

TBS-LDR-1006f Given an evaluation, identify mandatory documents for inclusion in a Marine's Official Military Personnel File (OMPF) without omission.

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## Marine Corps Administrators

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The ongoing efforts of the local administration shop ensure that units in the operating forces can continue to train for whatever the future might hold. Correspondence, personnel records, files, directives maintenance, and the unit diary are just some of the important functional areas that must be managed each day in the installation personnel administration center (IPAC), consolidated administration center (CAC), or S-1 shop.

### Personnel Officer (0170)

- Supervises the Installation Personnel Administrative Center (IPAC) in matters pertaining to personnel administration.
- Possesses a thorough knowledge of the duties and tasks required for the military occupational specialty (MOS)
  - 0111 is the MOS of all Administrative enlisted Marines.
- Functions as a supervisor, coordinator, and administrator of
  - The Marine Corps Total Force System (MCTFS).
  - Personnel record maintenance.
  - Clerical matters.
- Advises Marines on personal affairs, rights, benefits, and privileges accrued as a member of the US Armed Forces.

Due to the diversity of commands throughout the Marine Corps, the duties and tasks of the PersO may overlap those of the Adjutant.

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### Manpower Officer / Adjutant (0102)

#### The Adjutant

- Supervises the consolidated battalion/group/squadron/base administrative office in matters pertaining to personnel administration.
- Possesses a thorough knowledge of the duties and tasks required for the MOS
  - 0111 is the MOS of all Administrative enlisted Marines.
- Functions as a supervisor, coordinator, and administrator of
  - The Marine Corps Total Force System (MCTFS).
  - Personnel record maintenance.
  - Clerical matters.
- Advises Marines on personal affairs, rights, benefits, and privileges accrued as a member of the US Armed Forces.

Due to the diversity of commands throughout the Marine Corps, the duties and tasks of the Adjutant may overlap those of the PersO.

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**Official Military Personnel File (OMPF)**


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**Description**

The OMPF is the “permanent record” of a Marine’s career. The OMPF is:

- Available only to the individual Marine and various official boards.
- Opened at the beginning of a Marine's career.
- Maintained throughout a Marine's service.
- Used by promotion boards, performance review boards, career retention boards, and the Manpower Management Branch when making assignments and other related personnel decisions.

Completeness and accuracy is the individual Marine's responsibility. A Marine may (and should) obtain a copy of their OMPF by:

- Submitting a written request to MMRP.
- Viewing it on Marine OnLine.

The OMPF contains material organized into five sections:

- Service folder.
- Commendatory/derogatory folder.
- Performance folder.
- Field folder SRB/OQR.
- Master Brief Sheet.

**Service Folder**


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The service folder section of the OMPF contains:

- Contract information.
- Discharge documents.
- Reserve documents.
- Orders to active duty.
- General administrative and service documents.

**Commendatory /  
Derogatory Folder**


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The commendatory/derogatory folder section of the OMPF contains the following sections with details of the mandatory documents included:

- **Personal Awards:** documents supporting all of your personal awards, i.e. 1650, SOA, Citation and certificate. Personal awards are Navy and Marine Corps Achievement Medals and higher and do not include unit or other types of awards.
  - **Other Schools and Training:** certificates/diplomas from formal schools, military schools and certain Professional Military Education (PME) courses, i.e. MOS school completion, SNCO Resident course, Expeditionary Warfare School, etc.
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## Official Military Personnel File (OMPF) (Continued)

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### Commendatory / Derogatory Folder (Continued)

- Other Commendatory/Derogatory: documents that cover commendatory information other than personal awards, i.e. PFT certificates, Letters of Appreciation, Good Conduct medals, etc. This sub-folder also contains derogatory documents, i.e. court martial, Unit Punishment Books, etc.
- Civilian Schools: documents associated with civilian education, i.e. diplomas, copies of official transcripts, course completions, etc.

### Performance Folder

The performance folder section of the OMPF contains:

- Fitness reports.
- Standard addendum pages for all sergeants and above.
- Memoranda from CMC (MMRP) as necessary to record historical or administrative information.

### Field Folder SRB / OQR

Documents in the service record book/officer qualification record (SRB/OQR) are filed in the Service Folder upon separation. The field folder SRB/OQR section of the OMPF contains:

- Documents from previous SRB/OQRs for a Marine who has periods of broken service.
- A partial listing of documents and standard pages suitable for inclusion in the OMPF.

### Master Brief Sheet

The Master Brief Sheet (MBS) is a summary of your administrative and performance data. The MBS is a tool used for promotion, selection and assignment. This information is provided to the board in the same format that you see under the OMPF. It is imperative that the information on the MBS is correct.

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## The Platoon Commander's Notebook

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### Definition

Informal documentation that assists the Platoon Commander in the leadership, counseling and development of his/her Marines.

### Contents

- MOL Information:
  - BIR
  - BTR
  - Education Record
  - RED

## The Platoon Commander's Notebook (Continued)

### Contents (Continued)

- Contact Information
- Biography
- Mentoring Form (Short-Term/Long-term Goals)
- Informal counseling / observations
- Other: POV / Motorcycle Safety Inspection

### Format

- Three-Ring Binder or Folder (Take to Field)
- Who has access & contributes to it? (Your discretion)
  - Platoon Sergeant
  - Platoon Guide
  - Squad Leader
- Platoon Sergeant & Squad Leader Notebook (Your discretion)

### Mentoring Form – Completed by Mentee

<b>Mentee Name:</b> Cpl P. T. Moore		<b>RUC:</b> 30370
<b>Mentor Name:</b> 2ndLt I. M. Hard		<b>UIC:</b> V36
<b>Unit Address:</b> 3d Bn, 6th Marines		
<b>Administrative Questionnaire</b>		
<b>Are there any known current medical problems that may interfere with your ability to perform your job?</b>	Yes / No	<b>Notes:</b>
<b>Are there any known current problems that hinder your ability to perform physical training?</b>	Yes / No	<b>Notes:</b>
<b>Are there any current existing family problems that you are seeking assistance with or receiving counseling?</b>	Yes / No	<b>Notes:</b>
<b>Are there any current known financial problems that you are having?</b>	Yes / No	<b>Notes:</b>
<b>Are you currently married? Do you have children?</b>	Yes / No	<b>Notes:</b>
<b>Is your spouse a service member?</b>	Yes / No	<b>Notes:</b>
<b>Unit Mission:</b> -Close with and destroy the enemy by fire and maneuver or repel the enemy's attack by fire and close combat. -As assigned by Sqd Ldr, Plt Sgt or Plt Cmdr		

## The Platoon Commander's Notebook (Continued)

### Mentoring Form – Completed by Mentee (Continued)

#### Marine's critical role in support of the unit's mission:

- Effectively lead Fire Team
- BPT act as Sqd Ldr in his absence
- Be fully proficient in all weapon systems in Infantry Squad, to include radio and call for fire.

#### Identified Strengths

1. Problem Solving
2. Time Management
3. Organizational Skills
4. Prioritizing

#### Identified Weaknesses

1. Memory of Names and details not associated with a process.
2. Can be argumentative.
3. Task Completion (95% solution guy)
4. Currently – PT

#### Professional Goals

##### Short-Term

1. Prepare Marines for deployment
2. Assignment as Squad Leader
3. MCI

##### Long-Term

1. Squad Leader's Course
2. Promotion to Sergeant
3. B-Billet to Drill Field

#### Personal Goals

##### Short-Term

1. Buy Motorcycle
2. Read More
3. PT More

##### Long-Term

1. Settle down, start family.
2. Take College Courses

### Sample Counseling Entries

#### Training Exercises / Tactical Operations

19 Aug 09 Exemplary performance of Cpl Binotz during Patrolling Exercise. Acted as Squad Leader in absence of Sgt Smith. Demonstrated strong planning and execution of security patrols, to include actions on enemy contact. Effectively maintained accountability of squad and equipment

#### Personal Life / Purchases

21 Aug 09 Purchased Harley Davidson Motorcycle with loan from Navy Fed with \$250 monthly payment. Will attend motorcycle safety course next week. Briefed and fully understands base regulations.

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**The Platoon Commander's Notebook (Continued)**


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<b>Sample Counseling Entries</b>	<b>Daily Observations</b> 25 Aug 09 Observed Cpl Binotz conducting PCC/PCI of his Marines prior to live fire attack. Very detailed and proficient.
	<b>Formal Performance Counseling</b> 1 Sep 09 Counseled on his 4.5/4.4 Pro/Cons and what he needs to do to improve, specifically: improve PFT and technical knowledge of call for fire.
	<b>Informal Counseling / EMI (Extra Military Instruction – CMDR Only)</b> 1 Oct 09 Showed up late for PT, unshaven with smell of alcohol on his breath. Counseled by Plt Sgt. Assigned EMI: will stand uniform inspection tomorrow morning by Plt Sgt.
	<b>Formal Disciplinary Issues</b> 15 Oct 09 Forwarded to BN level NJP for DUI in Jacksonville, NC. BAC: 1.3; Court Date: 15 Nov.

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**Service Record Book / Officer Qualification Record (SRB / OQR)**


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The SRB / OQR is the best source of information concerning a Marine. The cover is a manila folder-type book printed in

- Black for an SRB (enlisted).
- Green for an OQR (officer).

The SRB / OQR is divided into two sides:

- Standard pages on the right side.
- Documents on the left side.

**Purpose**

The SRB / OQR is used for three primary purposes:

To record significant events, duties, and other pertinent information for historical purposes.

To assist local or immediate commanders in making decisions concerning assignments, promotions, and eligibility for attending formal schools or overseas duty.

To protect the privacy of individual Marines by consolidating information and limiting access to this information to personnel in the chain of command.



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**SRB / OQR (Continued)**

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**Accessibility**

The Commanding Officer exercises physical control over the SRB / OQRs and is responsible for their care and maintenance as well as safeguarding them to prevent tampering or unauthorized access.

Marines can have unlimited access to their records in the presence of a custodian.

Other personnel working in an official capacity may also be granted access.

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**Standard  
Side of SRB /  
OQR**

The standard side of the SRB / OQR is the right hand side of the folder. A standard page may:

- Consist of more than one page.
- Be identified often by its NAVMC form number rather than its title or actual position in the sequence.

Format for entries require specific guidelines:

- All entries should be typewritten, stamped, or neatly printed.
- Erasures, strikeovers, and correction fluids/tape are not permitted. Corrections are made by drawing a single line through the invalid entry and placing the correct entry nearby.
- Use only standard abbreviations as published in the
- IRAM.
- Enter dates in the YYMMDD format.
- Only a commanding officer or designated officer may sign/authenticate an entry.

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**Document  
Side of SRB /  
OQR**

The document side of the SRB / OQR is on the left hand side of the folder and contains

- Superseded standard pages.
- Official letters.
- Certificates.
- Various other documents of permanent value.

Because there is no mandatory sequence for filing documents on the left-hand side of the SRB / OQR, the local command determines the order in which they will be placed.

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## **Record Book Audit**

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The office that maintains your record books will conduct a tri-annual audit with your Marines during the month that corresponds with the last number of the Marine's social security number (SSN) and as required by other circumstances.

Your platoon sergeant should conduct monthly audits on selected record books to correct discrepancies.

Take care of your Marines and yourself by ensuring their accuracy and completeness at all times. Your Marines are dependent upon the accuracy of these records for promotion and duty assignments. You are responsible for record accuracy on all of your Marines.

The most common and useful personnel records available in the Marine Corps are:

- MCTFS Basic Individual Record (BIR), sample starts on page 11.
- MCTFS Basic Training Record (BTR), sample on page 13.
- MCTFS Record of Service, sample on page 14.
- Chronological Record, sample on page 15.

## Record Book Audit (Continued)

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RUC: 30370 COMPANY CODE: H PRES-GRADE: E3 RECSTAT: 0 COMP CODE: 11
PLT CODE: HTS4 TRNGRP: R-RECSTAT: RCOMP CODE:
-----**CONTRACT INFORMATION**-----
EAS: 20020302 COMPONENT CODE: 11 USMC ENLISTED STR CAT: 0
EOS: 20060123 ECC: 20020302 RE SERVE COMPONENT CODE:
RE SERVE ECC: 00000000 DATE ACCEPTED FIRST COMMISSION: 00000000
DATE OF ENL/ACCEPT: 19980303 DOD TRNGRP: TRAINING GRP:
AF ACT DU BASE DATE: 19980303 DU STATUS: 1 DU
PAY ENTRY BASE DATE: 19980303 DU LIMIT/ED: 0 NONE / 19980303
DATE OF ORIG ENTRY: 19980124 START MANDATORY DRILL: 00000000
LENGTH CURR ENL: 4 YRS END MANDATORY DRILL: 00000000
LENGTH CURR EXT: 00 MONTHS DATE OF BASIC ELIG: 00000000
NO EXT CURR ENL: 00 PROGRAM ENLISTED FOR: CJ LOGISTICS OPTIONS
TOTAL MONTHS EXT: 00 MONTHS ACTIVE DUTY MGIB STATUS: 5
EFF DTE CURR EXT: 00000000 MGIB-SR STATUS:
TIME LOST CURR ENL: 000 DAYS 6 YEAR OBL START: 00000000
MONTHS LAST ENL EXT: 00 DESIG MIL PILOT: 00000000
SOURCE OF ENTRY: ADBA OFFICER CANDIDATE CODE:
SOURCE OF INT ENTRY MIL SER: OFFICER CANDIDATE EFF DATE: 00000000
-----**SERVICE INFORMATION**-----
PRES GRADE: E3 DOR: 19981201 ACDU RUC: 30370 MCC: 068
SEL GRADE: 000 DTE: 00000000 RE SERVE RUC: MOB MCC:
T/O#: 07427 LN#: 418HH 1TAD RUC: 00000 MCC: 000
WORK STATION: 418 2TAD RUC: 00000 MCC: 000
BILLET DESCRIPTION: AMMO TECH ANNIVERSARY DATE: 00000000PEN:
0804731M RCN: 000264 FAPRUC: 00000 RE SERVE MCC:
DCTB: 19981003 FORMER RUC: 54065 FUTURE RUC:
DATE JOINED PRES UNIT: 19981003 IND LOC CODE: 153 512010 VA PRINCE WILLI
DATE JOIN SMCR: 00000000 ACCUM DEPLOY TIME: 000
GEO LOC CODE: 221 DEPLOY RET DATE: 00000000 DEPLOY STAT:
GEO LOC DCTB: 199810 ROTATION TOUR DATE: 00000000
COMBAT SERV CODE: OVERSEAS CONTROL DATE: 00000000
LAST COMBAT TOUR: 00000000 LAST PHYS EXAM: 00000000
OFF REMOVAL DATE: 00000000 LAST PHYS CERT: 00000000
CO DATE: 00000000 RE SERVE UNIT JOIN DATE: 00000000
LAST SEP/DISCH DATE: 00000000 REASON:
-----**SERVICE INFORMATION**-----
PMOS: 2311 ADMOS1: ADMOS5: ADMOS9:
BMOS: 2311 ADMOS2: ADMOS6: ADMOS10:
SMOS: 0000 ADMOS3: ADMOS7:
JMOS: ADMOS4: ADMOS8:

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Sample MCTFS Basic Individual Record (BIR)

## Record Book Audit (Continued)

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-----**PERSONAL INFORMATION**-----
DATE OF BIRTH: 19741111      HOME OF RECORD: 103222180 LA ST TAMMANY
CITIZENSHIP: CA US          COUNTRY OF ORIGIN:
ETHNIC CODE: Y NONE         CIVILIAN ED LEVEL: 12 12TH GRADE
RACE CODE: N BLACK          CERT: L HS DIPL  MAJOR: 00 NO MAJOR
SUBJECPOPULATION GROUP: BLACK  BLOOD TYPE: 2 A POS SEX: M
RELIGION: 62 ROMAN CATHOLIC CHURCH
HOME PHONE: 7036305202      WORK PHONE: 0000000000
STREET ADDRESS: BURKE HALL RM 236
CITY ADDRESS: QUANTICO      STATE: VA
ZIP-CODE: 221340000         ADDRESS VALIDATION: R RECORD BOOK
-----**PERSONAL INFORMATION**-----GOOD CONDUCT MEDAL
DATE: 19980303
ARMED FORCE S RE SERVE MEDAL DATE: 00000000
SMCR MEDAL DATE: 00000000
DUTY PREF1:
-----**RECORD INFORMATION**-----
RECORD STATUS: 0 ACTIVE STATUS  RE SERVE RECORD STATUS:
DISPUTED DATE: 00000000      DISPUTED DATA:
LAST SCREENING: 00000000     REASON:
SCREENING RESULT:
-----**DEPENDENTS INFORMATION**-----
MARITAL STATUS: S SINGLE     TOTAL NUMBER DEPENDENTS: 00
DEPN CERT CODE: NONE         BAS/COMRATS: C COMRATS
DEPN GEO-LOC CODE:          DATE DEPN LOC BEGAN: 00000000

SERVICE SPOUSE SSN:         CUSTODY STATUS CODE:
SERVICE SPOUSE CODE:        SPL POWER OF ATTORNEY: 00000000
SERVICE SPOUSE DATE: 00000000

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Sample MCTFS Basic Individual Record (BIR)

## Record Book Audit (Continued)

PFT DATE: 200006 BST/EST DATE: 200005 ANNIVERSARY DATE: 00000000  
 PFT SA: 1 PERFORMED: 072  
 PFT SCORE: 141 ATTEMPTED: 100  
 PFT CLASS: 3 SCORE: 36 WEIGHT CONTROL STATUS:  
 LEADERSHIP TRAINING: 1 BASIC  
 WEIGHT CONTROL DATE: 00000000 LEADERSHIP TRAINING DT: 199806  
 MIL APPEARANCE STATUS: SECURITY LECTURE DATE: 200005  
 MIL APPEARANCE DATE: 00000000 WATER SURVIVAL CODE: 44TH CLASS  
 WT CNTL QY: 00 MILAP QY: 00 WATER SURV REQUAL DATE: 200204  
 HIV-III TESTED: 199803 GAS MASK SIZE: C MEDIUM  
 HIV-III LECTURE DATE: 000000 GAS MASK TYPE: N XM40  
 DRIVER IMPROVEMENT: 1 PASSED GAS CHAMBER DATE: 199803  
 DRUG LECTURE DATE: 200005 HELMET SIZE: C MEDIUM  
 CURRENT RIFLE QUAL DATE: 200005 CURRENT PISTOL QUAL DATE: 200009  
 CURRENT RIFLE SCORE CD: S25 CURRENT PISTOL SCORE CD: 298  
 CURRENT RIFLE CLASS CD: M CURRENT PISTOL CLASS CD: M  
 -----\*\*UNIT TRAINING\*\*-----DISTINGUISHED DATE: 000000  
 DISTINGUISHED DATE: 000000  
 PET DATE: 000000 PET DATE: 000000  
 EXCEPTION: EXCEPTION:  
 EXCEPTION DATE: 000000 EXCEPTION DATE: 000000 EXPERT RIFLE  
 QUALIFICATIONS: 00 EXPERT PISTOL QUALIFICATIONS 00  
 RIFLE FIELD FIRING  
 DATE: 000000  
 -----\*\*SERVICE TRAINING\*\*-----SECURITY INVESTIGATION:  
 TYPE-1 ENTRANCE NATIONAL AGENCY COMP DATE-19980206  
 SEC CLEARANCE ACCESS LEVEL- Q NO CLEAR REQUIRED FAVORA ADJU DATE-  
 19980206  
 SECURITY AGENCY CODE: 9 DEFENSE INVESTIGATIVE SERVICE  
 SECURITY REQUEST CODE: SECURITY ELIGIBILITY CODE: S SECRET  
 PLACE OF BIRTH: STATE- 22 LA COUNTY- 103 LA ST TAMMANY  
 INTELLIGENCE TRAINING HOURS: 00 LEVEL 1 ANTITERRORISM TRAINING: 00000000

### Sample MCTFS Basic Training Record (BTR)

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**Record Book Audit (Continued)**


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\*\*\*\* MCTFS RECORD OF SERVICE \*\*\*\*

PAGE: 01 RUC: 30370

COMPANY CODE: H PRES-GRADE: E3 RECSTAT: 0 COMP CODE: 11  
 PLT CODE: HTS4 TRNGRP: R-RECSTAT: RCOMP CODE: DOR:  
 19981201

AFADBD: 19980303 MCC: 068 PEBD: 19980303

**\*\*PROFICIENCY/CONDUCT\*\***

OCC	PRO	CON	EFF DATE	OCC	PRO	CON	EFF DATE
SA	4.6	4.1	20000731				
SA	4.6	4.6	20000131				
SA	4.6	4.5	19990731				
SA	4.4	4.5	19990131				
TR	4.6	4.7	19980826				
SA	N/A	N/A	19980731				
TR	4.3	4.3	19980612				

	PRO	CON
AVERAGE MARKS IN GRADE:	4.6	4.4
AVERAGE MARKS IN SERVICE:	4.5	4.5
AVERAGE MARKS IN ENLISTMENT:	4.5	4.5

SPECIAL DUTY BONUS POINTS: 0 SPECIAL DUTY BONUS DATE:  
 00000000

COMMAND RECR BONUS POINTS: 0

**\*\*COMPOSITE SCORE\*\* COMP**

DATE	SCORE	COMP DATE	SCORE
20001127	1474	19991123	1410
20000828	1453	19990830	1349
20000528	1452	19990527	1318
20000225	1431		

**Sample MCTFS Record of Service**

**Record Book Audit (Continued)****Chronological Record (1070)**

UNIT/ORGANIZATION	PRIMARY DUTY	REMARKS
2BN RTBN, RTR MCRD, PISC 29905 RUC 32092 MCC 016	RECRUIT (9971) (03)	8 JD FOR REC TRNG 3 TR TO CG CAMLEJ NC MCC JA4
SOI MCB CAMLEJ RUC 31407 MCC JA4	STUD FMCT (9900) (01)	970827 JD TEMINS FMCT CL#39-97 970912 TR TO MCSSS CAMLEJ NM MCC K78 FOR TEMINS
MCSS MCB CAMLEJ NC RUC 31316 MCC K78	STUD (3300) (01)	970913 JD FOR TEMINS 971031 TR TO D3 FSSG OKI MCC 1C2 FOR DU
3DSUPBN 3DFSSG MARFORPAC UNIT 38410 FPO AP RUC 29010 MCC 1C2	WAREHOUSE CLK (3051) (07)	971127 JD FOR DU W/SUPP CO
MARINE JR CHESTY A		123 45 6789
NAME (LAST, FIRST, MIDDLE)		SSN

NAVMC 118(3) (REV. 6-78)

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## Administrative Remarks

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Field commands' past practices of indiscriminately recording minor infractions, local command data, and command requirements prompted the decision to limit entries to an absolute minimum. Review of entry requirements is a continuing and evolving process.

### Restrictions

Limit administrative remarks to matters

- Forming an essential and permanent part of a Marine's military history.
- Not recorded elsewhere in the SRB/OQR or MCTFS.
- That will be useful to future commanders.

Authorized entries under this rule must meet two tests: the information

- Contained in the entry is of permanent value to the Marine's career.
- Is or cannot be documented anywhere else in the SRB, medical records, or the Marine's MCTFS record.

### Restrictions (Continued)

Participation in certain operations, excluding routine training exercises and/or operations not specifically identified as combat operations but as having a potential for escalating into combat operations and/or humanitarian relief efforts (i.e., California Loma Prieta Earthquake Relief, etc.), are considered to be significant events in a Marine's military career.

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### Page 11 Entries

Do not make entries on page 11

- Which concern administrative discharge or competency review proceedings if they do not, upon final review, result in discharge or reduction.
- As a local training record.

The following instructions apply to entries recorded on this page:

- Only entries required by Marine Corps directives are authorized. The IRAM provides detailed guidance on acceptable page 11 remarks. In addition, entries required by ALMARs, MARADMINs, personnel administrative advisories, and higher headquarters directives will be made.
- If applicable, an adverse entry will include statements to the effect that the Marine
  - Was provided the opportunity to make a rebuttal statement.



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**Administrative Remarks (Continued)**


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**Page 11 Entries  
(Continued)**

- Did or did not choose to make such a statement. If the Marine elects to submit a statement:
  - File a copy of the statement on the document side of the record.
  - Ensure a reproduced copy of the Marine's statement is forwarded to CMC with the reproduced page(s) 11 upon reenlistment.

**Sample Entry**

Page 11 entries must include the language provided in the sample entry below *only* if they concern

- Misconduct.
- Substandard performance.
- Confirmed incidents of alcohol abuse.
- Administrative measures.

"I was advised that within five working days after acknowledgement of this entry, a written rebuttal can be submitted, and this rebuttal will be filed on the document side of the SRB. I choose (to) (not to) make a rebuttal."

\_\_\_\_\_  
(Signature of Marine)

\_\_\_\_\_  
(Signature of CO)

**NOTE:** If the Marine refuses to acknowledge (sign) an adverse/derogatory entry, add the statement, "Marine refuses to acknowledge this entry" at the bottom of the entry. By refusing to acknowledge the entry, the Marine forfeits the opportunity to make a rebuttal statement. Make a counter-entry immediately following the counseling entry to verify the Marine was made aware of the adverse/derogatory entry. The verification counter-entry may be signed by direction of the commanding officer.

**Authentication and / or  
Acknowledgement**

Certain entries (adverse counseling entries) require the commanding officer's authentication and/or the Marine's acknowledgement (signature). Specific signature requirements are indicated in the IRAM or directive that directs the entry. Page 11 entries may be signed by direction of the commanding officer (unit commander) unless otherwise indicated. "Unit commander" is defined as the company, battery, or squadron commander or their functional equivalent (i.e., OIC, I-I, etc.).

**Administrative  
Separation Counseling  
(6105) Entry**

There are several reasons for which a Marine may be processed for administrative separation. However, in most cases, a Marine may not be processed for administrative separation unless the Marine has been counseled concerning deficiencies and afforded an opportunity to overcome these deficiencies. (Refer to MCO P1900.16.)

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## Administrative Remarks (Continued)

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### **Administrative Separation Counseling (6105) Entry (Continued)**

Commanders may use the below entry for counseling concerning deficiencies for which administrative separation or nonjudicial punishment actions are not appropriate or contemplated. The entry must include the language concerning the Marine's right to submit a rebuttal. (See the end of this section for rebuttal guidance.) The Marine will acknowledge (sign) the counseling entry.

“(Date). Counseled this date concerning deficiencies: (list deficiencies, provide specific recommendation for corrective action, and assistance available).” \* “I am advised that failure to take corrective action may result in administration separation or limitation on further service.”

I was advised that within five working days after acknowledgment of this entry, a written rebuttal can be submitted, and this rebuttal will be filed on the document side of the SRB. I choose (to) (not to) make a rebuttal. (Signature of Marine)”

### **Common Authorized Entries**

Some common authorized entries are

- In Hands of Civil Authorities (IHCA)/In Hands of Foreign Authorities (IHFA).
- Record of Issue of Wet-Type Diver's Dress, Campaign Service Hat, Suitcase, and Trunks.
- Not Recommended/Recommended But Not Eligible for Reenlistment.
- Privates through Corporals Not Recommended for Promotion Due to Restrictions Listed in MCO P1400.32.
- Eligible but Not Recommended for Promotion.
- Eligible but Not Recommended for Promotion (Reserve Only).
- Promotion Restriction for Marines Denied Further Service.
- Early Separation upon Return to the CONUS.
- Voluntary Withdrawal from Enlistment Incentive Program.
- Revocation of Aviation Insignia (Navy and Combat Aircrew/Explosive Ordnance Disposal (EOD) Insignia.

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**Administrative Remarks (Continued)**


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**Common Authorized Entries (Continued)**

- Revocation/Reinstatement of Authority to Wear Parachute Jumping Insignia.
- Confirmed Incidents of Illegal Drug Abuse or Possession.
- Alcohol Abuse.
- General Assignment Policy Career Enlisted Marines/General Overseas Assignment Policies.
- Request for Waiver of Privileges as a Sole Surviving Son or Daughter.
- Revocation of Waived Status as a Sole Surviving Son or Daughter.

**NOTES:** The Marine's signature acknowledges that counseling has occurred, not that the Marine concurs with the content of the entry.

The actual commanding officer/unit commander must physically sign the 6105 entry.

The date entered is the day the commanding officer actually counsels the individual Marine.

The commander enters the date at the time of counseling using a date stamp or by pen.

Forward a photocopy of the completed page 11 entry and written rebuttal statement (if any) to CMC (MMRP-20) within 30 days.

If the Marine annotates his or her desire not to make a statement, no further action is required.

---

**Leave and Earning Statement (LES)**


---

**Computation**

Marines earn 2.5 days of leave each month as shown in the table below:

Day of the Month	Leave Earned
6	.5
12	.5
18	.5
24	.5
30	.5

---

**Leave and Earning Statement (LES)**

---

<b>Lost Leave</b>	Marines are allowed to maintain 60 days of accrued leave. Any accrued leave over 60 days will be taken away on the first of October (the start of the new fiscal year) each year.
<b>Advanced Leave</b>	The commanding officer may approve advanced leave after the Marine has used more leave than earned as long as the Marine will be able to earn enough to cover the deficiency before reaching his or her end of current contract (ECC).
<b>Maximum Leave Accrual</b>	The maximum leave accrual is the total number of days of leave a Marine can accumulate before reaching his ECC.
<b>Leave</b>	The day of departure is a day of duty if departure is after 1200. Leave begins at 1200 and includes weekends and holidays. The day of return is a day of duty if the Marine returns before 1200.
<b>Sell Back Leave</b>	Marines may elect to sell back up to 60 days of accrued leave during their careers; Marines may sell back leave when they reenlist, separate, or retire.
<b>Sample MCTFS Leave and Earning Statement</b>	A sample LES starts on the next page.

## Leave and Earning Statement (LES) (Continued)

A ID INFO	1 NAME (LAST, FIRST, MI) <b>DOE JOHN</b>		2 SSN <b>12345 6789</b>	3 RANK <b>CAPT</b>	4 SE RV US MC	5 PLT CODE <b>HSWF</b>	6 DATE PREP <b>20010106</b>	7 PRD CVRD <b>1-31 JAN</b>	8 PEB D <b>1986 0114</b>	9 YRS <b>14</b>	10 EA S <b>000 000 00</b>	11 ECC <b>00000 000</b>	12 MCC DIST RUC <b>068 30370</b>		
B FORECAST AMOUNT	13 DATE <b>2001021</b>	AMOUNT <b>1445.00</b>	14 DATE <b>20010301</b>	AMOUNT <b>1443.00</b>	C SPLIT PAY	15 START DATE	16 AMOUNT <b>.00</b>	17 BALANCE <b>.00</b>	18 POE <b>12011</b>	D DIRECT DEPOSIT/EFT/ADDRESS <b>NAVY FEDERAL CREDIT UNION 820 FOLLIN LANE VIENNA VA 221800000</b>					
E LEAVE							F AVIATION PAY INFORMATION								
19 LV BF <b>44.5</b>	20 EARNED <b>2.5</b>	21 USED <b>.0</b>	22 EXCESS <b>.0</b>	23 BAL <b>47.0</b>	24 MAX ACCRUAL <b>.0</b>	25 LOST <b>.0</b>	26 SOLD/AS OF	27 CBT LV BAL <b>.0</b>	28 OFFICER BASE DATE <b>00000000</b>	29 AVIATOR BASE DATE <b>00000000</b>	30 ACCUM OP FLY TIME YRS MO <b>000000</b>	31 OP FLY TIME BASE DATE <b>000000</b>	32 OP FLY GATE INFO <b>0000 0000</b>		
G TAX INFORMATION										H RIGHTS OF MARINES INDEBTED TO THE GOVERNMENT					
33 STATE TAX  STATE CODE <b>CA</b> EXEMPTIONS <b>M03</b> WAGES THIS PRD <b>\$4,355.70</b> WAGES YTD <b>\$4,355.70</b> STATE TAX YTD <b>\$0.00</b>				34 FEDERAL TAX  EXEMPTIONS <b>M03</b> WAGES THIS PRD <b>\$4,355.70</b> WAGES YTD <b>\$4,355.70</b> STATE TAX YTD <b>\$463.98</b>				35 FICA (SOCIAL SECURITY TAX)  SSEC WAGES THIS PRD <b>\$4,355.70</b> SSEC WAGES YTD <b>\$4,355.70</b> SSEC TAX YTD <b>\$270.05</b> MEDICARE WAGES THIS PRD <b>\$4,355.70</b> MEDICARE WAGES YTD <b>\$4,355.70</b> MEDICARE TAX YTD <b>\$63.16</b>				YOU HAVE THE RIGHT TO: --INSPECT AND COPY RECORDS PERTAINING TO DEBT --QUESTION VALIDITY OF A DEBT AND SUBMIT REFUTING EVIDENCE --NEGOTIATE A REPAYMENT SCHEDULE --REQUEST A WAIVER OF DEBT  MORE INFORMATION ABOUT YOUR RIGHTS CAN BE OBTAINED FROM YOUR CO VIA YOUR CHAIN OF COMMAND			
I ADDITIONAL BAH INFORMATION							J CARRER SEA PAY		K EDUCATION DEDUCTION		L ADMIN INFO				
36	37 BAH ZIP	38	39	40	41	42	43 DATE TOTAL CARRER SEA SVC <b>19960829 01 YRS 06 MO 01 DA</b>		44 TYPE <b>MGIB</b>	45 MONTHLY AMT <b>\$0.00</b>	46 TOTAL <b>\$1200.00</b>	47 PAY STATUS <b>00000000</b>			
M RESERVE DRILL INFORMATION				N RESERVE RETIREMENT INFORMATION								48 PAY GROUP <b>010</b>	49 CRA DATE <b>00000000</b>		
52 REG	53 REG FYTD	54 REG ANNY TD	55 ADD	56 ADD FYTD	57 ADD ANNY TD	58 BF ANNY TD	59 ACDU THIS PRD	60 DRILL THIS PRD	61 OTHER THIS PRD	62 MBR THIS PRD	63 END BAL ANNY TD	64 TOTAL SAT YRS	65 TOTAL RET PTS	50 RESEVE ECC	51 DS SN <b>6105</b>

**Sample Leave and Earning Statement**

## Leave and Earning Statement (LES) (Continued)

## O REMARKS:

BROUGHT FWD	.98				
ENTITLEMENTS					
BASIC PAY	4,355.70	START 20010101 AMOUNT	4,355.70		
BAS (OFFICERS)	160.42	START 00120010101 AMOUNT	160.42		
TOTAL	4,516.12				
DEDUCTIONS					
SAVINGS ALLOT	560.00	MARINE FED CREDIT UNION			
DENTAL INSURANCE	19.08	800 UCCI DENTAL START 20010101 AMOUNT	19.08		
FITW (FED TAX)	463.98				
SOCIAL SECURITY	270.05				
MEDICARE	63.16				
SGLI \$250,000	16.00				
ADVANCE PAY	236.00	START 20000601 AMT	2,832.00	BAL REMAINING	944.00
TOTAL	1,628.27				
PAYMENTS		DATE	DSSN	VOU	RUC/PRNO
REGULAR PAYMENT	1,443.00	20010201	6102	0000000000	00000000
REGULAR PAYMENT	1,444.00	20010112	6102	0000000000	00000000
TOTAL	2,887.00				
CARRIED FWD	1.83				
REMARKS:					

DFAS-KC 7220/39 (REV 1-97)  
8302

EFT INFO-DFAS-KC 1-800-594-

### Sample Leave and Earning Statement (Continued)

## Marine On Line (MOL)

### Description

Marine On Line is an enterprise-wide initiative that has moved USMC pay and personnel administration to a predominantly self-service, virtually paperless, web-based environment that provides:

- Global access to pay and personnel tools and personal information viewed electronically in a secure environment.
- Self-service tools for Marines to use.

### Website Address

The website address to access MOL is: [www.mol.usmc.mil](http://www.mol.usmc.mil)

### Personal Information

The Personal Information tab on MOL contains documents on:

- Personal Reports
  - Awards
  - BIR.
  - BTR.
  - Career Status Bonus (CSB).
  - Education.
  - Operational Cultural Information.
  - Pay and Leave Summary.

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**Marine On Line (MOL) (Continued)**


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**Personal  
Information  
(Continued)**

- Personal Reports (Continued)
  - Pers Tempo.
  - PSMC.
  - Record of Emergency Data (RED).
  - Rank/Military Occupational Specialty (MOS).
  - Thrift Savings Plan (TSP).
- Personal Updates
  - Contact Information (home address, phone number, email address).
  - Foreign Travel.
  - Gas Mask and Helmet.
  - Race/Ethnic, Religion, Self-professed Language Skills.
- RED Updates
  - Family (Spouse and Children).
  - Guardians.
  - Parents.
  - Death Gratuity.
  - Pay Arrears.
  - Do Not Notify.
  - Insurance.
  - Next of Kin (NOK).
  - Missing in Action (MIA) Notification.
  - Person Authorized to Direct Disposition (PADD).

**Sample Personal  
Info Tab**


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A sample screen of MOL Personal Info Tab is on page  
**Error! Bookmark not defined**

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**Small Unit  
Leaders Support  
Tools**


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The Unit Leader tab on MOL contains documents on

- Unit Management Status Report (USMR).
- Commander's Messaging (Cmdr's Msg).
- Leave Management (Leave Mgmt).
- Proficiency/Conduct (Pro/Con).
- Promotion Recommendation (Prom Rec).
- Special Liberty.
- Permissive Temporary Additional Duty (PTAD).
- BIC Assignment Roster.
- Views Reports.

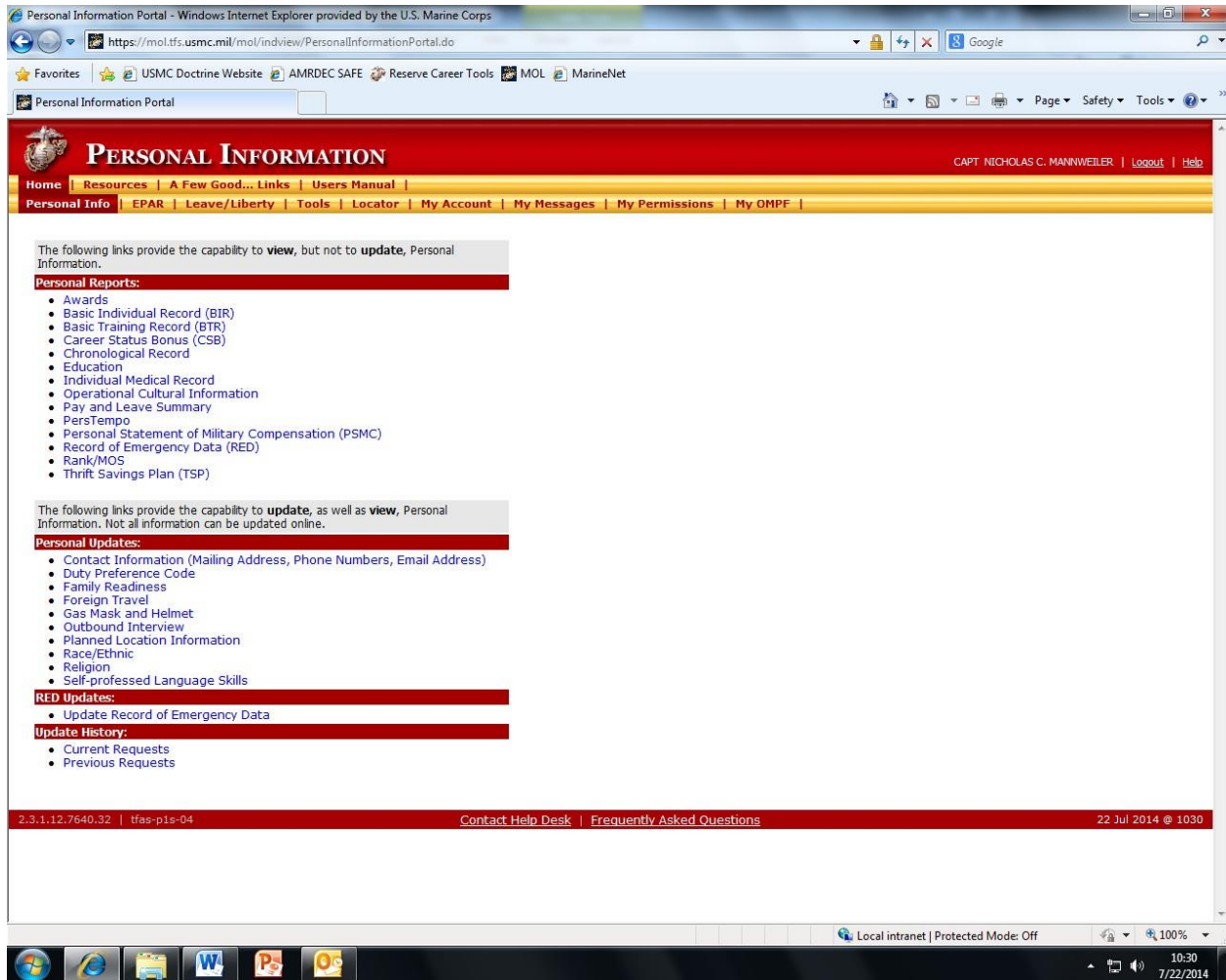
**Sample Unit  
Leaders Tab**


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A sample screen of MOL Unit Leaders tab is on page 29.

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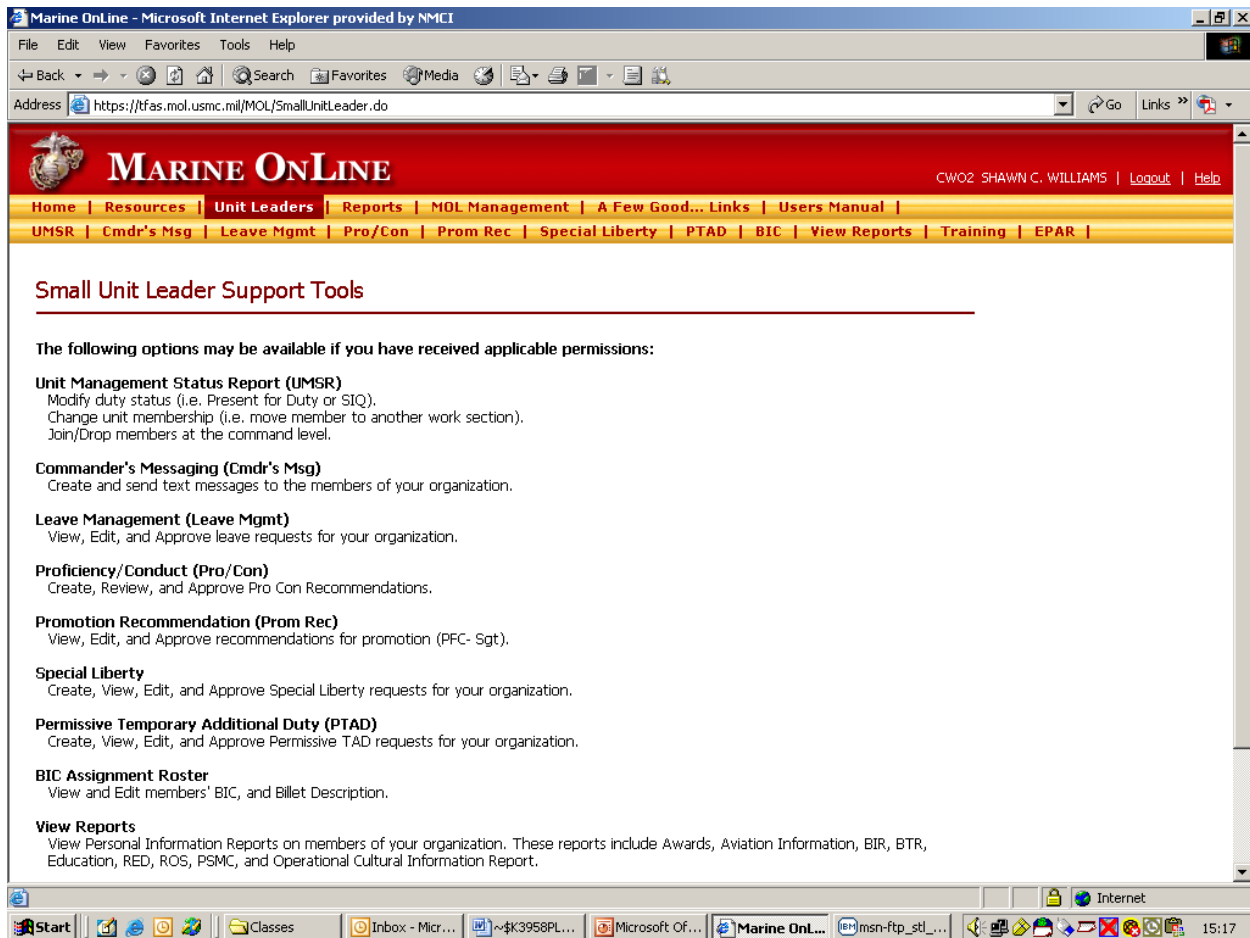
## Marine On Line (MOL) (Continued)



Sample Screen of Marine On Line Personal Info Tab



## Marine On Line (MOL) (Continued)



Sample Screen of Marine On Line Unit Leaders Tab

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**myPay**


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**Description**

## myPay

- Puts customers (individual service members) in control of their pay account information.
- Uses strong encryption and secure socket layer (SSL) technology to safeguard personal information.
- Offers convenient, global access around the clock.
- Saves the Defense Department money by reducing costs associated with LESs and customer support.

**Website Address**


---

 myPay can be accessed via this website:

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


---

**Capabilities**


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 myPay enables service members to:

- View, print, and save LESs.
  - View and print tax statements.
  - Change federal account and electronic fund transfer information.
  - Make address changes.
  - View and print travel vouchers.
  - Control TSP enrollment (military only).
  - and state tax withholdings.
  - Update bank
- 

**Sample myPay Screen**


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 A sample log-in screen for myPay is on page **Error! Bookmark not defined.**, and a sample menu screen for myPay is on page **Error! Bookmark not defined.**


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## myPay (Continued)

myPay Web Site - Windows Internet Explorer provided by the U.S. Marine Corps

https://mypay.dfas.mil/mypay.aspx

myPay Web Site

myPay

Accessibility/Section 508 | Security | Privacy Notice | FAQ | System Usage | Contact Us

Log In	Important Information	Quick Links
<p><b>Account Access</b></p> <p>Login ID:</p> <p>Password:</p> <p>Go</p> <p>To enter your Password more securely, click on the On-Screen Keyboard link below.</p> <p><a href="#">On-Screen Keyboard</a></p> <p>SmartCard Login</p> <p>DoD CAC   PIV</p> <p><a href="#">Create an Account</a></p> <p><a href="#">Forgot your Login ID?</a></p> <p><a href="#">Forgot or Need a Password?</a></p> <p><a href="#">How New Accounts are Added to myPay</a></p> <p>It's about the customer!</p> <p>Stay Connected</p> <p>Facebook YouTube</p>	<p><b>Federal Long Term Care Free Webinars for Civilian Employees</b></p> <p>Plan for your future today. Learn more about the LTCIP and explore topical issues such as benefits planning, caregiving, and well-being in retirement. Sign up for a free webinar today at <a href="#">LTCFEDS.com</a>. All events are available via on-demand.</p> <p><b>myPay News</b></p> <p>We're pleased to announce that myPay's password rules have changed. Your passwords can be shorter and last longer. Read up on the new rules and find out what else is new in myPay at <a href="#">DFAS.mil</a>.</p> <p><b>System Availability</b></p> <p><b>RECURRING WEEKLY SYSTEM MAINTENANCE:</b></p> <p><b>All myPay Customers:</b></p> <ul style="list-style-type: none"> <li>Access to myPay unavailable between 0000 and 0100 ET daily, Monday – Friday</li> <li>Access to Travel Advice of Payment (AoP) unavailable between 0600 and 1800 ET every 3rd Sunday of the month</li> </ul> <p><b>Marine Corps Customers:</b></p> <ul style="list-style-type: none"> <li>Access to LES and W-2 unavailable between 2200 ET every Friday and 0400 ET every Saturday</li> <li>Access to all transactions unavailable between 2300 ET every Friday and 0800 ET every Saturday</li> </ul> <p><b>ADDITIONAL SYSTEM MAINTENANCE SCHEDULED FOR 18 - 20 JULY 2014:</b></p> <p><b>Navy Active Customers:</b></p> <ul style="list-style-type: none"> <li>Access to payroll information via myPay website will be unavailable between 0900 and 1200 Noon Sunday, 20 July 2014</li> </ul> <p><b>Retiree Customers:</b></p> <ul style="list-style-type: none"> <li>Access to payroll information via myPay website will be unavailable between 0900 and 1200 Noon Sunday, 20 July 2014</li> </ul> <p><b>Civilian Customers:</b></p> <ul style="list-style-type: none"> <li>Access to payroll information via myPay website will be unavailable between 0830 and 1100 ET Sunday, 20 July 2014</li> </ul> <p><b>FOR SITUATIONAL AWARENESS ONLY:</b></p> <p><a href="#">Customers who access myPay via Single Sign-On (SSO) on the eBenefits Web Portal:</a></p>	<p><b>DFAS Resources</b></p> <ul style="list-style-type: none"> <li><a href="#">DFAS - Home</a></li> <li><a href="#">How do I get a new myPay Password?</a></li> <li><a href="#">myPay Assistance and Customer Support</a></li> <li><a href="#">myPay SmartCard (DoD CAC and PIV)</a></li> <li><a href="#">myPay Trusted agents</a></li> <li><a href="#">Pay Inquiries: Army Active, Navy (Active/Reserve) Air Force (Active/Reserve/Guard)</a></li> <li><a href="#">Pay Inquiries: Army National Guard</a></li> <li><a href="#">Pay Inquiries: Army Reserve</a></li> <li><a href="#">SmartVoucher - Complete a DD 1351-2</a></li> <li><a href="#">Travel Voucher Checklist</a></li> <li><a href="#">AskDFAS Tax Statement Reissue Requests</a></li> </ul> <p><b>External Resources</b></p> <ul style="list-style-type: none"> <li><a href="#">Adobe Reader</a></li> <li><a href="#">Army Retirement Services Office</a></li> <li><a href="#">IRS Withholding Calculator (Form W-4)</a></li> <li><a href="#">Military Compensation - Retirement Calculators</a></li> <li><a href="#">PDHRA for Army Civilians</a></li> <li><a href="#">PlanSmartChoice</a></li> <li><a href="#">Thrift Savings Plan</a></li> <li><a href="#">TreasuryDirect</a></li> <li><a href="#">US Air Force - Home</a></li> <li><a href="#">US Army - Home</a></li> <li><a href="#">US Marine Corps - Home</a></li> <li><a href="#">US Navy - Home</a></li> <li><a href="#">Veterans Affairs - Home</a></li> <li><a href="#">Veterans Affairs - Returning Service Members (OEF/OIF)</a></li> </ul>

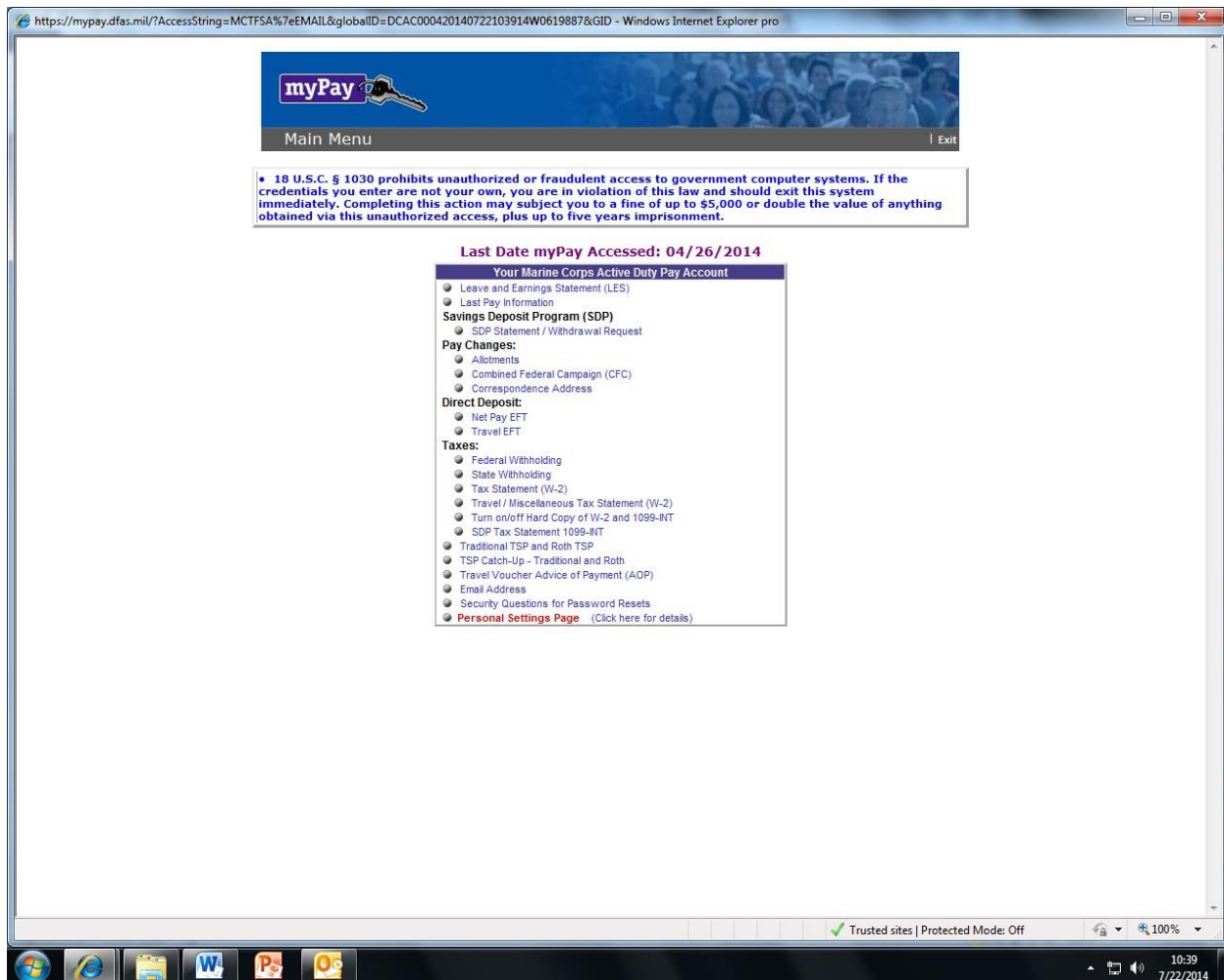
Done

Trusted sites | Protected Mode: Off

10:37 7/22/2014

Sample myPay Log-in Screen

## myPay (Continued)



Sample myPay Menu Screen

## Summary

A great deal of your time as a platoon commander and Marine officer will be spent on administrative matters—how you take care of your Marines. Knowing where to find information and how to record, update, and correct information on your Marines is critical. You should be skilled in using personnel records to take care of your Marines.

## References

Reference Number or Author	Reference Title
MCO P1050.3H	Regulations for Leave, Liberty, and Administrative Absence
MCO P1070.12K	Marine Corps Individual Records Administration Manual (Short Title: IRAM)
MCO P1900.16	Marine Corps Separation and Retirement Manual

## Glossary of Terms and Acronyms

Term or Acronym	Definition or Identification
BIR	Basic Information Record
BTR	Basic Training Record
CAC	Consolidated administration center
CO	Commanding officer
CSB	Career status bonus
ECC	End of current contract
EOD	Explosive ordnance disposal
IHCA	In hands of civil authorities
IHFA	In hands of foreign authorities
IPAC	Installation Personnel Administration Center
IRAM	Short title for MCO P1070.12K
LES	Leave and earnings statement
MCTFS	Marine Corps Total Force System
Mgmt	Management
MIA	Missing in action
MOL	Marine On Line
MOS	Military occupational specialty
NOK	Next of kin
OMPF	Official military personnel file
OQR	Officer qualification record
PADD	Person authorized to direct disposition
PersO	Personnel officer
Pro/Con	Proficiency/conduct
Prom Rec	Promotion recommendation
PTAD	Permissive temporary additional duty
RED	Record of Emergency Data
SRB	Service record book
SSL	Secure socket layer
SSN	Social security number
TDRL	Temporary disability retired list
TSP	Thrift Savings Plan
USMR	Unit management status report

## Notes

## Notes

[illegible]