

MARINE CORPS ORDER P1080.40C Ch 1

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS TOTAL FORCE SYSTEM PERSONNEL REPORTING INSTRUCTIONS MANUAL
(Short Title: MCTFSPRIM)

1. Purpose. To indicate new pages to the basic manual.
2. Effective Date. This change is effective upon receipt.
3. Action. Replace the following Sections of the indicated chapters.
 - a. In **Chapter 3**, replace Section 2, RESERVE ACCESSIONS; and Section 3, CONTRACTS.
 - b. In **Chapter 4**, replace the Table of Contents; Section 1, PERSONAL DATA; Section 5, RESERVIST INFORMATION; Section 7, ANNUAL/TRIENNIAL SCREENING; and Section 8, ASSIGNMENT HISTORY.
 - c. In **Chapter 5**, replace the Table of Contents; Section 1, AWARDS; Section 2, RECORD OF EMERGENCY DATA; Section 7, DEPENDENT DATA; Section 8, TEST SCORES; Section 9, MILITARY SKILL; Section 11, MCI COURSES; Section 12, UNIT TRAINING; Section 13, MARKSMANSHIP; and Section 14, OFF-DUTY EDUCATION.
 - d. In **Chapter 6**, replace the Table of Contents; Section 4, TRANSFERS; Section 5, UNIT INFORMATION; and Section 6, MARINE UNIT DATA.
 - e. In **Chapter 7**, replace Section 3, MISCONDUCT; Section 4, TIME LOST; Section 5, PUNISHMENT; Section 6, COMPOSITE SCORE; and Section 8, GRADE CHANGES.
 - f. In **Chapter 8**, replace the Table of Contents; Section 2, HOUSING ALLOWANCES; Section 3, RATIONS (BAS); Section 4, SERVICEMEN'S GROUP LIFE INSURANCE (SGLI); Section 5, TAX INFORMATION; and Section 6, CLOTHING ALLOWANCE; and **add** Section 9, THRIFT SAVINGS PLAN (TSP).
 - g. In **Chapter 9**, replace the Table of Contents; Section 1, SPECIAL DUTY PAY; Section 5, DIVING DUTY; Section 8, HARDSHIP DUTY; Section 10, DEPLOYED PER DIEM/PERS TEMPO; and Section 12, BONUS.
 - h. In **Chapter 10**, replace the Table of Contents; Section 1, RESERVE RETIREMENT CREDITS; Section 2, PRE-RETIREMENT; Section 3, RETIREMENT SERVICE TOTALS; and Section 6, RETIREMENTS.
 - i. In **Chapter 11**, replace the Table of Contents; Section 1, RESERVE DRILL; Section 3, ACTIVE DUTY FOR 30 DAYS OR LESS; and Section 4, MOBILIZATION.
 - j. In **Chapter 12**, replace the Table of Contents; Section 4, MCTFS BASIC INDIVIDUAL RECORD/BASIC TRAINING RECORD AUDIT PROCESS; Section 7, REPORTING PERFORMANCE MANAGEMENT.
 - k. Replace the Index, Appendix A, and Appendix B.
4. Summary of Changes
 - a. Chapter 3. Adds contract information for correcting erroneous accessions in Section 2; and adds requirements and procedures to report the number of months in enlistments/reenlistments in Section 3.

b. Chapter 4. Changes requirements and procedures for reporting Physical Characteristics in Section 1; changes/requirements for reporting Waiver of VA Benefits elections in Section 5; adds information for the reporting of Child/Dependant Custody Status and Special Power of Attorney (SPOA) in Section 6; adds information for the reporting of Screening Completion Date in Section 7; and changes information and procedures for reporting PEF, and TMR T/O and Line Number information in Section 8.

c. Chapter 5. Adds information for the reporting of awards in Section 1; updates SGLI information on the RED to allow for increased coverage election and FSGLI election in Section 2; adds NOTE with reason for loss codes to dependent loss reporting information in Section 7; deletes ASVAB Raw Scores and adds information for reporting ASVAB Composite Scores in Section 8; changes the requirements for reporting IMOS and Projected Training Completion Date in Section 9; adds procedures for units to report the completion of other services' correspondence courses in Section 11; adds new Water Survival Qualification Codes in Section 12; changes reporting requirements for Marksmanship Qualification in Section 13; and updates the awarding of composite score points for off-duty education in Section 14.

d. Chapter 6. Adds the capability of reporting Intended Transfer Date at the RU level in Section 4; adds reporting capability for Future RUC by CMC in Section 5; adds capability to report Present Tour Control Factor by the CRUC, and changes reporting requirements for Draw Case Codes to include termination date in Section 6.

e. Chapter 7. Cross-references to Chapter 4, the requirement to report Physical Characteristics, upon reporting the desertion statement in Section 3; adds information for reporting Return to Duty from UA in Section 4; updates information for reporting Appellate Leave in Section 5; cross-references changes in Chapter 5, for the updating of composite score in Section 6; and incorporates information and processes for reporting Seniority and Promotion Board Numbers by CMC in Section 8.

f. Chapter 8. Provides website for DFAS for pay entitlements information and HQ section code for reporting TTC 388 in Section 2; adds information and procedures for reporting EUM and ESM (effective 1 Jan 2002) in Section 3; updates reporting requirements for SGLI, and adds requirements for reporting FSGLI elections in Section 4; provides additional clarification in NOTE 1 for CZTE, adds tax information pertaining to the state of Minnesota, and reporting the exemption of state taxes for qualifying Native Americans in Section 5; updates information on Reserve Officer Uniform Allowance in Section 6; and provides reporting requirements and procedures for the Thrift Savings Plan by adding Section 9.

g. Chapter 9. Revises reporting requirements for Special Duty Pay for reservists in Section 1; revises the example for establishing New Diving Qualification Lapse Date in Section 5; updates the criteria for entitlement to Hardship Duty Pay in Section 8; adds information for the reporting of Deployment Return Date (DRD), and adds codes and definitions for reporting PerTempo in Section 10; and adds information for reporting SRIP in Section 12.

h. Chapter 10. Updates Reserve Retirement Credit screen RT07, adds RT08 and RT09, updates entitlements and limitations to Reserve Retirement Points in Section 1; adds information on edits to Requests for Retirement/Transfer to FMCR in Section 2; updates the maximum inactive duty points creditable per year from 75 to 90 in Section 3; adds reporting information for sequences of TTC 218 (CMC only) and a list of the codes for Retired Category Code in Section 6.

i. Chapter 11. Adds Reserve IDT Unexcused Absence Counter to RT04 Screen in Section 1; adds information on the reporting of Completions of Active Duty in Section 3; and clarifies/updates reporting requirements on SMCR personnel not mobilized with their unit in Section 4.

j. Chapter 12. Updates BIR/BTR audit items in Section 4; and renames the Diary Management Report (DMR) to the Timeliness Management Report (TMR), changes rated elements, and lists non-rated elements in Section 7.

K. INDEX. Added ESSENTIAL STATION MESSING (ESM); ESSENTIAL UNIT MESSING (EUM); EYE COLOR; FAMILY SERVICEMEMBER'S GROUP LIFE INSURANCE (FSGLI); FMCR DATE; FUNCTIONAL ACCOUNT NUMBER (FAN); FUTURE RUC; HAIR COLOR; HEIGHT; RETIRED CATEGORY CODE; RETIREMENT DATE; THRIFT SAVINGS PLAN (TSP); TIMELINESS MANAGEMENT REPORT (TMR); and WEIGHT.

5. Certification. Reviewed and approved this date.

D. S. HOWELL
By direction