

MCTFSPRIUM 3AUG04

CHAPTER 6 ASSIGNMENT/UNIT INFORMATION..... 6-4

    REFERENCES:..... 6-4

SECTION 1: MONITOR ASSIGNMENT SUPPORT SYSTEM..... 6-6

    60100. INTRODUCTION..... 6-6

    60101. MONITOR ASSIGNMENT SUPPORT SYSTEM (MASS)..... 6-6

SECTION 2: JOINS..... 6-7

    60200. INTRODUCTION..... 6-7

    60201. ADMINISTRATIVE RUCS..... 6-11

    60202. INITIAL JOIN INFORMATION..... 6-12

    60203. INITIAL JOIN ENTRY (TTC 022)..... 6-12

    60204. GAINS TO ACTIVE DUTY REPORTING UNITS..... 6-13

    60205. ADDITIONAL JOIN REQUIREMENTS (TTC 020/021)..... 6-15

    60206. TRANSFER BY SERVICE RECORDS (TTC 021)..... 6-16

    60207. HOSPITALIZED WHILE ENROUTE BETWEEN DUTY STATIONS (TTC 021)..... 6-16

    60208. DEATH EN ROUTE (TTC 021)..... 6-17

    60209. APPREHEND BY CIVIL OR MILITARY AUTH. BETWEEN DUTY STATIONS (TTC 021). 6-17

    60210. FAIL TO REPORT (UA) (TTC 021)..... 6-18

    60211. FOR FURTHER ASSIGNMENT OR TRANSFER (TTC 020/021)..... 6-19

    60212. DESERTION STATUS JOIN (TTC 021)..... 6-20

    60213. ERRONEOUS JOINS - CORRECTION PROCEDURES..... 6-21

    60214. TRANSFERRED BY SERVICE RECORDS WHILE IN UA STATUS (TTC 020/021)..... 6-22

    60215. OTHER MILITARY SERVICES/COUNTRIES AND CIVILIAN.(TTC 020/021)..... 6-22

    60216. JOINING THE RESERVE ESTABLISHMENT FOR THE FIRST TIME (TTC 022)..... 6-25

    60217. RESERVE PERSONNEL JOINING AN SMCR UNIT (TTC 020)..... 6-26

    60218. JOINING THE IRR (MOBCOM ONLY) (TTC 020)..... 6-28

    60219. JOINING MOBILIZATION TRAINING UNIT (MTU) (MOBCOM ONLY) (TTC 020)..... 6-29

    60220. JOINING THE ASL, STANDBY RESERVE (MOBCOM ONLY) (TTC 020)..... 6-30

    60221. JOINING THE ISL, STANDBY RESERVE (MOBCOM ONLY) (TTC 020)..... 6-30

    60222. PLC, OFFICER CANDIDATE COURSE (OCS) PROGRAM (TTC 022 002/012)..... 6-30

    60223. PLC LAWYER. (TTC 020 157/158)..... 6-31

    60224. JOIN DROP ERRONEOUSLY (TTC 369)..... 6-31

    60225. JOIN TRANSFERRED ERRONEOUSLY (TTC 369)..... 6-32

    60226. FMCR JOINS. (TTC 020)..... 6-32

    60227. RETIRED RESERVE PERSONNEL (TTC 020)..... 6-32

    60228. RESERVE RETIREES RECALLED (TTC 020 132/133)..... 6-33

    60229. RETIREE REPORTING (TTC 218/020)..... 6-33

        FIGURE 6-1--JOIN FOR TEMPORARY DUTY..... 6-35

        FIGURE 6-2--CIVILIAN REPORTABLE TRANSACTIONS..... 6-37

        FIGURE 6-3--JOINS - OTHER REPORTING REQUIREMENTS..... 6-38

        FIGURE 6-4--JOIN FROM DESERTION TTC AND ENTRY LISTING..... 6-39

TABLE 6-1--REASON FOR WHICH JOINED/STRENGTH CATEGORY CODE..... 6-40

TABLE 6-2--REASON FOR WHICH JOINED WHEN JOINED FOR RECORD PURPOSES..... 6-44

TABLE 6-3--ADDITIONAL INFO THAT MAY BE REQUIRED WHEN REPORTING A JOIN..... 6-48

TABLE 6-4--INITIAL JOIN INTO RESERVE ESTABLISHMENT..... 6-52

TABLE 6-5--JOIN INTO AN SMCR UNIT TO INCLUDE AN IMA..... 6-53

TABLE 6-6--JOIN TO THE IRR (MOBCOM ONLY)..... 6-54

TABLE 6-7--RESERVE JOIN ENTRIES..... 6-55

SECTION 3: ATTACHMENTS..... 6-56

    60300. INTRODUCTION..... 6-56

    60301. ATTACHED PERSONNEL..... 6-56

    60302. ATTACHED TO THE SMCR/MTU..... 6-57

    60303. ATTACHED STATUS, COMMENCEMENT (TTC 031)..... 6-57

    60304. ATTACHMENT OF RESERVISTS, COMMENCEMENT (TTC 031)..... 6-58

    60305. FLEET ASSISTANCE PROGRAM (FAP) (TTC 032/141/306/307/462)..... 6-58

MCTFSPRIUM 3AUG04

60306.	OCCURRENCES DURING ATTACHED STATUS.....	6-59
60307.	TERMINATION OF ATTACHED STATUS (TTC 461).....	6-60
60308.	TEMPORARY ADDITIONAL DUTY (TAD) (TTC 106/107).....	6-60
	TABLE 6-8--ATTACHMENT TO THE SMCR/MTU .....	6-64
	TABLE 6-9--PURPOSE FOR WHICH ATTACHED-REGULAR ACTIVE DUTY .....	6-65
SECTION 4:	TRANSFERS .....	6-66
60400.	INTRODUCTION.....	6-66
60401.	REASON FOR TRANSFER FLAG (RFTF).....	6-68
60402.	INTENDED TRANSFER DATE (ITD) (TTC 402).....	6-68
60403.	ESTIMATED DATE OF ARRIVAL (EDA)(TTC 387).....	6-69
60404.	TRANSFER-REGULAR ACTIVE DUTY.....	6-69
60405.	TRANSFER WITHIN THE SAME MCC (TTC 361/362/363).....	6-69
60506.	TRANSFER BETWEEN MCCS (TTC 364/365/366).....	6-70
60407.	TRANSFER BETWEEN MCCS WITH TEMPORARY DUTY ENROUTE (TTC 367/368).....	6-71
60408.	TRANSFER BY SERVICE RECORDS (TTC 359/360).....	6-72
60409.	TRANSFER RESERVE ESTABLISHMENT.....	6-73
60410.	TRANSFER BETWEEN SMCR UNITS (TTC 884).....	6-73
60411.	TRANSFER FROM THE SMCR TO THE IRR (TTC 880).....	6-73
60412.	TRANSFER TO THE IRR FROM SMCR DUE TO MOBILIZATION ORDERS (TTC 880)...	6-74
60413.	TRANSFER FROM SMCR TO THE STANDBY RESERVE (ASL) (TTC 882/886).....	6-74
60414.	TRANSFER FROM IRR OR STANDBY RESERVE TO MTU (MOBCOM ONLY) (TTC 880)..	6-75
60415.	TRANSFER BASED ON RESULTS OF SCREENING (TTC 884).....	6-75
60416.	TRANSFER TO THE RETIRED RESERVE (TTC 885).....	6-77
60417.	TRANSFER TO ACTIVE DUTY FOR 31 DAYS OR MORE (TTC 881).....	6-78
60418.	RESERVE OFFICER TRAINING PROGRAMS (ROTP) (TTC 883).....	6-79
60419.	TRANSFER OTHER SERVICE MEMBER ACTIVE DUTY (TTC 881).....	6-79
	TABLE 6-10--PURPOSE TRANSFERRED/REASSIGNED (STRCAT/DUSTAT/PAY CODES) .....	6-81
	TABLE 6-11--TRANSFER BY SERVICE RECORDS .....	6-84
	TABLE 6-12--TRANSFER FROM SMCR TO IRR, ASL, OR ISL .....	6-86
SECTION 5:	UNIT INFORMATION .....	6-87
60500.	INTRODUCTION.....	6-87
60501.	NEW LOCATION (TTC 028).....	6-87
60502.	COMMAND RUC (TTC 030).....	6-87
60503.	DISBURSING STATION SYMBOL NUMBER (DSSN) (TTC 150).....	6-88
60504.	MONITORED COMMAND CODE (MCC)/REPORTING UNIT CODE (RUC)(TTC 170).....	6-89
60505.	FUTURE MCC AND FUTURE RUC (TTC 172).....	6-89
60506.	ADJUST COMMAND MONITORED COMMAND CODE (CMDMCC) (TTC 216).....	6-89
60507.	PROGRAM ELEMENT NUMBER (PEN)/RESPONSIBILITY CENTER NUMBER (RCN) (TTC 263/265) 6-89	
60508.	COMMAND DPI (TTC 274).....	6-90
60509.	REASON FOR TRANSFER CODE (RFTC)(TTC 403/404).....	6-90
60510.	PERMANENT CHANGE OF STATION CODE (PCSC)(TTC 411).....	6-91
60511.	DISTRICT CODE CHANGE (TTC 805).....	6-91
60512.	DOD TRAINING CATEGORY PAY GROUP (TTC 807).....	6-91
60513.	CLOSEST INSPECTOR-INSTRUCTOR (I-I) (TTC 823).....	6-91
60514.	CLOSEST MARINE AIR RESERVE TRAINING DETACHMENT (MARTD) (TTC 824).....	6-91
SECTION 6:	MARINE UNIT DATA .....	6-92
60600.	INTRODUCTION.....	6-92
60601.	REASSIGNMENT BETWEEN MCCS INVOLVING A PERMANENT CHANGE OF ASSIGNMENT (PCA)(TTC 096).....	6-93
60602.	PRESENT TOUR CONTROL FACTOR (PTCF)(TTC 181).....	6-93
60603.	FUTURE TOUR CONTROL FACTOR (FTCF) (TTC 409).....	6-93
60604.	COMPONENT CODE AND TRAINING CATEGORY PAY GROUP (TTC 109).....	6-93
60605.	DRAW CASE CODE (TTC 251).....	6-94
60606.	LAST MONITORED COMMAND CODE (TTC 414).....	6-95

MCTFSPRIUM 3AUG04

60607. LAST MONITORED COMMAND CODE DATE DETACHED (TTC 415)..... 6-95  
60608. COMPANY CODE/PLATOON CODE/WORK SECTION (TTC 470)..... 6-95  
60609. RECORD STATUS CODE (TTC 269)..... 6-96  
60610. STRENGTH CATEGORY (TTC 112)..... 6-97  
60611. TYPE OF CURRENT DUTY (TTC 108)..... 6-97  
60612. WORK STATION/WORK CENTER (TTC 499 002)..... 6-97  
60613. WORK TELEPHONE NUMBER (TTC 499 028)..... 6-98  
60614. MAGTF DESIGNATOR (TTC 499 030)..... 6-98  
60615. OPERATIONAL INFORMATION (TTC 034)..... 6-99  
60616. OKINAWA, A MULTIPLE DUTY STATION LOCATION..... 6-100  
    TABLE 6-13--OKINAWA, FAP/TAD ..... 6-104  
SECTION 7: EVENT AND EXCLUSION ENTRIES ..... 6-106  
60700. INTRODUCTION..... 6-106  
60701. RECORD OF EVENT INFORMATION (ACTIVE DUTY/RESERVE)..... 6-106  
60702. EVENT ENTRY REPORTING REQUIREMENTS (ACTIVE/RESERVE)..... 6-107  
60703. ACTIVATION OF A UNIT/COMMAND (TTC 450)..... 6-107  
60704. DEACTIVATION OF A UNIT/COMMAND (TTC 451)..... 6-110  
60705. REDESIGNATION OF A UNIT/COMMAND(ACTIVE DUTY) (TTC 448)..... 6-113  
60706. REDESIGNATION OF A UNIT/COMMAND (RESERVE) (TTC 448)..... 6-116  
60707. RELOCATION OF A UNIT/COMMAND (TTC 028)..... 6-118  
60708. TRANSFER OF PERSONNEL REPORTING JURIS (TTC 446)..... 6-119  
60709. ZERO STRENGTH (REDUCED) (TTC 452)..... 6-120  
60710. RESUMPTION OF UD REPORTING FROM ZERO STRENGTH (TTC 453)..... 6-121  
60711. CORRECTIONS FOR A DEACTIVATED/ZERO STRENGTH UNIT..... 6-122  
60712. ASSIGNMENT/DELETION OF MCC..... 6-122  
60713. REPORTING FOR ANOTHER UNIT..... 6-123  
60714. ADMINISTRATIVE/OPERATIONAL CONTROL (ADCON/OPCON)..... 6-123  
60715. EMBARKATION, SAILING, OR DEBARKATION OF A UNIT (TTC 028)..... 6-124  
60716. UNIT ADDRESS AND TELEPHONE NUMBER CHANGES..... 6-124  
60717. EVENT ENTRIES (MISCELLANEOUS)..... 6-125  
60718. EXCLUSION ENTRY (ACTIVE DUTY)..... 6-125  
60719. FLAG AND/OR STAFF ALLOWANCES..... 6-126  
    FIGURE 6-6.--EXAMPLE: HISTORICAL EVENT ENTRIES..... 6-129  
    FIGURE 6-7.--EXAMPLE: CMC REPLY TO A REQUEST FOR ACTIVATION OF A RU..... 6-130  
    FIGURE 6-9.--MCTFS CHECKLIST FOR UNIT DEPLOYMENT TO WESTPAC..... 6-133

# MCTFSPRIUM 3AUG04

## CHAPTER 6 ASSIGNMENT/UNIT INFORMATION

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2. Title 10 U.S.C. 675.
3. Title 10 U.S.C. 12774.
4. Department of Defense Financial Management Regulation, Volume 7, Part A, (DoDFMR, Vol. 7A). <http://www.dtic.mil/comptroller/fmr/>
5. Navy Comptroller Manual, Volume 4, Appendix B.
6. MCO P1000.6, Assignment Classification and Travel Systems Manual (ACTS Manual).
7. MCO P1001R.1, Marine Corps Reserve Administrative Management Manual (MCRAMM).
8. MCO 1001R.54 Marine Corps Reserve Incremental Initial Active Duty for Training (IADT) Program
9. MCO 1001R.56 Active Duty Special Work (ADSW)-Reserve Component
10. MCO P1040.31 Enlisted Career Planning and Retention Manual
11. MCO P1040R.35 Reserve Career Planning and Retention Manual
12. MCO 1040.43 Enlisted to Officer Commissioning Programs
13. MCO P1050.3 Regulations for Leave, Liberty, and Administrative Absence
14. MCO 1050.16 Appellate Leave Awaiting Punitive Separation
15. MCO P1070.12 Marine Corps Individual Records Administration Manual (IRAM)
16. MCO P1080.20, Marine Corps Total Force Systems Codes Manual (MCTFSCODESMAN). (When codes are not listed in MCTFSCODESMAN, refer to Software Release Notices and PAA's.)
17. MCO P1100.72 MPPM Enlisted Procurement Manual
18. MCO P1100.73 MPPM Officer Procurement Manual
19. MCO 1130.56 Total Force Recruiting
20. MCO P1200.7, Military Occupational Specialties Manual (MOS Manual).
21. MCO 1306.16 Conscientious Objectors
22. MCO 1326.5 Automated Order Writing Process (AWOP)
23. MCO 1500R.36, Training/Pay Category Program.
24. MCO 1560R.30 MGIB-R
25. MCO P1741.8 Government Life Insurance Manual
26. MCO P1751.3F Dependency Determination and Basic Allowance for Housing (BAH) Manual.
27. MCO P1900.16, Marine Corps Separation and Retirement Manual (MARCORSEPMAN).
28. MCO P3040.4 Marine Corps Casualty Procedures Manual

## MCTFSPRIUM 3AUG04

29. MCO P4650.37, Marine Corps Travel Instructions Manual (MCTIM).
30. MCO 5300.3 FMF Personnel Assistance Program
31. MCO 5800.10A Return of USMC Absentees
32. MCO P5800.16 Legal Administration Manual
33. MCO 6320.2 Administration and Processing of Hospitalized Marines
34. MCO P7300.8, Financial Accounting Manual, (FAM)
35. MCO 10110.34 USMC Food Service and Subsistence Program
36. MCO P10120.28 Individual Clothing Regulations

# MCTFSPRIUM 3AUG04

## SECTION 1: MONITOR ASSIGNMENT SUPPORT SYSTEM

### 60100. INTRODUCTION

1. The MASS (Monitro Assignment Support System) is a system available for issuing PCS/PCA orders via the Web Orders System that went into effect on 1 December 2002. It is a full automation of the assignment process, practically eliminating the use of Naval messages and combines both officer and enlisted orders under one joint system. **This system is used by HQMC only.**

### 60101. MONITOR ASSIGNMENT SUPPORT SYSTEM (MASS)

1. The enhanced functionality of Web Orders vice the old Automated Orders Writing Process (AOWP) is as follows:

The capability to distribute full-text orders in a format that is printable from the Internet to all HQMC designated recipients.

An enhanced tracking capability for all HQMC designated recipients to monitor the disposition of orders at all times.

A security system that allows positive management of orders delivery and receipt.

Gives the local MISSO authority to assign, update, or delete order writing activities access to the Web Orders.

Gives the order writing activity an endorsement within the web orders system.

2. To get an account to MASS Web Orders, contact your local MISSO.

# MCTFSPRIUM 3AUG04

## SECTION 2: JOINS

### 60200. INTRODUCTION

1. This Section contains information pertaining to Joins. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority immediately following the statement.

Statement	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
019 000 JOIN ERRON	HQ REG	N	N
020 000 JOIN RUC__MCC__ADMINDISCP	REG	Y	N
020 001 JOIN RUC__MCC__ADMINDISCP ON IDT	REG	Y	N
020 002 JOIN RUC__MCC__ATTEND FED ACAD	REG	Y	N
020 003 JOIN RUC__MCC__AVNTRNG	REG	Y	N
020 004 JOIN RUC__MCC__AVNTRNG ON IADT	REG	Y	N
020 005 JOIN RUC__MCC__CNFT ATLGCM	REG	Y	N
020 006 JOIN RUC__MCC__CNFT ATLGCM ON IADT	REG	Y	N
020 007 JOIN RUC__MCC__DU	HQ REG RES	Y	N
020 008 JOIN RUC__MCC__DU ON IADT	REG	Y	N
020 009 JOIN RUC__MCC__FFT OTHER MCC	REG	Y	N
020 010 JOIN RUC__MCC__FFT OTHER MCC ON IADT	REG	Y	N
020 011 JOIN RUC__MCC__GCM	REG	Y	N
020 012 JOIN RUC__MCC__GCM ON IADT	REG	Y	N
020 013 JOIN RUC__MCC__GCM TLPALW ON IADT	REG	Y	N
020 014 JOIN RUC__MCC__HOSP BC ON IADT	REG	Y	N
020 015 JOIN RUC__MCC__HOSP OTHER MCC	REG	Y	N
020 016 JOIN RUC__MCC__HOSP OTHER MCC ON IADT	REG	Y	N
020 017 JOIN RUC__MCC__OTHER	REG	Y	N
020 018 JOIN RUC__MCC__RECRUIT	REG	Y	N
020 019 JOIN RUC__MCC__RECRUIT ON IADT	REG	Y	N
020 020 JOIN RUC__MCC__SEP OTHER MCC	REG	Y	N
020 021 JOIN RUC__MCC__SEP OTHER MCC ON IADT	REG	Y	N
020 022 JOIN RUC__MCC__TEM ADMINDISCP	REG	Y	N
020 023 JOIN RUC__MCC__TEM ADMINDISCP ON IADT	REG	Y	N
020 024 JOIN RUC__MCC__TEM CNFT ATLGCM	REG	Y	N
020 025 JOIN RUC__MCC__TEM CNFT ATLGCM ON IADT	REG	Y	N
020 026 JOIN RUC__MCC__TEM DU	REG	Y	N
020 027 JOIN RUC__MCC__TEM DU ON IADT	REG	Y	N
020 028 JOIN RUC__MCC__TEM FFT OTHER MCC	REG	Y	N
020 029 JOIN RUC__MCC__TEM FFT OTHER MCC ON IADT	REG	Y	N
020 030 JOIN RUC__MCC__TEM AVN REPL	REG	Y	N
020 031 JOIN RUC__MCC__TEM GND REPL	REG	Y	N
020 032 JOIN RUC__MCC__TEM GCM	REG	Y	N
020 033 JOIN RUC__MCC__TEM GCM ON IADT	REG	Y	N
020 034 JOIN RUC__MCC__TEM GCM TLPALW	REG	Y	N
020 035 JOIN RUC__MCC__TEM GCM TLPALW ON IADT	REG	Y	N
020 036 JOIN RUC__MCC__TEM HOSP BC	REG	Y	N
020 037 JOIN RUC__MCC__TEM HOSP BC ON IADT	REG	Y	N
020 038 JOIN RUC__MCC__TEM HOSP FR CBT UNIT	REG	Y	N
020 039 JOIN RUC__MCC__TEM HOSP FR CBT UNIT ON IADT	REG	Y	N
020 040 JOIN RUC__MCC__TEM HOSP OTHER MCC	REG	Y	N
020 041 JOIN RUC__MCC__TEM HOSP OTHER MCC ON IADT	REG	Y	N
020 042 JOIN RUC__MCC__TEM OTHER	REG	Y	N
020 043 JOIN RUC__MCC__TEM SEP OTHER MCC	REG	Y	N
020 044 JOIN RUC__MCC__TEM SEP OTHER MCC ON IADT	REG	Y	N

MCTFSPRIUM 3AUG04

020 045	JOIN RUC__MCC__WHILE UA	REG	Y	N
020 046	JOIN RUC__MCC__TEMAVN REPL ON IADT	REG	Y	N
020 047	JOIN RUC__MCC__TEM GND REPL ON IADT	REG	Y	N
020 048	JOIN RUC__MCC__DU	RES	Y	N
020 049	JOIN RUC__MCC__DU DIFOP	REG	Y	N
020 050	JOIN RUC__MCC__DU DIFDEN	REG	Y	N
020 060	JOIN RUC__MCC__DU FR RELACDU IMA REQ____	RES	N	N
020 062	JOIN RUC__MCC__DU FR IRR IMA REQ____	RES	Y	N
020 065	JOIN RUC__MCC__DU FR RET IMA REQ____	RES	Y	N
020 072	JOIN RUC__MCC__IRR FR SMCR ADT REQ 30	RES	Y	N
020 074	JOIN RUC__MCC__IRR FR SMCR ADT REQ 00	RES	Y	N
020 075	JOIN RUC__MCC__IRR FR MTU ADT REQ 30	RES	Y	N
020 077	JOIN RUC__MCC__IRR FR MTU ADT REQ 00	RES	Y	N
020 078	JOIN RUC__MCC__IRR FR RELACDU ADT REQ 30	RES	Y	N
020 080	JOIN RUC__MCC__IRR FR RELACDU ADT REQ 00	RES	Y	N
020 081	JOIN RUC__MCC__IRR FR ASL AGR____YRS ADT REQ 0	RES	Y	N
020 083	JOIN RUC__MCC__IRR FR ASL AGR____YRS ADT REQ 00	RES	Y	N
020 084	JOIN RUC__MCC__IRR FR ISL AGR____YRS ADT REQ 30	RES	Y	N
020 086	JOIN RUC__MCC__IRR FR ISL AGR____YRS ADT REQ 00	RES	Y	N
020 087	JOIN RUC__MCC__IRR FR RET AGR____YRS ADT REQ 30	RES	Y	N
020 089	JOIN RUC__MCC__IRR FR RET AGR____YRS ADT REQ 00	RES	Y	N
020 091	JOIN RUC__MCC__ASL STANDBY FR SMCR	RES	Y	N
020 092	JOIN RUC__MCC__ASL STANDBY FR MTU	RES	Y	N
020 093	JOIN RUC__MCC__ASL STANDBY FR IRR	RES	Y	N
020 094	JOIN RUC__MCC__ASL STANDBY FR RELACDU	RES	Y	N
020 095	JOIN RUC__MCC__ASL STANDBY FR ISL	RES	Y	N
020 096	JOIN RUC__MCC__ASL STANDBY FR RET	RES	Y	N
020 097	JOIN RUC__MCC__STANDBY KFED EMPL FR SMCR	RES	Y	N
020 098	JOIN RUC__MCC__STANDBY KFED EMPL FR MTU	RES	Y	N
020 099	JOIN RUC__MCC__STANDBY KFED EMPL FR IRR	RES	Y	N
020 100	JOIN RUC__MCC__STANDBY KFED EMPL FR RELACDU	RES	Y	N
020 101	JOIN RUC__MCC__STANDBY KFED EMPL FR ISL	RES	Y	N
020 102	JOIN RUC__MCC__STANDBY KFED EMPL FR RET	RES	Y	N
020 103	JOIN RUC__MCC__STANDBY ISL FR SMCR	RES	Y	N
020 104	JOIN RUC__MCC__STANDBY ISL FR MTU	RES	Y	N
020 105	JOIN RUC__MCC__STANDBY ISL FR IRR	RES	Y	N
020 106	JOIN RUC__MCC__STANDBY ISL FR ASL	RES	Y	N
020 107	JOIN RUC__MCC__STANDBY ISL FR RELACDU	RES	Y	N
020 108	JOIN RUC__MCC__STANDBY ISL FR RET	RES	Y	N
020 109	JOIN RUC__MCC__FLEET	RES	Y	N
020 114	JOIN RUC__MCC__RET ELIG AGE 60 FR SMCR	RES	Y	N
020 115	JOIN RUC__MCC__RET ELIG AGE 60 FR IRR	RES	Y	N
020 116	JOIN RUC__MCC__RET ELIG AGE 60 FR ASL	RES	Y	N
020 117	JOIN RUC__MCC__RET ELIG AGE 60 FR ISL	RES	Y	N
020 118	JOIN RUC__MCC__RET NOT ELIG FR SMCR	RES	Y	N
020 119	JOIN RUC__MCC__RET NOT ELIG FR IRR	RES	Y	N
020 120	JOIN RUC__MCC__RET NOT ELIG FR ASL	RES	Y	N
020 121	JOIN RUC__MCC__RET NOT ELIG FR ISL	RES	Y	N
020 122	JOIN RUC__MCC__RET REG USMC_____	RES	Y	N
020 123	JOIN RUC__MCC__RET PDRL	RES	Y	N
020 124	JOIN RUC__MCC__RET TDRL	RES	Y	N
020 125	JOIN RUC__MCC__DU FR ACTIVE DUTY IMA REQ	RES	Y	N
020 127	JOIN RUC__MCC__IRR FR ACTIVE DUTY ADT REQ 00	RES	Y	N
020 129	JOIN RUC__MCC__IRR FR ACTIVE DUTY ADT REQ 30	RES	Y	N
020 130	JOIN RUC__MCC__STANDBY KFED EMPL FR ACTIVE DUTY	RES	Y	N
020 131	JOIN RUC__MCC__STANDBY ASL FR ACTIVE DUTY	RES	Y	N
020 132	JOIN RUC__MCC__RET RESERVE RETIRED PAY FR RECALL	RES	Y	N
020 133	JOIN RUC__MCC__RET RESERVE RETIRED NONPAY FR RECALL	RES	Y	N
020 137	JOIN RUC__MCC__RET ELIG AGE 60 FR MTU	RES	Y	N
020 138	JOIN RUC__MCC__RET NOT ELIG FR MTU	RES	Y	N

MCTFSPRIUM 3AUG04

020	141	JOIN RUC__MCC__MTU FR MTU	RES	Y	N
020	142	JOIN RUC__MCC__DU FR IADT IDT REQ 48	RES	Y	N
020	143	JOIN RUC__MCC__DU FR ACTIVE DUTY IDT REQ 48	RES	Y	N
020	144	JOIN RUC__MCC__DU FR RET IDT REQ 48	RES	Y	N
020	145	JOIN RUC__MCC__DU FR RELACDU IDT REQ 48	RES	Y	N
020	147	JOIN RUC__MCC__DU FR IRR IDT REQ 48	RES	Y	N
020	150	JOIN RUC__MCC__MTU	RES	Y	N
020	151	JOIN RUC__MCC__MOBDES FR IRR ADT REQ 14	RES	Y	N
020	153	JOIN RUC__MCC__DU FR SMCR IMA REQ__	RES	Y	N
020	155	JOIN RUC__MCC__DU FR IMA IDT REQ 48	RES	Y	N
020	156	JOIN RUC__MCC__MTU FR ACTIVE DUTY ADT REQ 00	RES	Y	N
020	157	JOIN RUC__MCC__LAWYER FR IRR ADT REQ 00	RES	Y	N
020	158	JOIN RUC__MCC__LAWYER FR ACDU/OCS ADT REQ 00	RES	Y	N
020	159	JOIN RUC__MCC__LAWYER FR SMCR ADT REQ 00	RES	Y	N
020	160	JOIN RUC__MCCIRR FR LAWYER RUC	RES	Y	N
020	161	JOIN RUC__MCCIRR FROM NAV ACAD/NROTC	RES	Y	N
020	162	JOIN RUC 86974 MCC HAB NAV ACAD/NROTC FR IRR	RES	Y	N
021	000	JOIN RUC__MCC__ADMIN SEP LV	REG	Y	N
021	001	JOIN RUC__MCC__APL LV	REG	Y	N
021	002	JOIN RUC__MCC__AVN ENTLEVEL STUD__	REG	Y	N
021	003	JOIN RUC__MCC__AVN ENTLEVEL STUD__ ON IADT	REG	Y	N
021	004	JOIN RUC__MCC__AVN NO MOS ASG ENTLEVEL STUD __	REG	Y	N
021	005	JOIN RUC__MCC__AVN STUD __	REG	Y	N
021	007	JOIN RUC__MCC__AWTG ASG CMC	HQ REG RES	Y	N
021	008	JOIN RUC__MCC__AWTG ASG CMC ON IADT	REG	Y	N
021	009	JOIN RUC__MCC__AWTG PEB	REG	Y	N
021	010	JOIN RUC__MCC__AWTG PEB ON IADT	REG	Y	N
021	011	JOIN RUC__MCC__AWTG TRANS OTHER MCC	REG	Y	N
021	012	JOIN RUC__MCC__AWTG TRANS OTHER MCC ON IADT	REG	Y	N
021	013	JOIN RUC__MCC__AVN REPL	REG	Y	N
021	014	JOIN RUC__MCC__AVN REPL ON IADT	REG	Y	N
021	015	JOIN RUC__MCC__GND REPL	REG	Y	N
021	016	JOIN RUC__MCC__GND REPL ON IADT	REG	Y	N
021	017	JOIN RUC__MCC__FOR MOS ASG AND FUR TR	REG	Y	N
021	018	JOIN RUC__MCC__FOREC CNFT ATLGCM	REG	Y	N
021	019	JOIN RUC__MCC__FOREC CNFT GCM	REG	Y	N
021	020	JOIN RUC__MCC__FOREC CNFT GCM TLPALW	REG	Y	N
021	021	JOIN RUC__MCC__FOREC CNFT OTHER MCC	REG	Y	N
021	022	JOIN RUC__MCC__FOREC CNFT SPCM	REG	Y	N
021	023	JOIN RUC__MCC__FOREC CPTR	REG	Y	N
021	024	JOIN RUC__MCC__FOREC DETND	REG	Y	N
021	025	JOIN RUC__MCC__FOREC DIED	REG	Y	N
021	026	JOIN RUC__MCC__FOREC FAIL RPT	REG	Y	N
021	027	JOIN RUC__MCC__FOREC HOSP	REG	Y	N
021	028	JOIN RUC__MCC__FOREC HOSP BC	REG	Y	N
021	029	JOIN RUC__MCC__FOREC HOSP FR CBT UNIT	REG	Y	N
021	030	JOIN RUC__MCC__FOREC IHCA	REG	Y	N
021	031	JOIN RUC__MCC__FOREC IHCA OTHER MCC	REG	Y	N
021	032	JOIN RUC__MCC__FOREC ITD	REG	Y	N
021	033	JOIN RUC__MCC__FOREC MIA	REG	Y	N
021	034	JOIN RUC__MCC__FOREC MIS	REG	Y	N
021	035	JOIN RUC__MCC__FOREC OTHER	REG	Y	N
021	036	JOIN RUC__MCC__FOREC CNFT PAST ECC	REG	Y	N
021	037	JOIN RUC__MCC__FRDES__ADMINDISCP	REG	Y	N
021	038	JOIN RUC__MCC__FRDES__AVN ENTLEVEL STUD__	REG	Y	N
021	039	JOIN RUC__MCC__FRDES__AVN STUD__	REG	Y	N
021	040	JOIN RUC__MCC__FRDES__AVNTRNG	REG	Y	N
021	041	JOIN RUC__MCC__FRDES__AWTG ASG CMC	REG	Y	N

MCTFSPRIUM 3AUG04

021 042	JOIN RUC__MCC__FRDES__AWTG PEB	REG	Y	N
021 043	JOIN RUC__MCC__FRDES__AWTG TRANS OTHER MCC	REG	Y	N
021 044	JOIN RUC__MCC__FRDES__CLEM	REG	Y	N
021 045	JOIN RUC__MCC__FRDES__CNFT ATLGCM	REG	Y	N
021 046	JOIN RUC__MCC__FRDES__DU	REG	Y	N
021 047	JOIN RUC__MCC__FRDES__FFT OTHER MCC	REG	Y	N
021 048	JOIN RUC__MCC__FRDES__AVN REPL	REG	Y	N
021 049	JOIN RUC__MCC__FRDES__GND REPL	REG	Y	N
021 050	JOIN RUC__MCC__FRDES__GCM	REG	Y	N
021 051	JOIN RUC__MCC__FRDES__GCM TLPALW	REG	Y	N
021 052	JOIN RUC__MCC__FRDES__GND ENTLEVEL STUD____	REG	Y	N
021 053	JOIN RUC__MCC__FRDES__GND STUD____	REG	Y	N
021 054	JOIN RUC__MCC__FRDES__HOSP BC	REG	Y	N
021 055	JOIN RUC__MCC__FRDES__HOSP FR CBT UNIT	REG	Y	N
021 056	JOIN RUC__MCC__FRDES__HOSP OTHER MCC	REG	Y	N
021 057	JOIN RUC__MCC__FRDES__OTHER	REG	Y	N
021 058	JOIN RUC__MCC__FRDES__RECRUIT	REG	Y	N
021 059	JOIN RUC__MCC__FRDES__RESPROG AVN	REG	Y	N
021 060	JOIN RUC__MCC__FRDES__RESPROG GND	REG	Y	N
021 061	JOIN RUC__MCC__FRDES__SEP OTHER MCC	REG	Y	N
021 062	JOIN RUC__MCC__FRDES__TEM ADMINDISCP	REG	Y	N
021 063	JOIN RUC__MCC__FRDES__TEM APL LV	REG	Y	N
021 064	JOIN RUC__MCC__FRDES__TEM AVN ENTLEVEL STUD____	REG	Y	N
021 065	JOIN RUC__MCC__FRDES__TEM AVN STUD____	REG	Y	N
021 066	JOIN RUC__MCC__FRDES__TEM AVNTRNG	REG	Y	N
021 067	JOIN RUC__MCC__FRDES__TEM GND ENTLEVEL STUD____	REG	Y	N
021 068	JOIN RUC__MCC__FRDES__TEM GND STUD____	REG	Y	N
021 069	JOIN RUC__MCC__FRDES__TEM INSTR	REG	Y	N
021 070	JOIN RUC__MCC__FRDES__TEM RESPROG AVN	REG	Y	N
021 071	JOIN RUC__MCC__FRDES__TEM RESPROG GND	REG	Y	N
021 072	JOIN RUC__MCC__GCM TLPALW	REG	Y	N
021 073	JOIN RUC__MCC__GND ENTLEVEL STUD____	REG	Y	N
021 074	JOIN RUC__MCC__GND ENTLEVEL STUD____ ON IADT	REG	Y	N
021 075	JOIN RUC__MCC__GND STUD____	REG	Y	N
021 076	JOIN RUC__MCC__HOSP BC	REG	Y	N
021 077	JOIN RUC__MCC__HOSP FR CBT UNIT	REG	Y	N
021 078	JOIN RUC__MCC__HOSP FR CBT UNIT ON IADT	REG	Y	N
021 079	JOIN RUC__MCC__INSTR	REG	Y	N
021 080	JOIN RUC__MCC__RESPROG AVN	REG	Y	N
021 081	JOIN RUC__MCC__RESPROG GND	REG	Y	N
021 082	JOIN RUC__MCC__TEM AVN ENTLEVEL STUD	REG	Y	N
021 083	JOIN RUC__MCC__TEM AVN STUD	REG	Y	N
021 084	JOIN RUC__MCC__TEM AVNTRNG	REG	Y	N
021 085	JOIN RUC__MCC__TEM AVNTRNG	REG	Y	N
021 086	JOIN RUC__MCC__TEM AWTG ASG CMC	REG	Y	N
021 087	JOIN RUC__MCC__TEM AWTG ASG CMC ON IADT	REG	Y	N
021 088	JOIN RUC__MCC__TEM AWTG PEB	REG	Y	N
021 089	JOIN RUC__MCC__TEM AWTG PEB ON IADT	REG	Y	N
021 090	JOIN RUC__MCC__TEM AWTG TRANS OTHER MCC	REG	Y	N
021 091	JOIN RUC__MCC__TEM AWTG TRANS OTHER MCC ON IADT	REG	Y	N
021 092	JOIN RUC__MCC__TEM GND ENTLEVEL STUD	REG	Y	N
021 093	JOIN RUC__MCC__TEM GND STUD	REG	Y	N
021 094	JOIN RUC__MCC__TEM INSTR	REG	Y	N
021 095	JOIN RUC__MCC__TEM RECRUIT	REG	Y	N
021 096	JOIN RUC__MCC__TEM RESPROG AVN	REG	Y	N
021 097	JOIN RUC__MCC__TEM RESPROG GND	REG	Y	N
021 098	JOIN RUC__MCC__WHILE DES IHCA	REG	Y	N
021 099	JOIN RUC__MCC__RDES__INSTR	REG	Y	N
021 100	JOIN RUC__MCC__GND NO MOS ASG ENTLEVEL STUD ____	REG	Y	N
021 101	JOIN RUC__MCC__FOREC HOSP OTHER MCC	REG	Y	N
021 102	JOIN RUC__MCC__FOREC IHFA	REG	Y	N

# MCTFSPRIUM 3AUG04

021 103 JOIN RUC__MCC__FOREC IHFA OTHER MCC	REG	Y	N
021 104 JOIN RUC__MCC__WHILE DES IHFA	REG	Y	N
022 000 INIT JOIN RUC__MCC__AVN ENTLEVEL STUD____	REG	Y	N
022 001 INIT JOIN RUC__MCC__AVN ENTLEVEL STUD____ ON IADT	REG	Y	N
022 002 INIT JOIN RUC__MCC__AVN STUD____	REG	Y	N
022 003 INIT JOIN RUC__MCC__AVN STUD____ON IADT	REG	Y	N
022 004 INIT JOIN RUC__MCC__AVNTRNG	REG	Y	N
022 005 INIT JOIN RUC__MCC__AVNTRNG ON IADT	REG	Y	N
022 006 INIT JOIN RUC__MCC__AWTG PEB	REG	Y	N
022 007 INIT JOIN RUC__MCC__DU	REG	Y	N
022 008 INIT JOIN RUC__MCC__AVN REPL	REG	Y	N
022 009 INIT JOIN RUC__MCC__GND REPL	REG	Y	N
022 010 INIT JOIN RUC__MCC__GND ENTLEVEL STUD____	REG	Y	N
022 011 INIT JOIN RUC__MCC__GND ENTLEVEL STUD_ON IADT EFTSELECT_	REG RES	Y	N
022 012 INIT JOIN RUC__MCC__GND STUD____	REG	Y	N
022 016 INIT JOIN RUC__MCC__DU DIFOP	REG	Y	N
022 017 INIT JOIN RUC__MCC__DU DIFDEN	REG	Y	N
022 030 INIT JOIN RUC__MCC__RESPROG AVN	REG	Y	N
022 031 INIT JOIN RUC__MCC__RESPROG GND	REG	Y	N
022 039 INIT JOIN RUC__MCC__HOSP BC	REG	Y	N
022 041 INIT JOIN RUC__MCC__AWTG TRANS OTHER MCC	REG	Y	N
022 047 INIT JOIN RUC__MCC__DU ON IADT	REG	Y	N
022 048 INIT JOIN RUC__MCC__GND REPL ON IADT	REG	Y	N
022 049 INIT JOIN RUC__MCC__AVN REPL ON IADT	REG	Y	N
022 050 INIT JOIN RUC__MCC__AWTG IADT PAY	RES	Y	N
022 052 INIT JOIN RUC__MCC__REENL____YRS	RES	Y	N
022 053 INIT JOIN RUC__MCC__IRR REENL____YRS	RES	Y	N
022 054 INIT JOIN RUC__MCC__IRR PART ROTP	RES	Y	N
022 057 INIT JOIN RUC__MCC__IRR RECOM	RES	Y	N
369 000 DROP ERRON	HQ REG	N	N
369 001 JOIN__DROP ERRON	HQ REG RES	N	N
369 003 JOIN TR ERRON	HQ REG RES	N	N

## 60201. ADMINISTRATIVE RUCS

1. Before reporting under the ADMIN RUC configuration, **units must request an ADMIN RUC from CMC (MI) via Naval message.** Requests for ADMIN RUCs will include the following: PARENT MCC of the supported units, PRESENT RUC/MCC or RESERVE RUC/MCC for the supported units. A sample request format is provided in Figure 1-6 (Chapter 1). Requests to add additional RUCs/MCCs to the ADMIN RUC or modify existing ADMIN RUC reporting capability should include the current ADMIN RUC number as well as the information listed in Figure 1-7 (Chapter 1). **Only reporting units which report with UD/MIPS** can utilize the ADMIN RUC configuration. Commands, which are serviced by a consolidated administrative center using these new RUCs, will still maintain visibility over their unit's personnel data through the reconciliation process of UD/MIPS.

NOTE: Members will never be assigned to administrative RUCs (45000-46999), and these RUCs may not report join entries on Marines.

2. Other services personnel who are assigned to a RU for duty with the Marine Corps (see JOINING OTHER SERVICES PERSONNEL and CIVILIANS - paragraph 60215).

3. Each Marine who enters the administrative jurisdiction of a RU and/or command must be joined. The Marine is considered to have entered the administrative jurisdiction of a RU when:

a. The Marine physically reports to the major command for duty per competent orders.

b. Reliable information is received indicating that the Marine has been hospitalized, apprehended, or has died while en route.

## MCTFSPRIUM 3AUG04

c. A Marine does not report by the date specified in competent orders and there is no information concerning the Marine's whereabouts.

d. A directive from higher authority requires the RU to join the Marine.

4. Marines will be JOINED when they are assigned to the RU for:

a. Duty.

b. Duty under instruction (student).

c. Awaiting separation (discharge, release from AD, retirement, or transfer to FMCR).

d. Recruit training.

e. For record purposes only.

f. Temporary duty. (Does **NOT** include TAD.)

### 60202. INITIAL JOIN INFORMATION

1. The majority of Marines entering the Marine Corps on AD enter as a recruit or by commissioning after completion of an officer candidate program. Marines entering through either of these two channels are accessed to the computer files of MCTFS. Marines entering AD through any other means must be reported on the UD. This join entry will identify the Marine as an accession (original gain) to AD. The UD action statement to join these personnel contain the words INIT JOIN.

2. The categories of personnel listed below will be joined using the INIT JOIN statement per this section.

a. Personnel who are enlisted or inducted but are not assigned to one of the recruit depots for recruit training.

b. Personnel who reenlist in the Regular Marine Corps and the reenlistment was more than 24 hours after separation (broken/continuous).

c. Personnel not on AD who accept an officer appointment and are subsequently assigned to AD for 31 days or more.

d. All reservists (officer and enlisted) who are assigned to AD for a period of 31 days or more regardless of the type of orders.

e. Marines on the retired list or members of the FMCR who are assigned to AD for 31 days or more.

f. Marines accessed because their computer record was missing from the MCTFS file.

g. Members of the TDRL returned to a duty status.

h. PLC lawyers assigned to temporary AD prior to completing TBS and upon reporting to TBS after graduation from law school.

i. All Reservists who did not report for scheduled periods of AD (31 days or more).

3. If erroneously dropped refer to Chapter 2.

### 60203. INITIAL JOIN ENTRY (TTC 022)

# MCTFSPRIUM 3AUG04

1. INIT JOIN entries will include all of the information normally required in a join entry. Care must be taken to ensure that the INIT JOIN is properly reported. Marines who are being joined for any reason other than those specified in the above paragraph, will be joined per Section 1 of this chapter, and not as an INIT JOIN.
2. Care must be taken to ensure the accuracy of the data in MCTFS. Should the data prove to be inaccurate while conducting the join audit, report the correct information per Chapter 5 of this Manual.
3. Refer to Table 6-1 for determination of the reason for joining the Marine that must be reported with the join based on individual circumstances. Use the appropriate statement to report the initial join:

```

022 000 ____ INIT JOIN RUC__MCC__AVN ENTLEVEL STUD____|
022 001 ____ INIT JOIN RUC__MCC__AVN ENTLEVEL STUD____ ON IADT|
022 002 ____ INIT JOIN RUC__MCC__AVN STUD____|
022 003 ____ INIT JOIN RUC__MCC__AVN STUD____ON IADT|
022 004 ____ INIT JOIN RUC__MCC__AVNTRNG|
022 005 ____ INIT JOIN RUC__MCC__AVNTRNG ON IADT|
022 006 ____ INIT JOIN RUC__MCC__AWTG PEB|
022 007 ____ INIT JOIN RUC__MCC__DU|
022 008 ____ INIT JOIN MCC__AVN REPL|
022 009 ____ INIT JOIN MCC__GND REPL|
022 010 ____ INIT JOIN MCC__GND ENTLEVEL STUD____|
022 011 ____ INIT JOIN MCC__GND ENTLEVEL STUD____ON IADT EFTSELECT_|
022 012 ____ INIT JOIN MCC__GND STUD____|
022 015 ____ INIT JOIN MCC__INSTR|
022 016 ____ INIT JOIN RUC__MCC__DU DIFOP|
022 017 ____ INIT JOIN RUC__MCC__DU DIFDEN|
022 030 ____ INIT JOIN MCC__RESPROG AVN|
022 031 ____ INIT JOIN MCC__RESPROG GND|
022 039 ____ INIT JOIN MCC__HOSP BC|
022 041 ____ INIT JOIN MCC__AWTG TRANS OTHER MCC|
022 047 ____ INIT JOIN MCC__DU ON IADT|
022 048 ____ INIT JOIN MCC__GND REPL ON IADT|
022 049 ____ INIT JOIN MCC__AVN REPL ON IADT|
    
```

8-byte ED (YYYYMMDD)  
of join \_\_\_\_\_

Primary MCC of joining RUC unless  
otherwise stipulated in the orders \_\_\_\_\_

Reason for which joined (Table 6-1) \_\_\_\_\_

**NOTE 1:** Rules 2, 14-19, 21, and 23-28 of table 6-1 are not applicable when reporting an INIT JOIN entry.

**NOTE 2:** When TTC 022 007 INIT JOIN RUC\_\_MCC\_\_DU is reported on mobilized Reservists, the MOB FUTURE MCC EDA will be zeroed out.

4. The DOA for an initial join of a Reservist assigned to AD 31 days or more must be the first day of AD as stated in the original orders (the initial join entry initiates the pay entitlements for a Reservist assigned to AD). An initial join will not process on a Reservist assigned to AD 31 days or more unless the Reserve unit reported a transfer to active duty. This can be verified in MCTFS when a record status equal to 'H'.

60204. GAINS TO ACTIVE DUTY REPORTING UNITS

## MCTFSPRIUM 3AUG04

1. See Tables 3-1 through 3-3. In some cases, a gain to the RU may also represent a gain to the strength of the Marine Corps; for example, enlistment, reenlistment, or induction.
2. There are four categories of personnel gains in the Regular Establishment. Each category is covered in a separate section of this chapter. The four categories are:
  - a. Marine Corps personnel assigned to their first RU after entering or re-entering the Marine Corps (INITIAL JOINS - Section 2 of this chapter).
  - b. Marine Corps personnel assigned to a RU for duty with that unit or for administrative purposes (JOINS - Section 1 of this chapter).
  - c. Marine Corps personnel who are attached to a RU for a specific purpose while still carried on the rolls of their parent unit (ATTACHMENTS - SECTION 5) (FLEET ASSISTANCE PROGRAM Section 4 of this chapter).
  - d. Other services personnel who are assigned to a RU for duty with the Marine Corps (JOINING OTHER SERVICES PERSONNEL and CIVILIANS Section 4 of this chapter).
3. Each Marine who enters the administrative jurisdiction of a RU and/or command must be joined. The Marine is considered to have entered the administrative jurisdiction of a RU when:
  - a. The Marine physically reports to the major command for duty per competent orders.
  - b. Reliable information is received indicating that the Marine has been hospitalized, apprehended, or has died while en route.
  - c. A Marine does not report by the date specified in competent orders and there is no information concerning the Marine's whereabouts.
  - d. A directive from higher authority requires the RU to join the Marine.
4. Marines will be JOINED when they are assigned to the RU for:
  - a. Duty.
  - b. Duty under instruction (student).
  - c. Awaiting separation (discharge, release from AD, retirement, or transfer to FMCR).
  - d. Recruit training.
  - e. For record purposes only.
  - f. Temporary duty. (Does NOT include TAD.)
  - g. Casuals awaiting assignment or transportation for more than 10 days.
  - h. Casuals in a disciplinary status.
  - i. Casuals reporting for reassignment following hospitalization.
  - j. Casuals hospitalized in excess of 10 days.
  - k. Assignment to an I-I staff/4thMAW AD staff for a stated period for humanitarian or other reasons, such as awaiting results of a request for retirement.
5. For personnel who are to be joined per this section, there are two types of join entries. These are a join when the Marine physically reports; and when the Marine does not physically report and is to be joined "for record purposes" (also referred to as "by service record").

# MCTFSPRIUM 3AUG04

The main differences in the UD join entries are the purpose for which joined, billet MOS, and the fact you must report individual location in a "for record purposes" join since the Marine is not physically present at the unit.

6. The "purpose for which joined" in the join entry causes an automatic assignment of a strength category code. If the strength category code automatically assigned is not correct, report the correct code. See Section 6, this chapter

## 60205. ADDITIONAL JOIN REQUIREMENTS (TTC 020/021)

1. All Marines who report for duty will be joined on the day after the day the Marine reports. For example, if a Marine reports for duty at 1100 on 19980501, the join date would be 19980502. When preparing the UD join entry, start with the instructions contained in Figure 3-3. Once a Marine has been transferred from the former command, the new command assumes administrative responsibility for that Marine. In the event that the Marine is unable to report or fails to report, the new command will report the appropriate join. All joins will include the following information:

- a. Date of joining. When the date of joining is different than the date of the UD, **Do not future date.**
- b. MCC.
- c. Purpose for which joined.
- d. RU from which the Marine is being joined, as a HIST: statement.
- e. Billet MOS. See Chapter 5, Section 9.
- f. Table of Organization (T/O) Number. See Chapter 4, Section 8.
- g. Table of Manpower Requirements (T/MR)-Table of Organization (T/O) Line Number. See Chapter 4, Section 8.
- h. Home Address. See Chapter 5, Section 3.
- i. Telephone Number (Home/Work). See Chapter 4, Section 1 (Home Telephone) and Section 6 of this chapter.
- j. PEN, if other than the primary PEN of the joining unit. See Section 6, this chapter.

2. Information required by Chapter 7, Section 2, for any information known to have changed since the Marine was detached from the last duty station will be reported. Table 6-3 is provided as a checklist to aid the RU in determining which information should be reported based on individual circumstances. **The RU should refer to chapter 12 for audit requirements**

3. In some cases, there are other items that must be reported because of the type duty involved. For example, overseas units will report RTD for each Marine who is joined. These items are also listed in Table 6-3.

## 4. EXAMPLE ENTRIES:

a. Marine is joined by an I-I Staff in Orlando, Florida following transfer by Company A, Headquarters Battalion, and Headquarters Marine Corps:

LAST NAME	INITIALS	SSN	REMARKS
KUHNS	VM	987654321 HQBN HQMC  BILMOS 0151	JOIN MCC C13 DU HIST:FR CO A

MCTFSPRIUM 3AUG04

DEPN LOC ALL 09512|  
 STRT BAS 0001 ED 20000515|

b. Marine is joined by a unit at Quantico, VA and transferred by Company A, Headquarters Battalion, Headquarters Marine Corps:

LAST NAME INITIALS	SSN	REMARKS
GERBER GS	987654321 HQBN HQMC  BILMOS 1431	JOIN MCC 012 DU HIST:FR CO A

60206. TRANSFER BY SERVICE RECORDS (TTC 021)

1. Personnel who have been transferred by service records while hospitalized, confined, IHCA, or so directed, will be joined "for record purposes." The date of joining is one day after the transfer date or the date that was specified in the directive that required the join. If the Marine was transferred by service records but physically reports to the unit, report the gain per Chapter 3.

2. The joining entry will be prepared per the instructions contained in Figure 3-3. A HIST: statement will be included to report information necessary to explain the Marine's status. The following sample situations and the related entries are provided:

a. A Marine is transferred from one unit to another unit in a different MCC while hospitalized at the National Naval Medical Center, Bethesda, Maryland. The join entry would be reported as follows:

LAST NAME INITIALS	SSN	REMARKS
GUINEY E	987654321	20001024 JOIN MCC 011 FOREC HOSP OTHER MCC  HIST:MB NORVA WHILE SK NNMC BETHESDA MD

b. A Marine is being transferred from one unit to another (different MCC) while IHCA at Jersey City, New Jersey. The join entry would be reported as follows:

LAST NAME INITIALS	SSN	REMARKS
CLARK AL	987654321	20001024 JOIN MCC 012 FOREC IHCA OTHER MCC  HIST:FR MB NORVA WHILE IHCA JERSEY CITY NJ  INDIV LOC 00734

3. Other situations that the Marine will be joined for record purposes are specifically covered below

60207. HOSPITALIZED WHILE ENROUTE BETWEEN DUTY STATIONS (TTC 021)

1. When a Marine who is enroute between duty stations becomes hospitalized, the military activity or organization learning about the Marine's status will notify the command to which the Marine was ordered to report. This notification will be made by message, if possible, and will furnish all available information including the estimated duration of hospitalization. In cases where the hospitalization is for a short period of time and the Marine resumes a leave status, a join for record purposes is not required because the Marine will be able to report upon completion of the authorized leave period. Upon receipt of notification that the Marine will be unable to report, the command to which the Marine was ordered will report the event as follows:

## MCTFSPRIUM 3AUG04

2. If the "report-by-date" has not expired, join the Marine and include the appropriate information concerning the Marine's status.
3. Report all personal information that is known to have changed between the date of transfer and the date of joining.
4. If the notification of hospitalization is received after the Marine has been joined, correct the original join entry. The following example entry is provided but should not be considered as the exact structure to be used in all cases of hospitalization:

LAST NAME INITIALS	SSN	REMARKS
GRIGONIS WX	987654321	20001010 JOIN MCC F11 FOREC HOSP OTHER MCC  HIST:FR MB NAD HASTINGS NE ADMITTED NRMC GLAKES  INDIV LOC 08526

60208. DEATH EN ROUTE (TTC 021)

1. If a Marine dies while on leave or liberty away from the Marine's parent command or while en route between duty stations, the military activity or organization learning about the death will notify the Marine's parent command or command to which the Marine was ordered to report. If the Marine was on leave or liberty, and a command other than the parent command is directed to assume administrative responsibility, that command will report the join. If the Marine was en route between duty stations, the command to which the Marine was ordered will report the join.
2. Join the Marine as of the date of death and drop the Marine as having died on the same date. Refer to Chapter 10 for the instructions relating to drop entries in the event of death. The following **EXAMPLE** shows how the join and drop entries may be combined:

LAST NAME INITIALS	SSN	REMARKS
HUMPHREY JX	987654321	20001101 JOIN MCC 011 FOREC DIED HIST:FR 1STBN 8TH MAR 2DMARDIV CAMLEJ  20001101 DROP SDN 8221 8 RE 00 ED 20001101

60209. APPREHEND BY CIVIL OR MILITARY AUTH. BETWEEN DUTY STATIONS (TTC 021)

1. When civil or military authorities apprehend a Marine who is enroute between duty stations, the military activity or organization learning about the Marine's status will notify the command to which the Marine was ordered to report. This notification will be made by message, if possible, and will furnish all available information concerning the alleged offenses. Upon receipt of such notification, the command to which the Marine was ordered will report the event as follows:
2. If the "report-by-date" has not expired, join the Marine as indicated below:
  - a. Apprehended by Military Authorities. Join the Marine on the date the Marine was apprehended.
  - b. Apprehended by Civil Authorities. If the Marine is still confined by civil authorities on the "report-by-date," join the Marine on the "report-by-date" and report the Marine to IHCA on the "report-by-date." Time lost does not begin until the date the Marine was required to report to the gaining command.

## MCTFSPRIUM 3AUG04

3. Report all appropriate information concerning the Marine's status in a history statement.
4. Report all personal reporting information that is known to have changed between the date of transfer and the date of joining.
5. The following example is provided as a guide only: If the Marine is required to report NLT 2400 on 19981025, report the FOREC Join as of 19981025 and report IHCA as of 0001 ED 19981025.

LAST NAME	INITIALS	SSN	REMARKS
PORCHE	RX	987653321	20001025 JOIN MCC B54 FOREC IHCA OTHER MCC  HIST:FR HQBN HQMC  HIST:IHCA SINCE 2230 20001020 WHILE ON LV  20001025 IHCA SINCE 0001 ED 20001025  HIST:APRND CA CHGO GRAND THEFT AUTO

60210. FAIL TO REPORT (UA) (TTC 021)

1. When a Marine fails to report to a duty station or intermediate station for further transportation by the hour and date specified in competent orders and the whereabouts or the reason for the failure to report is unknown, the joining command will immediately make every effort to determine the reason for the Marine's failure to report. This will include contacting the transferring/temporary duty command to determine if the Marine was actually transferred or if the Marine's orders were canceled or modified or if the period of delay (leave) was extended. The Passenger Control Point will advise overseas commands when a Marine fails to report per port call instructions. After it has been determined that the Marine has in fact been transferred and has not reported to the joining or intermediate command by the hour and date specified, the Marine will be joined and reported as having commenced a period of unauthorized absence. Commanders of units having multiple RUC's, for example; stations, divisions, or wings, will designate a RUC to join Marines who fail to report.

a. Marines who reenlist in the Regular Marine Corps at a recruiting station, after a break in service, who fail to report to their initial duty station, are in a UA status. The major command to which the Marine is ordered to report will make every effort possible to determine the reason for the Marine's failure to report. Upon determining that competent orders had been issued and the whereabouts or the reason for the failure to report are unknown, the joining command will designate a RUC to join the Marine. In this case, the unit must report an INIT JOIN, and then report the Marine to UA as of the date the Marine was required to report.

b. When the reporting hour is 2359, or is not specified in the orders, the date of joining will be on the date after the Marine's last day of travel time. UA will commence at 0001 on the joining date.

c. When the reporting hour is other than 2359, the date of joining will be the last day of authorized travel time. UA will commence 1 minute after the designated hour for reporting on the joining date. When the absence is in excess of 24 hours, the Marine forfeits the last day of travel time.

d. When the Marine is declared a deserter, report proceed, delay, and travel time authorized in the PCSO by HIST: statement. When the information is not available, it will be expeditiously obtained from the detaching command.

2. The following example entries are provided.

# MCTFSPRIUM 3AUG04

a. The Marine was directed to report by 2359 on 31 October 2000:

LAST NAME INITIALS	SSN	REMARKS
LONDO LX	987654321	20001101 JOIN MCC 011 FOREC FAIL RPT  HIST:FR 1STBN 1STMAR 1STMARDIV   19981101 TO UA 0001  HIST:AWOL WHEN FAILED TO COMPLY WITH 1STMARDIV SO 94-98

b. The Marine was directed to report on 31 October 2000:

LAST NAME INITIALS	SSN	REMARKS
GREGG MX	987654321	20001101 JOIN MCC 011 FOREC FAIL RPT  HIST:FR 1STBN 1STMAR 1STMARDIV   20001101 TO UA 0001  HIST:AWOL WHEN FAILED TO COMPLY WITH 1STMARDIV SO 91-98

c. The Marine was directed to report by 1600 on 31 October 2000:

LAST NAME INITIALS	SSN	REMARKS
JOHNSTON CR	987654321	20001031 JOIN MCC 011 FOREC FAIL RPT  HIST:FR 1STBN 1STMAR 1STMARDIV   20001031 TO UA 1601  HIST:AWOL WHEN FAILED TO COMPLY WITH 1STMARDIV SO 92-98

3. Report the return FR UA per Chapter 7 when the Marine reports in person and assist the Marine in completing a travel claim for submission. Prepare a memorandum endorsement to the PCSO for submission to the FO indicating whether the period of absence is excused, as required by MCO P4650.37. The following is an example of a Marine transferred 31 August, authorized 4 days proceed, 26 days delay, and 5 days travel time, and ordered to report to the MCMCC, MCB, Camp Pendleton, CA, not later than 2400, 5 October for transportation to the 3d MARDIV for duty. The Marine reported to the MCMCC at 1600, 10 October, for transportation and reported to the 3d MARDIV at 0800, 13 October. The 3d MARDIV joined the Marine for record purposes on 6 October and reported the unauthorized absence as commencing at 0001, 6 October. One of the following UD entries would be reported:

a. UA excused: FR UA 1600 20001010 TO UA 20001006 ABS EXCUSED|

b. UA not excused: FR UA 1600 20001010 TO UA 20001006|HIST:FAILED TO REPORT  
BY 2400 20001005 TO MCB CAMPEN FOR GOVAIR TRANS AS DIRECTED  
BY PCSO|  
TL 20001006 TO 20001009|

60211. FOR FURTHER ASSIGNMENT OR TRANSFER (TTC 020/021)

1. Personnel who report to a Marine activity for further assignment or needing further transportation while enroute between permanent duty stations will be joined ONLY when one of the following conditions apply:

a. The Marine has been awaiting assignment or transportation in excess of 10 days.

MCTFSPRIUM 3AUG04

- b. The Marine is in a disciplinary status.
- c. The Marine has reported for reassignment following a period of hospitalization.
- d. The Marine has been hospitalized in excess of 10 days.

2. Personnel who report to a Marine activity for transportation in connection with leave while still joined to an overseas unit will not be joined. These personnel shall be ATTACHED only if the following conditions apply:

- a. The Marine has been awaiting transportation in excess of 10 days.
- b. The Marine has been hospitalized in excess of 10 days while awaiting transportation.

3. Whether or not a Marine is joined/attached, in this situation the endorsement to the Marine's orders must include all periods of time spent awaiting transportation.

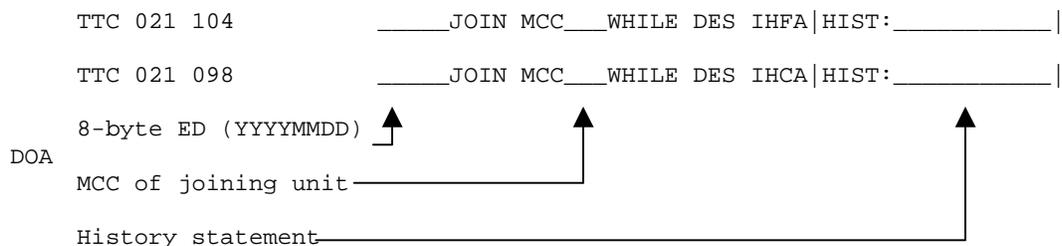
60212. DESERTION STATUS JOIN (TTC 021)

1. Entries to join personnel who are returning from a desertion status will be reported **based on the current status of the Marine** as shown below. In the case of personnel who entered into a desertion status while attached to another unit and are being returned to either the parent RU or the attached unit, only the parent unit can report the join from desertion. A join from desertion entry will automatically terminate a Marine's TAD and/or FAP status.

- a. Deserters who are being joined while still UA and are IHFA or IHCA.
- b. All other deserters will be joined.

2. Deserters who are IHFA/IHCA will be joined as of the **date they commenced the period of IHFA/IHCA**. Although the join statement will enable the RU to report information into the Marine's computer record, the computer record will show the Marine in an IHFA/IHCA status.

a. Report as follows:



b. Report a HIST: statement to reflect the following for IHCA/IHFA Desertion:

- (1) Information concerning the apprehension, surrender or delivery of the Marine.
- (2) Information concerning the IHCA/IHFA status of the Marine and any pending civil charges.
- (3) Information concerning the authority for joining the Marine while IHCA/IHFA.
- (4) The name of the unit from which the Marine is absent if the join is being reported by a command other than the Marines parent command.

c. At such time as the Marine is subsequently returned to military control, ensure the following information is submitted to update the Marine's computer record:

## MCTFSPRIUM 3AUG04

d. Report other information necessary to update the Marine's computer record; for example, billet MOS, strength category, duty status code, individual location or time lost. Report the correct statement from Figure 3-5 to join the Marine and **terminate the period of UA/desertion.**

2. If the Marine was issued orders to return to the command or to carry out transfer orders and fails to comply with stragglers orders, report the information concerning the failure to report in a HIST: statement and the following must be provided:

- a. Billet MOS. See Chapter 5, Section 9.
- b. Duty status code. See Chapter 4, Section 4.
- c. Strength category code. See Section 6, this chapter.
- d. Time lost. See Chapter 7.

e. If the Marine is married or was previously authorized BAH on behalf of his approved dependents, revalidate the Marines entitlement to previously approved entitlements and report the information per Chapter 5 of this Manual.

3. Report the termination of IHCA or IHFA and results of any civil charges that were resolved during the period of IHCA or IHFA. Reporting instructions on personnel who are to be reattached following a return from desertion are contained in Section 4, of this chapter.

**NOTE:** When a Marine returns to a full duty status from a period of absence determined to be time lost and the EAS/ECC has expired.

#### 4. EXAMPLE ENTRIES:

LAST NAME INITIALS	SSN	REMARKS
LADISHEFF PJ	987654321	20001024 JOIN MCC 910 WHILE DES IHCA  HIST:APRND BY CA AT 0807 ON 19981024 IN NEW ORLEANS GRAND THEFT AUTO AUTH CMC MSG 210804Z OCT 94
WAGNER A	987654321	20001024 JOIN MCC 011 FRDES 0840 DU

#### 60213. ERRONEOUS JOINS - CORRECTION PROCEDURES

1. Erroneous joins will be corrected per the following instructions:

a. If the Marine was properly joined but the date of joining was erroneous, report a delete/add to change the date of join. **DO NOT** resubmit all other statements originally submitted with the join. An example is shown below:

LAST NAME INITIALS	SSN	REMARKS
ACUFF BJ	987654321	DEL 19981012 JOIN MCC 010 DU  ADD 19981021 JOIN MCC 010 DU

b. If a Marine is joined that should not have been joined, the action required is to transfer the Marine to the proper command. **If the proper command cannot be determined, contact your MISSO for further assistance.**

2. If the original join statement contained an incorrect reason for which joined, the action required is to report the Marine's correct strength category code (see Section 6 of this chapter) and duty status (see Chapter 4, Section 4), as applicable.

## MCTFSPRIUM 3AUG04

60214. TRANSFERRED BY SERVICE RECORDS WHILE IN UA STATUS (TTC 020/021)

1. Personnel who have been transferred by service records while in an UA status will be joined while UA as shown below. The date of joining will be the day after the date of transfer or the date that was specified in the directive that required the join.

2. Report a JOIN WHILE UA statement followed by a HIST: statement identifying the unit from which the Marine is being joined and the time and date the UA commenced as follows:

3. EXAMPLE:

LAST NAME INITIALS	SSN	REMARKS
COUNSELLERTM	987654321	19991021 JOIN MCC 011 WHILE UA  HIST:JOIN FR UNDERWATER COMPANY 2D RECON BN 2DMARDIV UA COMMENCED 0731 19991016

4. At such time as the Marine enters a desertion status report the drop to desertion.

5. It should be noted that the computer will assign a "STRCAT 0" based on the JOIN WHILE UA statement, indicating that the Marine is chargeable against the strength of the command. If the DROP DCLDES is subsequently reported it will cause the Marine's computer record to be transferred to RUC 54980, MCC W96 and place that record in a nonchargeable status.

60215. OTHER MILITARY SERVICES/COUNTRIES AND CIVILIAN.(TTC 020/021)

1. Personnel of other military services of the Armed Forces of the United States and military personnel of other countries must be accounted for within MCTFS while they are serving with the Marine Corps. Civilian personnel attending formal school and civilians working with the UD system will be maintained in MCTFS. Commanding Officers are also authorized to maintain MCTFS records for other civilian employees of the command. Report TTC 020 007 (JOIN RUC\_\_MCC\_\_DU|) for active duty and TTC 020 048 (JOIN RUC\_\_MCC\_\_DU|) for reserves. See Section 5 of Chapter 10 for drop of non-Marine.

2. The following data items are maintained for personnel of other military services/countries and civilians attending formal schools and civilians working with the UD system:

a. **Name.** (Last name, first name, and a maximum of one middle initial.)

b. **Branch of Service.** (Component codes are used to indicate the branch of military service, country, or civilian status.)

c. **Identification Number.** (Social security number for all U.S. Armed Forces personnel and civilians.)

d. **Pay Grade.** Not used for civilians.

e. **RU Code and Monitored Command Code.**

f. **MOS.** (Refer to MCO P1080.20 for Navy NEC designators.)Chapter 5, Section 9  
**Formal Service Schools Information.** (Start school, school incompletion date, and school complete. Refer to Chapter 5, Section 10.)

3. In addition to the data items listed above, the following data elements are maintained on Navy personnel serving with the Marine Corps :

a. **MAGTF Designator.** Refer to Section 6, this chapter.

## MCTFSPRIUM 3AUG04

- b. **Civilian Education.** Refer to Chapter 5.
  - c. **Date Current AD Began.** Refer to Chapter 5.
  - d. **Date Current Tour Began.** Refer to Chapter 5.
  - e. **Total Number of Dependents.** Refer to Chapter 5.
  - f. **Duty Status.** Refer to Chapter 4.
  - g. **EAS.** Refer to Chapter 3.
  - h. **Individual Location.** Refer to Chapter 5.
  - i. **Marital Status.** Refer to Chapter 4.
  - j. **Race/Sex/Ethnic.** Refer to Chapter 4.
  - k. **Home Address.** See Chapter 5.
  - l. **Telephone Number (Home/Work).** See Chapter 4, Section 1, and Section 6, this chapter.
  - m. **Personnel Tempo Tracking.** Refer to Chapter 9 paragraph 91001.
  - n. **Operational Information.** Refer to Chapter 6 paragraph 60615.
4. Transactions provide the only source of information used to create the automated record for other military service personnel and civilians. A join entry creates the MCTFS record and a transfer entry removes the record from the system.
5. Entries for personnel of other military services/countries, civilians joined for reason of MCTFS, and civilians attending formal schools are prepared according to the same general procedures as for Marines. A detailed computer record is **NOT** maintained for personnel of other military services/countries and civilians. The instructions provided in this section to report joins, transfers, MOS, a change of grade, and formal service schools information are the complete instructions for these personnel with the exception of those listed in above paragraph for Navy personnel. Although component code and RUC/MCC are maintained in the automated record, these items are never reported individually. The inclusion of the component code in the identification number column of the UD provides this information for the individual.
6. The following procedures apply when preparing entries for these personnel:
- a. **The SSN will be preceded with the second character of the component code; for example '2N' (Navy) would be 'N123456789' or '2T' (Army) would be 'T123456789'. Refer to the MCO 1080.20 for list of component codes. The following codes apply to this paragraph;**  
**C - CIVILIANS; N - NAVY; R - MILITARY PERSONNEL OF OTHER COUNTRIES; T - ARMY; U - AIR FORCE;  
V - COAST GUARD**
  - b. **Correction Entries.** Due to the limited number of data items maintained for personnel of other services/countries and civilian personnel attending formal schools, it is not necessary to have specific correction entries. When the pay grade information in the record is erroneous, report the correct pay grade with the statement shown in Section 2 of this chapter.
  - c. **For personnel of other countries use their identification number and report it as a nine-byte number. If the identification numbers of personnel of other countries contain less than nine bytes, add sufficient leading zeros to make the number a nine-byte number; for example, R000001302.**

## MCTFSPRIUM 3AUG04

(1) DO NOT include any prefixes or suffixes such as 'RA' or 'AF'. When reporting the identification number of U.S. Army or Air Force personnel.

d. The following **EXAMPLES** show how the last name, initials, and SSN are recorded on the UD paper copy.

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
NAVYMAN	JX	N098765432	
ARMYMAN	XJ	T876543212	
USAFMAN	JJ	U765432123	

e. A join entry. Whenever a member of another service/country or civilian personnel attending formal schools begins serving with a RU or is assigned to a specific RU for administrative cognizance.

f. A complete join entry for personnel of other services/countries and civilian personnel attending formal schools requires additional items not generally needed when joining Marines. The join entry includes the following:

(1) The component code and identification number are entered and the UD system will direct entering the last name and initials.

(2) The join entry must be action dated if the date the individual began serving with the Marine Corps is earlier than the date of the UD.

(3) Following the join entry use the NAME entry followed by the individual's name recorded as follows:

(a) After the word NAME, enter the full last name, full first name (or initial if no first name) and if appropriate, one middle initial and name suffix, if any. This complete name must be reported to provide complete identification of the individual because only last name and initials are reported for the UD system to operate.

(b) No punctuation is used.

(c) There is one space between each name, initial and/or Cadency Code.

(4) With the exception of civilian personnel attending formal schools, every join entry must contain an action statement to report the pay grade of the individual. Pay grade is reported by the two-character code equivalent to the officer or enlisted pay grade; for example E9 to represent a SgtMaj/MCPO, O4 to represent the officer grade equivalent to Maj/LCDR.

(5) When Navy personnel are joined, the data elements listed in Section 2 of this chapter will be included with the join entry if available. **EXAMPLE** join entry is shown below:

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
NAVYMAN	JX	N987654321	JOIN RUC 54031 MCC 800 DU  NAME NAVYMAN JOHN X PAY GRADE E7  PRIMARY MOS 0193  EAS 19980923 CURR ACDU 19751002 CIV EDUC 12L 99  RACE C SEX M NUMBER DEPN 04

## MCTFSPRIUM 3AUG04

7. The Training Category Pay Group code of 'S' has been established for the reserve component codes listed below.

### Reserve Component Codes:

4N - Navy Reservist.  
4T - Army Reservist.  
4U - Air Force Reservist.  
4V - Coast Guard Reservist  
4C - Civilian.  
4R - Foreign Country Reservist.  
4A - Army National Guard.  
4G - Air National Guard.

8. TTC 020 048 (JOIN DU|) will accommodate the join to a reserve unit of civilians, other service personnel and members from another country. The following scenarios have been taken into consideration:

a. If the civilian, other service personnel or member of another country has no record on file, a skeleton record will be built. Ensure that TTC 238 NAME is input with the same action date as the JOINING entry. A skeleton record will be zeros if the first name is not reported.

b. If the civilian, other service personnel or member of another country is joined to a reserve unit, another reserve unit may join them to their reserve unit.

c. If the civilian, other service personnel or member of another country is in a drop status from an active duty unit the member can be joined to a reserve unit.

d. If the civilian, other service personnel or member of another country is currently a member of an active duty unit the transaction will fail with the following error message: "ACTIVE DUTY UNIT MUST DROP NON MARINE PRIOR TO RESERVE JOIN."

60216. JOINING THE RESERVE ESTABLISHMENT FOR THE FIRST TIME (TTC 022)

1. The majority of reservists entering the Reserve Establishment for the first time enter by enlistment into the Reserve Special Enlistment Program, upon release from AD from the Regular Marine Corps, with obligated service remaining, or resign a Regular commission and accept a Reserve commission. Reservists entering the Reserve through these channels will be retained in MCTFS automatically.

2. The categories of personnel listed below will be joined using the initial join statement per the instructions contained in Table 6-4:

a. Personnel who enlisted into the Reserve Special Enlistment Program who will participate in IDT prior to assignment to IADT (Training Pay Category 'P') and enlistees in the ROTP to include PLCs.

b. Personnel who reenlist into the Reserve Establishment after having completed their military obligation, (i.e., broken or continuous reenlistment).

c. Former military officers who have been reappointed in the Marine Corps Reserve.

3. Information:

a. A reserve accession (ECCO) must be submitted per Chapter 3 prior to reporting the initial join.

b. Care must be taken to ensure that the INIT JOIN is properly reported.

## MCTFSPRIUM 3AUG04

c. Below is an example of an initial join awaiting IADT entry prepared per Table 6-4.

d. Refer to Figure 6-5 for determination of additional information, which must be reported with the join based on individual circumstances.

4. In addition to reporting the initial join, the RU should refer to chapter 12 for audit requirements.

5. The type of the initial join is determined by the criteria in Table 6-4. Use the appropriate statement to report the initial join:

TTC 022 050	INIT JOIN AWTG IADT PAY
TTC 022 052	INIT JOIN REENL____YRS
TTC 022 053	INIT JOIN IRR REENL____YRS
TTC 022 054	INIT JOIN IRR PART ROTP
TTC 022 057	INIT JOIN IRR RECOM

**NOTE:** When TTC 022 050 is reported, the system will verify that a Training Category Pay Group 'P' is resident on the Member's record or the transaction will fail.

6. **EXAMPLE** initial join entry:

LAST NAME INITIALS	SSN	REMARKS
MASTERS G	234543213	20000507 INIT JOIN AWTG IADT PAY  STATE CODE 29  EXEMPT FOR TAX M02  STRT BAH W ED 20000507  HOME ADDRESS, 9821 HOLMES RD KANSAS CITY, MO 64131  BILMOS 9900  (CATEGORY 'P' JOINS ONLY)

**NOTE:** All Marines with the exception of those members of the Category 'P' Program will be a billet MOS for the T/O billet currently assigned even if the number of Marines to the billet is in excess of the billets authorized for that line.

60217. RESERVE PERSONNEL JOINING AN SMCR UNIT (TTC 020)

1. When a reservist reports to an SMCR unit, the unit will report a join entry as required by Table 6-5. This action, along with the requirements of Figure 6-1, will update the MCTFS record and reflect the correct status.

2. The categories of personnel listed below will be joined using a join statement:

- a. Marines released from a period of AD in excess of 30 days.
- b. Marines transferred from the IRR or Standby Reserve status.
- c. Marines transferred from another SMCR unit.
- d. Marines from the Retired Reserve.

**NOTE:** Prior to joining a Marine who was previously on the AR Program, **ensure the reserve record status is '2' in MCTFS.** If the record status is incorrect submit a message to MISSO-

## MCTFSPRIUM 3AUG04

17 requesting a change. Once the record status has been updated, report the appropriate join from RELACDU (TTC 020 078, 020 080, or 020 145).

3. All joins will include the following information:

- a. Date of joining. An action date is required when the date of joining is different than the date of the UD. Do not future date.
- b. MOBMCC. See Chapter 11.
- c. Billet MOS. See Chapter 5, Section 9.
- d. Table of Organization (T/O) Number. See Chapter 4, Section 8.
- e. Table of Manpower Requirements (T/MR)-Table of Organization (T/O) Line Number. See Chapter 4, Section 8.
- f. Home Address. See Chapter 5, Section 3.
- g. Telephone Number (Home/Work). See Chapter 4, Section 1 (Home phone) and Section 6 of this chapter (Work phone).
- h. RU from which the Marine is being joined, as a history statement.

4. The joining SMCR unit will use the following considerations and guidance:

- a. Upon transfer from one unit to another, the reservist must report to the new unit within 15 days of the date designated in the orders. If the reservist has not reported or cannot be located by the end of the 15 days, the unit the reservist was ordered to will report a join, and subsequently transfer the reservist back to the former unit at least one day after the join entry, per Table 6-3. **All** Join entries **must** be reported at least 1 day after the former RUC transfer entry. Refer to MCO P1001R.1 for the Marine Corps' policy on Marines who fail to report.
- b. When reporting the join of a reservist first determine the applicable type of join from those listed under the column TYPE JOIN in Table 6-5. After determining the type of join, report those supporting UD entries required for the reported join entry per Table 6-4. The SMCR unit will establish strict controls to ensure that reservists are properly joined on the rolls of the unit before permitting them to perform IDT.
- c. A reservist cannot be joined prior to their DOE, PEBD, or DEAF.
- d. In addition to reporting the join, the RU should refer to chapter 12 for audit requirements.

5. To report a join into the SMCR:

- a. The join date must be the day after the transfer date for SMCR transfers.
- b. A join from AD statement will not post unless the AD unit has reported the drop. The ED of the join from AD must be one day after the date of drop from AD.

TTC/SEQ	ENGLISH DESCRIPTION
020 060	JOIN DU FR RELACDU IMA REQ _____
020 062	JOIN DU FR IRR IMA REQ _____
020 065	JOIN DU FR RET IMA REQ _____
020 125	JOIN DU FR ACTIVE DUTY IMA REQ
020 142	JOIN DU FR IADT IDT REQ 48
020 143	JOIN DU FR ACTIVE DUTY IDT REQ 48

MCTFSPRIUM 3AUG04

```
020 144 JOIN DU FR RET IDT REQ 48|
020 145 JOIN DU FR RELACDU IDT REQ 48|
020 147 JOIN DU FR IRR IDT REQ 48|
020 153 JOIN DU FR SMCR IMA REQ____|
020 155 JOIN DU FR IMA IDT REQ 48|
```

Type of join statement  
is determined by criteria  
in Table 6-5



6. Erroneous joins will be corrected per Chapter 2, Section 2. If a member was accessed erroneously (i.e., fraudulent enlistment which has not been waived or member has more than one SSN in the MCTFS), the RU will provide MISSO-17 the necessary details to correct the discrepancy.

60218. JOINING THE IRR (MOBCOM ONLY) (TTC 020)

1. Normally, the member's MCTFS record will be resident on the CMF. In this case, a join entry will be system generated for Marines being released from AD with a Reserve obligation. In all other cases, the CG, MOBCOM needs to report a join entry. In cases where there is no record on MCTFS, action must be initiated to place the record on the CMF. When a record is not contained on the file, the CG MOBCOM will take appropriate action per this chapter.

2. Upon receipt of the Service Record indicating a change in status (i.e., transfer to IRR), report the join to the IRR using the appropriate statement and instructions contained in Table 6-6.

a. The join date must be the day after the transfer date.

b. Upon successful completion of a join to the IRR (Training Pay Category 'H') reservists will automatically be assigned a MOBMC in MCTFS.

```
020 081 _____JOIN IRR FR ASL AGR____YRS ADT REQ 30|
020 083 _____JOIN IRR FR ASL AGR____YRS ADT REQ 00|
020 084 _____JOIN IRR FR ISL AGR____YRS ADT REQ 30|
020 086 _____JOIN IRR FR ISL AGR____YRS ADT REQ 00|
020 075 _____JOIN IRR FR MTU ADT REQ 30|
020 077 _____JOIN IRR FR MTU ADT REQ 00|
020 078 _____JOIN IRR FR RELACDU ADT REQ 30|
020 080 _____JOIN IRR FR RELACDU ADT REQ 00|
020 087 _____JOIN IRR FR RET AGR____YRS ADT REQ 30|
020 089 _____JOIN IRR FR RET AGR____YRS ADT REQ 00|
020 072 _____JOIN IRR FR SMCR ADT REQ 30|
020 074 _____JOIN IRR FR SMCR ADT REQ 00|
020 127 _____JOIN IRR FR ACTIVE DUTY ADT REQ 00|
020 129 _____JOIN IRR FR ACTIVE DUTY ADT REQ 30|
020 161 _____JOIN IRR FROM NAV ACAD/NROTC|
020 157 _____JOIN LAWYER FR IRR ADT REQ 00|
020 158 _____JOIN LAWYER FR ACDU/OCS ADT REQ 00|
020 159 _____JOIN LAWYER FR SMCR ADT REQ 00|
020 160 _____JOIN IRR FR LAWYER RUC|
020 162 _____JOIN RUC 86974 MCC HAB NAV ACAD/NROTC FR IRR
```

8-byte ED (YYYYMMDD)  
of join



3. Personnel in the following categories will be joined into the IRR:

a. Personnel who have previously qualified for and been assigned to the IRR including reservists who have not completed their MSO.

# MCTFSPRIUM 3AUG04

b. Reservists who are subject to mandatory participation status due to the provisions of 10 U.S.C. 270.

c. Reservists who are being rejoined from officer training.

d. Obligors who have completed a total of 2 years AD or ADT who are considered fully trained personnel.

e. Obligors who have been approved for transfer to the IRR by COMMARFORRES.

f. Officers who receive a reserve commission.

4. To join personnel from the IRR to the Naval Academy, RUC 86974 (ROTC) will report as follows:

```
TTC 020 162      ___JOIN RUC 86974 MCC HAB NAV ACAD/NROTC FR IRR
8-byte date      ^
of join (YYYYMMDD)  |
```

60219. JOINING MOBILIZATION TRAINING UNIT (MTU) (MOBCOM ONLY) (TTC 020).

1. For a member of the IRR/SMCR who requests to join an MTU RUC and has approval from competent authority (CG MOBCOM).

a. A reservist cannot be joined into a new unit with a date prior to or on the date of transfer from the previous unit. The join date must be the day after the transfer date.

b. For a member of the IRR/SMCR who has requested to join an MTU and has approval from competent authority, the member must first be transferred to the IRR per Section 5, this chapter, joined to the IRR using Table 6-6, and subsequently joined to the MTU utilizing the statement in this paragraph. Additionally, the join into the IRR and transfer to the MTU will be dated the same day. Report as follows:

```
TTC 020 150      JOIN MTU RUC_____|
5-byte MTU RUC  _____^
```

2. To report a join from one MTU RUC to another MTU RUC:

```
TTC 020 141      JOIN MTU RUC_____|FR MTU|
New MTU RUC  _____^
```

3. To report a join of an MTU member from TEMACDU as follows:

a. A reservist cannot be joined into a new unit with a date prior to or on the date of transfer from the previous unit. The join date must be the day after the transfer date.

b. An MTU member returning from Active Duty need not be joined to the IRR. The MTU RUC can join the member directly to the MTU. Report as follows:

```
TTC 020 156      _____JOIN MTU FR ACTIVE DUTY ADT REQ 00|
8-byte ED (YYYYMMDD) ^
```

4. Personnel who are dropped from any Service Academy/ROTC program with an existing Marine Corps commitment will be joined back to the IRR by utilizing the below statement. Active duty Marines will be transferred by MOBCOM back to active duty per the instructions contained

## MCTFSPRIUM 3AUG04

in Section 5 of this chapter. Previous members of the SMCR can be joined from the IRR after the below transaction is reported.

TTC 020 161 \_\_\_\_\_ JOIN IRR FROM NAV ACAD/NROTC|

8-byte DOA (YYYYMMDD)  

5. PLC Lawyer. Reserve RUC 88874 has been created and will be maintained by Marine Corps Recruiting Command (MCRC), for PLC Lawyers who go to law school and perform periods of active duty before they are ordered to TBS.

60220. JOINING THE ASL, STANDBY RESERVE (MOBCOM ONLY) (TTC 020)

1. Upon receipt of the appropriate source document indicating the change in status (i.e., transfer to Standby Reserve), the CG MOBCOM will join the reservist into the ASL, Standby Reserve with the appropriate statement:

```
020 091 JOIN STANDBY ASL FR SMCR|
020 092 JOIN STANDBY ASL FR MTU|
020 093 JOIN STANDBY ASL FR IRR|
020 094 JOIN STANDBY ASL FR RELACDU|
020 095 JOIN STANDBY ASL FR ISL|
020 096 JOIN STANDBY ASL FR RET|
020 131 JOIN STANDBY ASL FR ACTIVE DUTY|
```

2. Personnel in the following categories will be joined into the ASL, Standby Reserve:

a. Reservists temporarily assigned to the ASL, Standby Reserve for hardship or other valid reason, who intend to return to the Ready Reserve.

b. Reservists, other than members of Congress and key Federal employees, who have not fulfilled their MSO.

3. Members of Congress and other key Federal employees as defined in MCO P1001R.1, who volunteer and are approved for assignment to the ASL, Standby Reserve status must be joined using the appropriate statement :

```
020 097 JOIN STANDBY KFED EMPL FR SMCR|
020 098 JOIN STANDBY KFED EMPL FR MTU|
020 099 JOIN STANDBY KFED EMPL FR IRR|
020 100 JOIN STANDBY KFED EMPL FR RELACDU|
020 101 JOIN STANDBY KFED EMPL FR ISL|
020 102 JOIN STANDBY KFED EMPL FR RET|
020 130 JOIN STANDBY KFED EMPL FR ACTIVE DUTY|
```

60221. JOINING THE ISL, STANDBY RESERVE (MOBCOM ONLY) (TTC 020)

Upon receipt of the appropriate source document indicating the change in status (i.e., transfer to ISL, Standby Reserve), the CG MOBCOM will join the reservist into the ISL, Standby Reserve with the appropriate statement :

```
020 103 JOIN STANDBY ISL FR SMCR|
020 104 JOIN STANDBY ISL FR MTU|
020 105 JOIN STANDBY ISL FR IRR|
020 106 JOIN STANDBY ISL FR ASL|
020 107 JOIN STANDBY ISL FR RELACDU|
020 108 JOIN STANDBY ISL FR RET|
```

60222. PLC, OFFICER CANDIDATE COURSE (OCS) PROGRAM (TTC 022 002/012)



# MCTFSPRIUM 3AUG04

Action date must be \_\_\_\_\_  
ED of original drop \_\_\_\_\_

Date joined present unit \_\_\_\_\_  
UD number which reported the drop \_\_\_\_\_  
and reason for erroneous entry. \_\_\_\_\_  
DOA of correct drop statement \_\_\_\_\_

## 60225. JOIN TRANSFERRED ERRONEOUSLY (TTC 369)

1. If a Reserve Marine is transferred to Active Duty (more than 30 days), or mobilized and should not have been, this transaction will reestablish the record as it was before the erroneous transfer. This includes pay remarks as well as fields within the record. The AD unit must not have joined the Member prior to reporting this entry and the RU must be a Reserve RU or this entry will fail.

2. When a Marine has been transferred to AD erroneously use the following statement to report a JOIN TR ERRON:

TTC 369 003 \_\_\_\_\_JOIN TR ERRON|(Reserve Only)

8-byte DOA (YYYYMMDD) \_\_\_\_\_↑

**NOTE:** If a reservist is granted a **delay or deferment** to his mobilization, the individual will not be initially joined, the transferring command will report TTC 369 003 JOIN TR ERRON and TTC 099 001 MOB STAT MOBEDA with the Mobilization Status Code that best describes the reason for the delay and the appropriate date in the future that the individual is expected to carry out the mobilization orders. If a reservist is granted an **exemption**, there is no need to report a date. If previously transferred, the transferring command will report TTC 369 003 JOIN TR ERRON and then report TTC 099 000 MOB STAT.

## 60226. FMCR JOINS. (TTC 020)

1. When an enlisted member on AD transfers to the FMCR after having completed the AD requirements for retirement, a computer record will be maintained in the CMF.

2. These records will be maintained by the CMC (MMSR) for purposes of mobilization in case of a national emergency.

3. No pay remarks will be maintained in MCTFS for these personnel. Their pay will be processed by the DFAS-CL.

4. Normally, a system-generated join to the FMCR will be processed when the Marine's retirement is reported in the MCTFS.

5. If the system generated join to the FMCR does not occur, report the following:

TTC 020 109 JOIN FLEET|

**NOTE:** If the record is not on the CMF, CMC (MMSR) will use the retiree ECCO process to place the record in the MCTFS.

## 60227. RETIRED RESERVE PERSONNEL (TTC 020)

1. When a member of the Reserve Establishment fulfills the requirements for retirement, a computer record will be maintained in MCTFS in the same manner as for members of the IRR, FMCR, and Standby Reserve.

2. Title 10 U.S.C. 675, states that a member of the Retired Reserve may, if qualified, be ordered to AD without giving consent. It is through these requirements that members of the Retired Reserve are considered mobilization assets and will be used as total Reserve force manpower for both RCCPDS and mobilization reporting.

MCTFSPRIUM 3AUG04

3. No pay information will be maintained on the MCTFS record for the Retired Reserve. All pay information will be maintained by the DFAS-CL.

4. The CMC (MMSR) is required to join a member of the Retired Reserve to the appropriate status within MCTFS based on the category of retirement.

5. Listed below are categories of the Retired Reserve that must be maintained in the MCTFS with the appropriate UD statements to be reported:

a. All officer/enlisted members of the Retired Reserve who are qualified for retirement through Reserve service and who are eligible for retirement pay at age 60. Upon commencement of retired pay at age 60, these members will have **their training/pay category code changed to 'W' or 'X'**, based on which category they fall under for retirement.

TTC/SEQ	ENGLISH DESCRIPTION
020 114	JOIN RETIRED ELIG AGE 60 FR SMCR
020 115	JOIN RETIRED ELIG AGE 60 FR IRR
020 116	JOIN RETIRED ELIG AGE 60 FR ASL
020 117	JOIN RETIRED ELIG AGE 60 FR ISL
020 137	JOIN RETIRED ELIG AGE 60 FR MTU

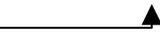
b. All officer/enlisted members of the **Retired Reserve who are retired without pay and are not eligible for pay at age 60**. Individuals in this category are known as Honorary Retirees. This group consists of members who have an approved request per MCO P1900.16. These members will be assigned a training/pay category code 'Z' (not currently in use).

TTC/SEQ	ENGLISH DESCRIPTION
020 118	JOIN RETIRED NOT ELIG FR SMCR
020 119	JOIN RETIRED NOT ELIG FR IRR
020 120	JOIN RETIRED NOT ELIG FR ASL
020 121	JOIN RETIRED NOT ELIG FR ISL
020 138	JOIN RETIRED NOT ELIG FR MTU

60228. RESERVE RETIREES RECALLED (TTC 020 132/133)

Reserve Retirees may be reported back to Reserve Retiree status after being recalled (paid and nonpaid). This Drop/Auto Join process will put their records back into a Reserve Retiree status, vice a Regular Retiree status, in MCTFS. These join transactions will automatically be built in the cycle immediately following the processing of TTC 378 000.

020 132	JOIN RUC _____ MCC RET RESERVE RETIRED PAY FR RECALL
020 133	JOIN RUC _____ MCC RET RESERVE RETIRED NONPAY FR RECALL

5-byte RUC 

60229. RETIREE REPORTING (TTC 218/020)

1. All Active component officer retirees, Reserve component retirees with 20 or more years active service, and enlisted personnel who retire or transfer to the FMCR will be maintained

## MCTFSPRIUM 3AUG04

in MCTFS. This will ensure that all necessary mobilization data is available at all times. All retiree automated records will be maintained by the CMC (MMSR). Report as follows:

```

TTC 218 000      RETIRED DATE_____ |
                8-byte ED (YYYYMMDD) of retirement  ↑
or
TTC 218 002      FMCR DATE_____ |
                8-byte ED (YYYYMMDD) transfer FMCR  ↑
or
TTC 218 003      FAN_____ |
                2-byte (functional account          ↑
                number) numeric code                |
or
TTC 218 005      RETIRED CAT CODE_____ |
                1-byte numeric code                ↑
or
TTC 020 122      JOIN RETIRED REG USMC_____ |
                8-byte ED (YYYYMMDD) join from AD  ↑
    
```

2. Normally the member will automatically be joined in MCTFS to the retired RUC. When the record is not automatically joined, the CMC (MMSR) will report TTC 020 122 JOIN RETIRED REG USMC.

3. The following will allow CMC (MMSR) to join Marines to the disability retired list:

```

020 123      _____JOIN PDRL| (Permanent Disability Retired List)
020 124      _____JOIN TDRL| (Temporary Disability Retired List)
8-byte ED
(YYYYMMDD) of join  ↑
    
```

# MCTFSPRIUM 3AUG04

```

020 022      _____JOIN MCC__TEM ADMINDISCP|
020 023      _____JOIN MCC__TEM ADMINDISCP ON IADT|
020 024      _____JOIN MCC__TEM CNFT ATLGCM|
020 025      _____JOIN MCC__TEM CNFT ATLGCM ON IADT|
020 026      _____JOIN MCC__TEM DU|
020 027      _____JOIN MCC__TEM DU ON IADT|
020 028      _____JOIN MCC__TEM FFT OTHER MCC|
020 029      _____JOIN MCC__TEM FFT OTHER MCC ON IADT|
020 030      _____JOIN MCC__TEM FMF AVN REPL|
020 031      _____JOIN MCC__TEM FMF GND REPL|
020 032      _____JOIN MCC__TEM GCM|
020 033      _____JOIN MCC__TEM GCM ON IADT|
020 034      _____JOIN MCC__TEM GCM TLPALW|
020 035      _____JOIN MCC__TEM GCM TLPALW ON IADT|
020 036      _____JOIN MCC__TEM HOSP BC|
020 037      _____JOIN MCC__TEM HOSP BC ON IADT|
020 038      _____JOIN MCC__TEM HOSP FR CBT UNIT|
020 039      _____JOIN MCC__TEM HOSP FR CBT UNIT ON IADT|
020 040      _____JOIN MCC__TEM HOSP OTHER MCC|
020 041      _____JOIN MCC__TEM HOSP OTHER MCC ON IADT|
020 042      _____JOIN MCC__TEM OTHER|
020 043      _____JOIN MCC__TEM SEP OTHER MCC|
020 044      _____JOIN MCC__TEM SEP OTHER MCC ON IADT|
020 046      _____JOIN MCC__TEMAVN REPL ON IADT|
020 047      _____JOIN MCC__TEM      GND REPL ON IADT|
021 082      _____JOIN MCC__TEM AVN ENTLEVEL STUD|
021 083      _____JOIN MCC__TEM AVN STUD|
021 084      _____JOIN MCC__TEM AVNTRG|
021 085      _____JOIN MCC__TEM AVNTRNG|
021 086      _____JOIN MCC__TEM AWTG ASG CMC|
021 087      _____JOIN MCC__TEM AWTG ASG CMC ON IADT|
021 088      _____JOIN MCC__TEM AWTG PEB|
021 089      _____JOIN MCC__TEM AWTG PEB ON IADT|
021 090      _____JOIN MCC__TEM AWTG TRANS OTHER MCC|
021 091      _____JOIN MCC__TEM AWTG TRANS OTHER MCC ON IADT|
021 092      _____JOIN MCC__TEM GND ENTLEVEL STUD|
021 093      _____JOIN MCC__TEM GND STUD|
021 094      _____JOIN MCC__TEM INSTR|HIST:

```

8-byte ED  
(YYYYMMDD)\_\_\_\_\_

MCC to which Marine is  
assigned. If none is  
assigned enter MCC of  
the RU \_\_\_\_\_  
HIST: Title of unit from which  
joined \_\_\_\_\_

FIGURE 6-1--JOIN FOR TEMPORARY DUTY

MCTFSPRIUM 3AUG04

# MCTFSPRIUM 3AUG04

## CIVILIAN REPORTABLE TRANSACTIONS

461 000 - 001 ATT TERM|  
107 000 - 001 FR TAD|  
402 000 ITD|  
020 007 JOIN RUC \_\_\_\_ MCC \_\_\_\_ FOR DU|  
350 000 ENROLL MCI CRS\_\_\_\_|  
351 003 ADMIN DEL MCI CRS\_\_\_\_|  
352 000 MCI CRS\_\_\_\_COMPL SCORE\_\_\_\_|  
170 000 MCC\_\_\_\_|  
238 000 NAME \_\_\_\_\_|  
499 003 BILLET DESC \_\_\_\_\_|  
499 004 T/MR T/O LINE NR \_\_\_\_|  
499 018 BLOOD TYPE \_\_\_\_|  
499 021 T/O \_\_\_\_|  
470 000 FOR RUC \_\_\_\_ COMPANY CODE\_\_\_\_ PLATOON CODE \_\_\_\_ WORK STATION\_\_\_\_|  
499 024 HOME TELEPHONE NUMBER\_\_\_\_|  
499 025 HOME ADDRESS\_\_\_\_|  
499 026 HOME ADDRESS with Mailing Condition '2'\_\_\_\_|  
499 028 WORK TELEPHONE NUMBER\_\_\_\_|  
499 029 MAGTF DESIGNATOR DELETE|  
499 030 MAGTF DESIGNATOR\_\_\_\_|

FIGURE 6-2--CIVILIAN REPORTABLE TRANSACTIONS

## MCTFSPRIUM 3AUG04

ONCE JOIN HAS PROCESSED, REPORT THE FOLLOWING TTCS AS REQUIRED.

REFER TO CHAPTER 12 FOR AUDIT PROCEDURES.

WHEN THE JOIN IS DUE TO -	INITIAL ENTRY INTO USMCR	RELACDU (EXCLUDE IADT MANDATORY PARTICIPANTS)	BROKEN REENL/ REAPPOINTMENT INTO USMCR/FMCR
ACIP (officers) data elements to include OSD, ASED, GATES, OPFLY TIME			X
BAH	X		X
DEAF	X		X
EOS			X
Home Address	X	X	X
MOS			
MOBMCC (if other than unit's)	X	X	X
Dependent Information			X
PEBD			X
PEN (if other than unit's)	X	X	X
SGLI if other than \$200,000 coverage (report for SMCR, MTU, IMAs only)			X
School (service/college)			X
Fed Tax Plan-Exempt For Tax and State Tax (report for SMCR, MTU, and IMAs only)	X		X
BILMOS	X	X	X
Pension Status			
Current Source Code			X
State Code	X	X	X
Cumulative LSL			X
MGIB-R Eligibility Data			X
Source of Initial Entry			X

Figure 6-3---JOINS - OTHER REPORTING REQUIREMENTS

# MCTFSPRIUM 3AUG04

```

021 037      _____JOIN MCC__FRDES__ADMINDISCP|
021 038      _____JOIN MCC__FRDES__AVN ENTLEVEL STUD____|
021 039      _____JOIN MCC__FRDES__AVN STUD____|
021 040      _____JOIN MCC__FRDES__AVNTRNG|
021 041      _____JOIN MCC__FRDES__AWTG ASG CMC|
021 042      _____JOIN MCC__FRDES__AWTG PEB|
021 043      _____JOIN MCC__FRDES__AWTG TRANS OTHER MCC|
021 044      _____JOIN MCC__FRDES__CLEM|
021 045      _____JOIN MCC__FRDES__CNFT ATLGCM|
021 046      _____JOIN MCC__FRDES__DU|
021 047      _____JOIN MCC__FRDES__FFT OTHER MCC|
021 048      _____JOIN MCC__FRDES__AVN REPL|
021 049      _____JOIN MCC__FRDES__GND REPL|
021 050      _____JOIN MCC__FRDES__GCM|
021 051      _____JOIN MCC__FRDES__GCM TLPALW|
021 052      _____JOIN MCC__FRDES__GND ENTLEVEL STUD____|
021 053      _____JOIN MCC__FRDES__GND STUD____|
021 054      _____JOIN MCC__FRDES__HOSP BC|
021 055      _____JOIN MCC__FRDES__HOSP FR CBT UNIT|
021 056      _____JOIN MCC__FRDES__HOSP OTHER MCC|
021 057      _____JOIN MCC__FRDES__OTHER|
021 058      _____JOIN MCC__FRDES__RECRUIT|
021 059      _____JOIN MCC__FRDES__RESPROG AVN|
021 060      _____JOIN MCC__FRDES__RESPROG GND|
021 061      _____JOIN MCC__FRDES__SEP OTHER MCC|
021 062      _____JOIN MCC__FRDES__TEM ADMINDISCP|
021 063      _____JOIN MCC__FRDES__TEM APL LV|
021 064      _____JOIN MCC__FRDES__TEM AVN ENTLEVEL STUD____|
021 065      _____JOIN MCC__FRDES__TEM AVN STUD____|
021 066      _____JOIN MCC__FRDES__TEM AVNTRNG|
021 067      _____JOIN MCC__FRDES__TEM GND ENTLEVEL STUD____|
021 068      _____JOIN MCC__FRDES__TEM GND STUD____|
021 069      _____JOIN MCC__FRDES__TEM INSTR|
021 070      _____JOIN MCC__FRDES__TEM RESPROG AVN|
021 071      _____JOIN MCC__FRDES__TEM RESPROG GND|
021 099      _____JOIN MCC__FRDES__INSTR|

```

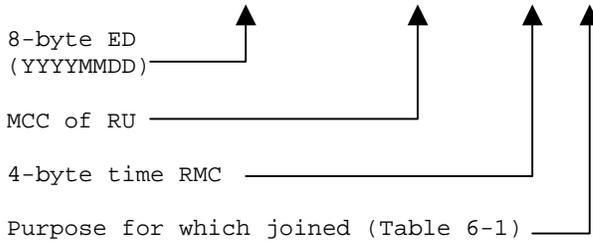


Figure 6-4--Join From Desertion TTC and Entry Listing.

MCTFSPRIUM 3AUG04

TABLE 6-1--REASON FOR WHICH JOINED/STRENGTH CATEGORY CODE				
	A	B	C	D
R U L E	If the Marine is being joined	report the following statement to reflect the reason for which joined	the computer will assign the following strength category code based on the statement reported	TTC
1	is an enlisted reservist on initial AD for training (IADT). This applies to all reasons for which joined. "ON IADT" is added to statements to identify reservists on IADT. Applies to all rules except 2, 8, 9, 10, 11, 13 and 18	_____ON IADT	A	See TTC list
2	for the purpose of attending a Federal Academy (see MCO 1306.17.)	ATTEND FED ACAD	A	020 002
3	as an aviation trainee	AVNTRNG	A	020 003
4	for predeployment training as an overseas FMF ground replacement. (NOTE 1)	FMFGND REPL	A	021 015
5	for predeployment training as an overseas FMF aviation replacement. (NOTE 1)	FMFAVN REPL	A	021 013
6	for instruction in an entry-level formal school (ground MOS only). (Notes 2 and 3) (Use only for FORMAL SCHOOL STUDENTS)	GND ENTLEVEL STUD_____  School code _____↑	A	021 073
7	for instruction in an entry level formal school (aviation MOS only) (Use for FORMAL SCHOOL STUDENTS.)	ANV ENTLEVEL STUD_____  School code _____↑	A	021 002

MCTFSPRIUM 3AUG04

TABLE 6-1 CONTINUED--REASON FOR WHICH JOINED/STRENGTH CATEGORY CODE				
	A	B	C	D
R U L E	If the Marine is being joined	report the following statement to reflect the reason for which joined	the computer will assign the following strength category code based on the statement reported	TTC
8	as a ground student other than rule 6. (NOTES 2 and 3) (Use only for FORMAL SCHOOL STUDENTS)	GND STUD_____   School code _____ ↑	A	021 075
9	as an aviation student other than rule 7. (NOTES 2 and 3) (Use only for FORMAL SCHOOL STUDENTS)	AVN STUD_____   School code _____ ↑	A	021 005
10	for duty with the Reserve Program and is assigned to a ground billet (AR)	RESPROG GND	0	021 081
11	for duty with the Reserve Program and is assigned to an aviation billet (AR)	RESPROG AVN	0	021 080
12	for duty in a billet that serves the overall mission of the command to include on-the-job training/managed on-the-job training (OJT/MOJT), except MOJT for MOS 3051. Also includes personnel joined for the field skill training program	DU	0	020 007
13	for duty as a formal school instructor	INSTR	2	021 079
14	Confined awaiting trial by general court-martial	CNFT ATLGCM	B	020 005

MCTFSPRIUM 3AUG04

TABLE 6-1 CONTINUED--REASON FOR WHICH JOINED/STRENGTH CATEGORY CODE

	A	B	C	D
R U L E	If the Marine is being joined	report the following statement to reflect the reason for which joined	the computer will assign the following strength category code based on the statement reported	TTC
15	from another monitored command for the administration of discipline	ADMINDISCP	D	020 000
16	awaiting final results of physical examination board proceedings ; including review	AWTG PEB	E	021 009
17	from another monitored command for further transfer to a different monitored command	FFT OTHER MCC	F	020 009
18	while on leave awaiting appellate review of GCM/SPCM sentence which included punitive discharge or dismissal	APL LV	G	021 001
19	from another monitored command solely for hospitalization. Does not include battle casualties or injuries/illness incurred while in a combat committed unit	HOSP OTHER MCC	L	020 015
20	as a battle casualty	HOSP BC	T	021 076
21	while hospitalized as a result of non-battle injury or illness incurred while in a combat committed unit	HOSP FR CBT UNIT	T	021 077

MCTFSPRIUM 3AUG04

TABLE 6-1 CONTINUED--REASON FOR WHICH JOINED/ STRENGTH CATEGORY CODE				
	A	B	C	D
R U L E	If the Marine is being joined	report the following statement to reflect the reason for which joined	the computer will assign the following strength category code based on the statement reported	TTC
22	from another monitored command and is awaiting transportation to a difference monitored command	AWTG TRANS OTHER MCC	F	021 011
23	from another monitored command and is awaiting separation	SEP OTHER MCC	N	020 020
24	and is awaiting assignment by HQMC after release from hospitalization	AWTG ASG CMC	P	021 007
25	serving a sentence adjudged by a general court-martial which includes a total loss of pay and allowances	GCM TLPALW	R	021 072
26	serving a sentence adjudged by a general court-martial which does not include a total loss of pay and allowances	GCM	S	020 011
27	for temporary duty other than for formal school incident to PCS. ( <b>NOTE:</b> This rule does not apply in the INIT JOIN entry.)	TEM_____  enter the abbreviation of reason for temporary duty from appropriate rule in this table	U	See Fig 6-3
28	to undergo recruit training	TEM RECRUIT	A	021 095

**NOTE 1:** FMF ground replacement is a Marine ordered to a ground unit/command. FMF aviation replacement is a Marine ordered to an aviation unit/command. If this determination cannot be made, make determination based on the Marine's primary MOS.

**NOTE 2:** Refer to MCO P1200.7, MOS Manual, for listing of ground/aviation MOSs. If the Marine is to attend more than one school, report only the code for the first school. See Chapter 5 for additional instructions.

**NOTE 3:** These rules do not apply to personnel joined for field-skill training (FST), managed on-the-job training (MOJT) or on-the-job training (OJT). FST, MOJT (except MOS 3051) and OJT personnel must be joined FOR DUTY per rule 12.

MCTFSPRIUM 3AUG04

TABLE 6-2--REASON FOR WHICH JOINED WHEN JOINED FOR RECORD PURPOSES

	A	B	C	TTC
R U L E	If the Marine is being joined for record purposes while	then report the following join statement to reflect the reason for which joined	the computer will assign the following strength category code based on the statement reported	
1	hospitalized as a battle casualty	JOIN MCC__FORREC HOSP BC	T	021 028
2	hospitalized as a result of non-battle injury or illness incurred while serving with a combat committed unit	JOIN MCC__FOREC HOSP FR CBT UNIT	T	021 029
3	hospitalized and is being joined from another MCC solely for hospitalization	JOIN MCC__FOREC HOSP OTHER MCC	L	021 101
4	hospitalized and is being joined solely for hospitalization from a unit within the same MCC	JOIN MCC__FOREC HOSP	appropriate code must be reported per paragraph 5150	021 027
5	confined awaiting trial by a general court-martial	JOIN MCC__FOREC CNFT ATLGCM	B	021 018
6	confined while serving sentence adjudged by a general court-martial which includes a total loss of pay and allowances	JOIN MCC__FOREC CNFT GCM TLPALW	R	021 020
7	confined while serving sentence adjudged by a general court-martial which does not include a total loss of pay and allowances	JOIN MCC__FOREC CNFT GCM	S	021 019

MCTFSPRIUM 3AUG04

TABLE 6-2 CONTINUED--REASON FOR WHICH JOINED WHEN JOINED FOR RECORD PURPOSES				
	A	B	C	TTC
R U L E	If the Marine is being joined for record purposes while	then report the following join statement to reflect the reason for which joined	the computer will assign the following strength category code based on the statement reported	
8	confined and is being joined from another MCC for administration of discipline	JOIN MCC__FOREC CNFT OTHER MCC	X	021 021
9	confined and is being joined from a unit pursuant to sentence of SPCM if the confinement is for a period in excess of 1 month	JOIN MCC__FOREC CNFT SPCM	X	021 022
10	confined as a special or summary courts-martial prisoner involuntarily held beyond ECC	JOIN MCC__FOREC CNFT PAST ECC	K	021 036
11	IHCA domestic	JOIN MCC__FOREC IHCA  or JOIN MCC__FORREC IHCA OTHER MCC	C	021 030 021 031
12	captured (definitely known to have been taken into custody by a hostile force as a result of any armed conflict in which the Armed Forces of the U.S. are engaged)	JOIN MCC__FOREC CPTR	W	021 023

MCTFSPRIUM 3AUG04

TABLE 6-2 CONTINUED--REASON FOR WHICH JOINED WHEN JOINED FOR RECORD PURPOSES				
	A	B	C	TTC
R U L E	If the Marine is being joined for record purposes while	then report the following join statement to reflect the reason for which joined	the computer will assign the following strength category code based on the statement reported	
13	missing (whereabouts or actual fate cannot be determined but reasonable determination has been made that the Marine is not in an UA status)	JOIN MCC___FOREC MIS	V	021 034
14	missing in action (battle and hostile casualties whose whereabouts or actual fate cannot be determined but reasonable determination has been made that the Marine is not in an UA status)	JOIN MCC___FOREC MIA	Y	021 033
15	interned (battle and hostile casualties known to have been taken into custody by a nonbelligerent foreign power as a result of any armed conflict in which the Armed Forces of the U.S. are engaged)	JOIN MCC___FOREC ITD	Z	021 032
16	detained (this statement will not be reported without prior approval of the CMC (MHC))	JOIN MCC___FOREC DETND	Z	021 024

MCTFSPRIUM 3AUG04

TABLE 6-2 CONTINUED--REASON FOR WHICH JOINED WHEN JOINED FOR RECORD PURPOSES				
	A	B	C	TTC
R U L E	If the Marine is being joined for record purposes while	then report the following join statement to reflect the reason for which joined	the computer will assign the following strength category code based on the statement reported	
17	deceased and had been en route under orders	JOIN MCC ____ FOREC DIED	X	021 025
18	hospitalized and was en route under orders	Use appropriate statements from rules 1, 2, 3, and 4	See rules 1, 2, 3, and 4	
19	enroute under orders but fails to report (reason for failure to report is unknown)	JOIN MCC____FOREC FAIL RPT	X	021 026
20	in hands of foreign civilian authorities	JOIN MCC____FOREC IHFA   or  JOIN MCC____FOREC IHFA OTHER MCC	C   C	021 102   021 103

MCTFSPRIUM 3AUG04

TABLE 6-3--ADDITIONAL INFO THAT MAY BE REQUIRED WHEN REPORTING A JOIN

(NOTE 1)

	A	B	C	
R U L E	Additional information to be reported with the join may include	if	statement to be reported	TTC
1	STRENGTH CATEGORY	the strength category for the Marine is different than the code automatically assigned based on the reason for which joined as indicated in Tables 3-1 & 3-2	STRCAT__EFF DATE__	112 000
2	DEPENDENTS' INFORMATION	There has been an addition or reduction in the number of dependents	DEPN ADD_ _ _ _ _  DEPN LOSS_ _ _ _ _	088 000 089 000
3	INDIVIDUAL LOCATION	the Marine is not located in the same geographical area as the reported MCC	INDIV LOC_ _ _	135 000
4	DATE CURRENT TOUR BEGAN	the date current tour began is not equal to the date of joining	CURR TOUR BEGAN_____	074 000
5	ROTATION TOUR DATE	the Marine is joined to a unit outside the Continental U.S.	RTD_____	198 000
6	COMBAT SERVICE CODE	the Marine is joined to a unit located in a combat area. Refer to the paragraph indicated for detailed instructions concerning the assignment of a combat service code	CBT SERV_____	152 001

MCTFSPRIUM 3AUG04

TABLE 6-3 CONTINUED—ADDITIONAL INFORMATION THAT MAY BE REQUIRED WHEN REPORTING A JOIN (see NOTE 1)				
	A	B	C	
R U L E	Additional information to be reported with the join may include	if	statement to be reported	TTC
7	FAMILY SEPARATION ALLOWANCE (FSA)	the Marine has incurred additional expenses caused by enforced separation from dependents	refer to Chapter 9	
8	DATE ARRIVED US	the Marine is being joined from overseas	OVERSEAS CONTROL DATE____	071 000
9	DATE LAST TOUR COMBAT	the Marine is being joined following completion of a tour in a combat area	LASTTOUR CBT____	120 001
10	START/TERMINATION/SUSPENSION/RESUMPTION OF ANY SPECIAL OR INCENTIVE PAY	the join affects the Marine's entitlement to any type of special or incentive pay. Due to the complexity of this item, no examples are provided in this table	SDA PAY	
			SPECIAL PAY	
			INCENTIVE PAY FOR HAZARDOUS DUTY	
			HOSTILE FIRE OR IMMINENT DANGER PAY	
			FOREIGN DUTY /CERTAIN PLACE PAY	

MCTFSPRIUM 3AUG04

TABLE 6-3 CONTINUED—ADDITIONAL INFORMATION THAT MAY BE REQUIRED WHEN REPORTING A JOIN (NOTE 1)

R U L E	A	B	C	TTC
	Additional information to be reported with the join may include	if	statement to be reported	
			DIVING DUTY PAY	
			CAREER SEA PAY	
			AVIATION CAREER INCENTIVE PAY	
			DUTY LIMITATION	
11	START OF ENTITLEMENT TO BAS OR COMRATS	the Marine is entitled to this allowance	BAS and COMRATS	
12	TERMINATION/RESUMPTION OF CLOTHING REPLACEMENT ALLOWANCE	the status of the Marine results in the termination or resumption of CRA	CLOTHING ALLOWANCE	
13	CHANGE OR PRIMARY MOS	the Marine is joining after successfully completing a school for which the CMC directed assignment of specific MOS upon completion of the school the Marine is entitled to a bonus under the Enlistment Bonus Program (EBP)	PRIMARY MOS__ED__	176 000
14	DISBURSING STATION SYMBOL NUMBER	The RU is serviced by more than one FO (NOTES 2 and 3)	DSSN__ED_____	150 000

MCTFSPRIUM 3AUG04

TABLE 6-3 CONTINUED--ADDITIONAL INFORMATION THAT MAY BE REQUIRED WHEN REPORTING A JOIN (NOTE 1)

	A	B	C	
R U L E	Additional information to be reported with the join may include	if	statement to be reported	TTC
15	ARMED FORCES ACTIVE DUTY BASE DATE		ACDU BASE DATE____	085 000
16	PROGRAM ELEMENT NUMBER (PEN) AND RESPONSIBILITY CENTER NUMBER (RCN)	the T/O line to which the Marine is assigned has a Pen different from the primary PEN for the RUC/MCC	PEN____ RCN____	265 001 263 000
17	BASIC HOUSING ALLOWANCE	the Marine is entitled to BAH and not assigned government quarters	refer to BAH par 5012	388 XXX
18	REPORTING ATTENDANCE AT FORMAL SCHOOL	the Marine starts a formal school after being joined or attached for another reason	STRT SCOL____	083 000
19	PROJECTED TRAINING COMPLETION DATE	the school completion date and MOS to be assigned are known	PTCD____IMOS____	419 001

**NOTE 1:** This is not an all-inclusive list of statements that may be required with a JOIN ENTRY. Completion of the Join BIR/BTR and LES audit may require further reporting.

**NOTE 2:** Do not report the alphabetic prefix.

**NOTE 3:** DSSN is not required if the same FO services all Marines of the unit.

MCTFSPRIUM 3AUG04

TABLE 6-4--INITIAL JOIN INTO RESERVE ESTABLISHMENT					
R U L E	A	B	C	D	E
	If the type join is	and the reason is	use this statement	and submit (NOTE 1)	TTC
1	new member (NPS)	enlisting in the Reserve Special Enlistment Program and <u>will</u> participate in IDT prior (i.e. CAT P)	INIT JOIN AWTG IADT PAY  (NOTE 2)	other data required by Figures 6-6 and 6-7	022 050
2	new member (PS)	enlisting in SMCR after a previous discharge (broken or continuous reenlistment)	INIT JOIN REENL__YRS  1 byte no of years (2 to 6) 		022 052
3		enlisting in IRR after a previous discharge (broken or continuous reenlistment)	INIT JOIN IRR REENL__YRS  1-byte no of years (NOTE 3) 		022 053
4	enlistment in ROTP	member participating in ROTP	INIT JOIN IRR PART ROTP  (NOTE 3)		022 054
5	Recommissioned officer	approved by the CMC (MRRO)	INIT JOIN IRR RECOM  (NOTE 3)		022 057

**NOTE 1:** Data to be reported in the HIST : statement will be obtained from DD Form 4 and DD Form 1966 or other official records as applicable.

**NOTE 2:** New members (NPS) who will **not** participate in IDT prior to IADT will be joined using Table 6-5, rule 2 upon return from IADT.

**NOTE 3:** This transaction is for use by the CG, **MOBCOM** only.

MCTFSPRIUM 3AUG04

TABLE 6-5--JOIN INTO AN SMCR UNIT TO INCLUDE AN IMA				
R U L E	A	B	C	D
	if the type join is	and the reason is	use this statement	TTC
1	from another SMCR unit	member's request due to location change, own request, other reason	JOIN RUC__MCC__DU   HIST:FR RUC____	020 048
2	to an SMCR unit from IRR, IMA, IADT, Active Duty, RELACDU, or Retired Reserve ( <b>NOTES 1</b> and 2)	member's request; mandatory participant required to perform minimum IDT requirement annually with pay; RELACDU or from temporary active duty with Regular Marine Corps (members in this category are required to perform 48 IDT periods per year and 14 days AT)	JOIN DU FR____IDT REQ 48    RELACDU IRR IMA RET IADT ACTIVE DUTY	020 145 020 147 020 155 020 144 020 142 020 143
3	to an IMA from IRR, RELACDU, Active Duty or Retired Reserve	member who is joined as an IMA and will participate in 0, 12, 24, or 48 IDT periods per year and 12-14 days AT (not applicable to SMCR units)	JOIN DU FR____IMA REQ____    IRR RELACDU ACTIVE DUTY RET Min REQ IDT periods ____	020 062 020 060 020 125 020 065
4	to an IMA from an SMCR unit	member who is joined as an IMA will perform 12-14 days AT per year and 0,12,24,or 48 IDT periods per year	JOIN DU SMCR IMA REQ____    Min REQ IDT periods____	020 153
5	to an SMCR unit from an IMA billet	member is joined to a SMCR unit and will perform 14 days AT and 48 IDT periods per year	JOIN DU FR IMA IDT REQ <u>48</u>	020 155

**NOTE 1:** Reservists who are enrolled in the PLC Program and are being rejoined from PLC training will be reported as JOIN DU FR ACTIVE DUTY IDT REQ 48.

**NOTE 2:** Refer to MCO P1001R.1, for actions to be taken prior to reporting joins from the IRR or Standby Reserve (ASL or ISL). Take necessary action to report MGIB-R and SRIP entitlements per Chapter 5, if applicable.

MCTFSPRIUM 3AUG04

TABLE 6-6--JOIN TO THE IRR (MOBCOM ONLY)				
R U L E	A	B	C	D
	If the type join is	and the reason is	use this statement	TTC
1	from SMCR, MTU, RELACDU, or Active Duty (see <b>NOTE</b> )	member's request (or other reason ; e.g., completion of SMCR obligation, etc.) with either a mandatory requirement to attend ADT or no mandatory requirements for ADT	<p style="text-align: center;">JOIN IRR FR ___ ADT REQ ___  </p> <p style="text-align: center;">SMCR MTU RELACDU ACTIVE DUTY (see note)</p> <p style="text-align: center;">minimum number days ADT (i.e., 30 or 00)</p>	020 XXX
2	from Standby Reserve (ASL)		<p style="text-align: center;">JOIN IRR FR ASL AGR ___ YRS ADT REQ ___  </p> <p style="text-align: center;">1-byte no of yrs ___</p> <p style="text-align: center;">minimum number days ADT (i.e., 30 or 00)</p>	020 081 020 083
3	from Standby Reserve (ISL)		<p style="text-align: center;">JOIN IRR FR ISL AGR ___ YRS ADT REQ ___  </p> <p style="text-align: center;">1-byte no or yrs ___</p> <p style="text-align: center;">minimum number days ADT (i.e., 30 or 00)</p>	020 084 020 086
4	from Retired Reserve		<p style="text-align: center;">JOIN IRR FR RET AGR ___ YRS ADT REQ ___  </p> <p style="text-align: center;">1-byte no of yrs ___</p> <p style="text-align: center;">minimum number days ADT (i.e., 30 or 00)</p>	020 087 020 089

**NOTE :** Reservists who are enrolled in the ROTP and are being rejoined from training will be reported as JOIN IRR FR ACTIVE DUTY ADT REQ.

MCTFSPRIUM 3AUG04

TABLE 6-7--RESERVE JOIN ENTRIES		
A	B	C
IF RESERVE RECORD STATUS IS:	THEN REPORT	TTC
'0'	JOIN RUC__MCC__DU FR IRR IDT REQ 48 JOIN RUC__MCC__DU FR IRR REQ__  (CMC/MISSO/MOBCOM USE ONLY)	020 147 020 062
'1'	INIT JOIN RUC__MCC__AWTG IADT PAY  (REG/CAT-P) INIT JOIN RUC__MCC__REENL__YRS  (ECCO)	022 050 022 052
'2'	JOIN RUC__MCC__DU FR RELACDU IDT REQ 48  JOIN RUC __MCC__DU FR RELACDU IMA REQ__  (CMC/MISSO/MOBCOM USE ONLY)	020 145 020 060
'3' *Used for inter-unit transfers from the IMA to an SMCR	JOIN RUC__MCC__ DU	020 049
'6'	JOIN RUC__MCC__ DU FR IADT REQ 48	020 142
'G'	JOIN RUC__MCC__DU FR ACTIVE DUTY IDT REQ 48  JOIN RUC__MCC__DU FR ACTIVE DUTY IMA REQ__  (CMC/MISSO/MOBCOM USE ONLY)	020 143 020 125

**NOTE:** Reserve Record status '0' (ZERO) is a common join, but can be joined from the IRR in any status. Ensure that the Join date being reported is at least 1 day after join to IRR.

# MCTFSPRIUM 3AUG04

## SECTION 3: ATTACHMENTS

### 60300. INTRODUCTION

1. The different categories of this Section are those items that pertain to Attachments (including Fleet Assistance Program entries). Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
031 000 ATT__RUC__MCC____ABS RMC EXCESS	REG		N N
031 001 ATT__RUC__MCC____ACDUTRA EXCESS	REG		N N
031 002 ATT__RUC__MCC____AWTG TRANS CONUS LV EXCESS	REG		N N
031 003 ATT__RUC__MCC____DES RMC EXCESS	REG		N N
031 004 ATT__RUC__MCC____OTHER REASON EXCESS	REG		N N
031 005 ATT__RUC__MCC____RETD ASG TEMP ACDU EXCESS	REG		N N
031 006 ATT__RUC__MCC____TAD EXCESS	REG		N N
031 007 ATT__RUC__MCC____TAD STUD____EXCESS	REG		N N
031 008 ATT__RUC__MCC____TEMP ACDU EXCESS	REG		N N
031 009 ATT TAD RUC__MCC____EXCESS	RES		N N
032 000 JOIN FAP__RUC__ED____	REG		N N
106 000 RUC__TO TAD__ EXCESS	REG		N N
106 001 RUC__TO TAD__STUD__EXCESS	REG		N N
106 002 RUC__TO TAD EXCESS	RES		N N
107 000 FR TAD__RUC__	REG		N N
107 001 FR TAD RUC__	RES		N N
141 000 FAP MCC__	REG		N N
306 000 TO FAP__ED____	REG		N N
307 000 FROM FAP__RUC__ED____	HQ REG		N N
462 000 FAP TERM__ED____	HQ REG		N N
461 000 ATT TERM__RUC__	HQ REG		N N
461 001 ATT TERM RUC__	HQ RES		N N

### 60301. ATTACHED PERSONNEL.

Marine Corps personnel who are attached to a RU for a specific purpose while still carried on the rolls of their parent unit. Marines in the below listed categories will be attached EXCESS rather than joined to the RU:

1. Personnel reporting to a unit/command in compliance with orders for TAD or duty under instruction as a student for a period of 31 days or more.
2. Personnel in the categories addressed in paragraph 60212.
3. Personnel awaiting transportation to or from CONUS leave while permanently assigned to an overseas unit.
4. For personnel in a TAD EXCESS status, the MCTFS will accept valid entries submitted by either the parent unit or by the attaching unit. However, the attaching unit cannot report join/transfer/drop/reassignment/change of MCC entries for personnel in a TAD EXCESS status. **Whichever unit becomes aware of items to be reported must submit the UD entry.** All transactions pertaining to a person who is attached EXCESS will be printed out on the DFR of the parent unit and also on the DFR of the attaching unit, regardless of which unit submitted the entry. The names of personnel attached EXCESS will appear on the rolls of the parent unit and also on the rolls of the attaching unit. Appearance of the accepted entry on the

MCTFSPRIUM 3AUG04

DFR is authority for the unit maintaining the Service Records to enter the change if required.

5. Marines in a TAD EXCESS status may be reported to one additional period of either TAD EXCESS or TO FAP. The names of personnel so reported will continue to appear on the rolls of the parent unit and the attaching units or FAP unit.

6. In addition to reporting the attachment for TAD EXCESS the RU should refer to chapter 9 for audit requirements and TABLE 6-3.

60302. ATTACHED TO THE SMCR/MTU.

Personnel in the below categories will be attached to an SMCR unit:

- 1. SMCR members on TAD to another SMCR unit who perform IDT/AD with the attaching unit.
- 2. Retired members assigned to TAD who perform such duty with an SMCR unit or an MTU.
- 3. The following must be reported in the case of attached personnel:
  - a. Commencement of attachment, paragraph 60303.
  - b. Termination of attachment, paragraph 60307.
  - c. All occurrences which require UD reporting.

4. For all personnel in an attached status, MCTFS will accept valid UD entries submitted by either the parent or the attaching unit. However, the attaching unit cannot report JOIN/TRANSFER/DROP or TO TAD entries (to another SMCR unit) for personnel in an attached status. UD entries must be reported as the unit becomes aware of items affecting the reservist's unit. All transactions pertaining to a person who is attached will be on the DFR for the parent and the attached unit, regardless of which unit reported the information. Names of the attached personnel will appear on the alpha rosters of both the parent and attached units. Appearance of the entry on the DFR is authority for the unit maintaining the Service Record to enter changes if a change is indicated.

5. RU's are cautioned that personnel in an attached status cannot be reported to another period of Active Duty/AT/TAD by the attaching unit. The attaching unit and the parent unit must report the appropriate entries to terminate the current period. After the termination entries are processed, the parent unit will then report the new period of duty.

6. In cases where the attached member is not performing IDT/AD with the attaching unit, and an event entry for IDT/AD was reported, no exclusive entry is required if the member is in an attached status for the entire period covered by the event entry.

7. In addition to reporting the attachment, the RU should refer to chapter 12 for audit requirements and Table 6-3.

60303. ATTACHED STATUS, COMMENCEMENT (TTC 031)

- 1. To report commencement of attached status use either an individual entry or group entry, as appropriate. Complete the last name, initials, and identification number columns.
- 2. Report the appropriate action statement if the period for which attached is 31 days or longer:

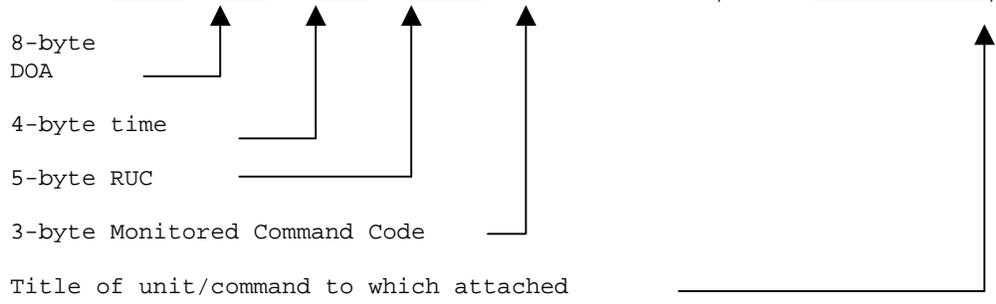
TTC/SEQ ENGLISH DESCRIPTION

031	000	ATT	RUC	MCC	ABS RMC EXCESS	HIST : _____
031	001	ATT	RUC	MCC	ACDUTRA EXCESS	HIST : _____

# MCTFSPRIUM 3AUG04

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031 002  ATT  RUC  MCC  AWTG TRANS CONUS LV EXCESS|HIST: _____|
031 003  ATT  RUC  MCC  DES RMC EXCESS|HIST : _____|
031 004  ATT  RUC  MCC  OTHER REASON EXCESS|HIST : _____|
031 005  ATT  RUC  MCC  RETD ASG TEMP ACDU EXCESS|HIST: _____|
031 006  ATT  RUC  MCC  TAD EXCESS|HIST : _____|
031 007  ATT  RUC  MCC  TAD STUD EXCESS|HIST : _____|
031 008  ATT  RUC  MCC  TEMP ACDU EXCESS|HIST : _____|
  
```



**NOTE:** Action date preceding the word ATT is required only when the actual attachment is earlier than the date of the UD.

## 60304. ATTACHMENT OF RESERVISTS, COMMENCEMENT (TTC 031)

The following statement will be used to report the commencement of an attached status:

```

TTC 031 009  ATT TAD RUC MCC EXCESS|HIST _____|
  
```

8-byte DOA (YYYYMMDD) → ATT

5-byte RUC → RUC

3-byte MCC → MCC

Reason attached Table 6-9, title of unit from which attached → HIST

## 60305. FLEET ASSISTANCE PROGRAM (FAP) (TTC 032/141/306/307/462)

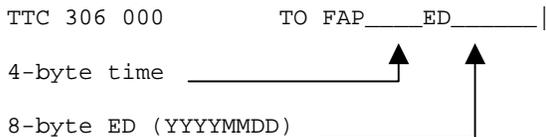
1. This paragraph provides UD reporting requirements for personnel assigned to the FAP. UD reporting instructions for the accountability of Marines assigned to the FAP while on the island of Okinawa, Japan are contained in Section 3 of this chapter.
2. A Marine who is in a TAD excess status can be reported TO FAP. A Marine in a FAP status can be ordered to TAD by the FAP unit by reporting the appropriate TAD entry per paragraph 60313. Caution must be exercised to ensure the Marine is on the first period of TAD EXCESS or FAP prior to reporting the TO FAP/TAD. (See Chapter 3 ENLISTMENTS).
3. Occurrences during periods of FAP (less than 6 months) may be reported by the parent unit or the FAP unit. For extended periods (6 months or more) of FAP, the parent unit will coordinate with the FAP unit prior to making a UD entry. This coordination requirement is necessary to keep the MCTFS record accurate. Accepted transactions will appear on the DFR of the parent unit, the FAP unit, and the temporary unit.
4. If isolated from RU, computer-generated error messages, pay data, and BIR/BTR will be forwarded to that Marine's physical location. If the Marine is not physically located at RU.
5. HQMC entered changes that are accepted into the MCTFS will appear on the DFR of the parent unit, FAP unit, and the temporary unit.

MCTFSPRIUM 3AUG04

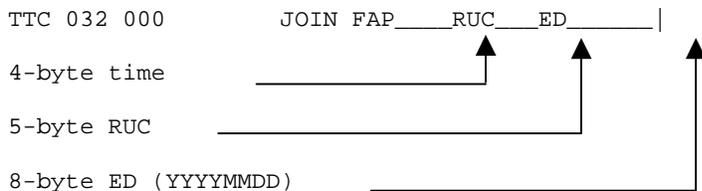
6. Computer processing of the JOIN FAP entry will automatically generate a Strength Category code '5' (FAP) and a Duty Status of 'Y' (FAP) for the Marine concerned.

7. UD reporting requirements for periods of FAP are as follows:

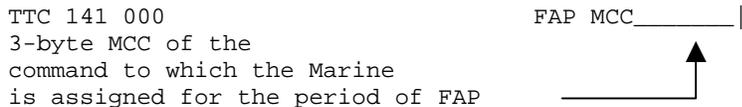
a. The parent unit (Marine's unit of permanent assignment) or TAD unit (unit to which the Marine is assigned on TAD EXCESS) must report the commencement of FAP with the statement shown below. When a Marine is reported TO FAP, the FAP unit must be in the same MCTFS personnel reporting JURIS as the unit reporting the statement.



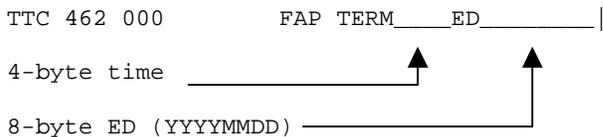
b. The FAP unit to which the Marine is assigned for the period of FAP will report a JOIN FAP with the following statement :



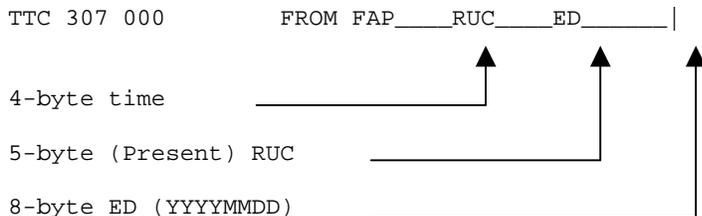
c. Report FAP MCC as follows:



d. The FAP unit to which the Marine was assigned for the period of FAP will report the termination of FAP with the following statement:



e. The parent unit or TAD unit will report the Marine's return from FAP with the following statement:



60306. OCCURRENCES DURING ATTACHED STATUS

1. Occurrences, except for JOINS FROM DESERTION, and those entries in paragraph 60400, during a Marine's TAD EXCESS status which require UD entries, will be reported by either the parent or attaching unit. If a Marine is to be reattached following a return from desertion,



# MCTFSPRIUM 3AUG04

4. UD reporting of periods of TAD will be as follows:

a. Periods of TAD for 31 days or more (TAD EXCESS) will be reported as action statements (see below).

b. When the parent unit knows in advance that the Marine being sent to TAD in excess of 30 days will not be attached during the entire period of TAD, then the TO TAD EXCESS statement will not be reported on the UD. Instead, for accounting purposes, the parent unit will report a DU STATUS A|STRCAT 4|. This will place the Marine's record in a TAD status in MCTFS, but will not affect the Marine's DSSN. When the Marine returns, the parent unit must report the appropriate duty status and strength category to restore the Marine's CMF to a full duty status.

c. JOIN, TRANSFER, and DROP actions may only be reported by the parent unit. Either the parent unit or the attaching unit may report all other occurrences during the period of TAD EXCESS. Whichever unit first becomes aware of the reportable occurrence will report it on the UD. The accepted entry will appear in the DFR of both the parent unit and the attaching unit. See chapter 2.

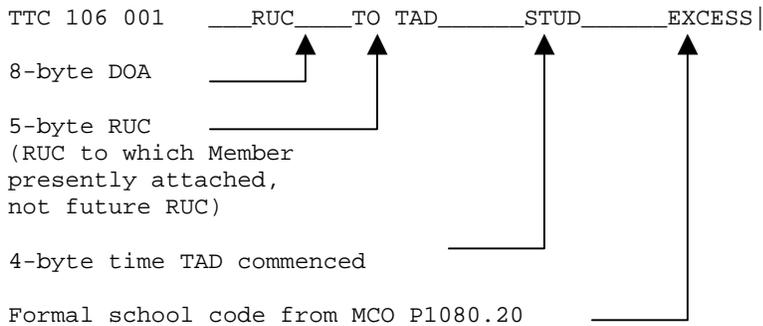
d. Upon completion of the period of TAD, the attaching unit must terminate the period of attachment per Section 5 of this chapter.

e. Upon return of the Marine to the parent unit, the parent unit will report termination of TAD per subparagraph 60413.3, except as noted in subparagraph 60413. Do not report termination of TAD until the attaching unit reports the termination of attachment and the accepted entry appeared on the TRF.

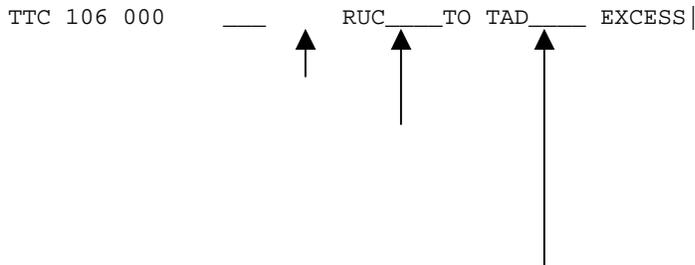
5. Commencement of TAD 31 Days or More (AD and Reserve).

a. Active Duty Personnel (to include Reserve personnel on periods of AD for **31 days or more** (ADSW)). The statement to be used is dependent on whether or not the Marine is going on TAD as a student.

(1) TAD as a Student in a Formal School for a Period of 31 Days or more. The statement that is reported by the parent unit must include the time to TAD, the formal school code, and the word EXCESS. The word EXCESS indicates that the period of TAD is for a period of 31 days or more. If the Marine is to attend more than one school during the period of TAD, report the code for the first school only and refer to Chapter 5, Section 10 for additional reporting requirements.



(2) TAD Not as a Student. The statement that is reported by the parent unit must include the time to TAD and the word EXCESS. The word EXCESS indicates that the period of TAD is for a period of 31 days or more.



# MCTFSPRIUM 3AUG04

8-byte DOA \_\_\_\_\_

5-byte RUC \_\_\_\_\_  
(RUC to which Member  
presently attached,  
not future RUC)

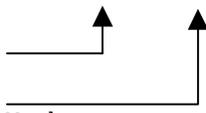
4-byte time TAD commenced \_\_\_\_\_

**NOTE:** Report individual location if changed.

b. Reserve Personnel. A reservist performing a period of TAD with an SMCR unit or an MTU will be reported TO TAD EXCESS. A reservist performing a period of AD for 31 days or more must be transferred to AD. Report commencement of a TAD period for Reserve personnel as follows:

TTC 106 002 \_\_\_\_\_RUC\_\_\_\_\_ TO TAD EXCESS | HIST:

8 byte DOA \_\_\_\_\_  
5-byte RUC \_\_\_\_\_  
(RUC to which Member  
presently attached, not future RUC)



6. Termination of TAD. The termination of TAD EXCESS must always be reported as an action statement even though there may be times when the period of TAD EXCESS must be terminated before 31 days have elapsed. When the Marine returns in a duty status **other than full duty**, report the correct duty status. If the Marine's individual location has changed, report the new individual location. Report the appropriate entry to start COMRATS/BAS, if applicable, per Chapter 8, Section 2. If the Marine is returning from attendance at a formal school, report completion for enlisted personnel only if this information has not been previously reported. Failure to complete a formal school by officers and enlisted personnel will be reported on the UD. Refer to Chapter 5, Section 10 for instructions to report formal school information.

7. Upon termination of TAD, it may be necessary to report other items in addition to those listed below. In each case, refer to the specific paragraph and/or other directives for complete instructions.

a. If the TAD was performed in a combat area or overseas area, the following items may be affected:

- (1) RTD - see Chapter 5.
- (2) Career Sea Pay - see Chapter 9.
- (3) Combat Service Code - see Chapter 4.
- (4) Overseas Control Date - see Chapter 5.
- (5) Date Last Tour Combat - see Chapter 5.
- (6) Hostile Fire or Imminent Danger Pay (HFP) - see Chapter 9.

b. If the Marine was TAD to attend a school, MOSs may change as a result of the school completion. See Chapter 5.

c. The Marine may be filling a different billet upon return. Report change of billet MOS. See Chapter 5.

d. Dependent(s) location may change. See Chapter 5.

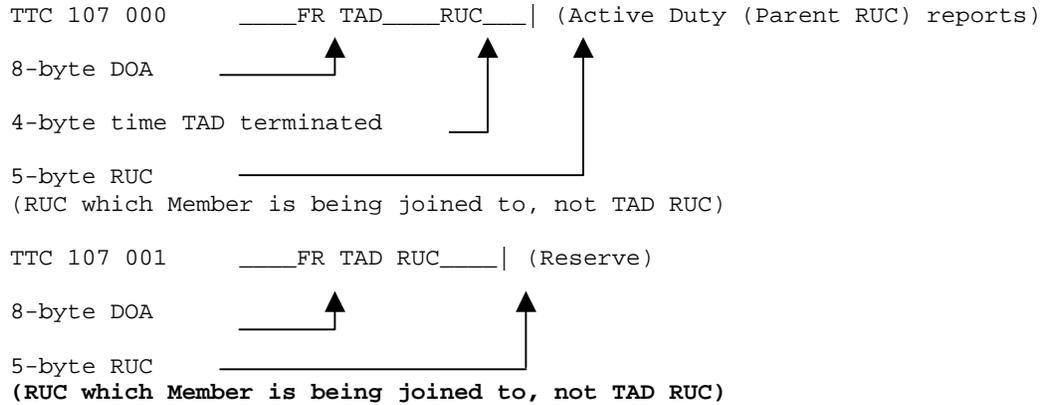
# MCTFSPRIUM 3AUG04

e. Security investigation/clearance may change. See Chapter 4.

f. In addition, the DoDFMR, Vol. 7A, must be checked for each type of special or incentive pay/allowance to which the Marine is entitled to determine whether entitlement is affected.

g. Duty status code may change. Refer to Chapter 4.

8. UD reporting instructions for the accountability of Marines assigned TAD while on the island of Okinawa, Japan are contained in Section 3 of this chapter.



MCTFSPRIUM 3AUG04

TABLE 6-8--ATTACHMENT TO THE SMCR/MTU		
R U L E	A	B
	If the reason for attachment is	then report reason in a HIST: statement
1	associate duty	ASSOC DU
2	appropriate duty	APPROP DU
3	repeated training duty	REP TRNG DU
4	temporary additional duty	TAD
5	active duty training	ADT
6	retired assigned to AD	RETD ASG TEMAC
7	other reason IDT status	OTHER PERF DRILL
		OTHER NONDRILL

MCTFSPRIUM 3AUG04

TABLE 6-9--PURPOSE FOR WHICH ATTACHED-REGULAR ACTIVE DUTY			
R U L E	A	B	C
	If the reason for attachment is	then report reason as	TTC
1	temporary additional duty	ATT____MCC__TAD EXCESS	031 006
2	temporary additional duty as a student	ATT____MCC__TAD STUD____ EXCESS	031 007
3	absentee from another command who is RMC	ATT____MCC__ABS RMC EXCESS	031 000
4	awaiting transportation to or from CONUS leave while permanently assigned to overseas unit	ATT____MCC__AWTG TRANS CONUS LV EXCESS	031 002
5	a reason not indicated in the rules above	ATT__MCC__OTHER REASON EXCESS  (NOTE)	031 004

**NOTE:** When this term is used, the specific reason must be shown in a HIST: statement.

# MCTFSPRIUM 3AUG04

## SECTION 4: TRANSFERS

### 60400. INTRODUCTION

1. The different categories of this Section are those items that pertain to different types of Transfers. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement:

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
357 000 TR TO__PLC	HQ REG		N N
359 019 TR MCC_____FOREC CNFT ADMINDISCP EDA ___	HQ REG		Y N
359 020 TR MCC_____FOREC CNFT ATLGCM EDA ___	HQ REG		Y N
359 021 TR MCC_____FOREC CNFT GCM EDA ___	HQ REG		Y N
359 022 TR MCC_____FOREC CNFT GCM TLPALW EDA ___	HQ REG		Y N
359 023 TR MCC_____FOREC CNFT PAST EAS EDA ___	HQ REG		Y N
359 024 TR MCC_____FOREC CNFT SPCM EDA ___	HQ REG		Y N
359 025 TR MCC_____FOREC CPTR EDA ___	HQ REG		Y N
359 026 TR MCC_____FOREC DIRCTD EDA ___	HQ REG		Y N
359 027 TR MCC_____FOREC HOSP EDA___	HQ REG		Y N
359 028 TR MCC_____FOREC HOSP BC EDA ___	HQ REG		Y N
359 029 TR MCC_____FOREC HOSP FR CBT UNIT EDA ___	HQ REG		Y N
359 030 TR MCC_____FOREC IHCA EDA ___	HQ REG		Y N
359 031 TR MCC_____FOREC ITD EDA ___	HQ REG		Y N
359 032 TR MCC_____FOREC MIA EDA ___	HQ REG		Y N
359 033 TR MCC_____FOREC MIS EDA ___	HQ REG		Y N
359 034 TR MCC_____FOREC WHILE TAD EDA ___	HQ REG		Y N
359 035 TR MCC_____FOREC IHFA EDA___	HQ REG		Y N
359 036 TR MCC W93 FOREC CNFT GCM PAROLE TLPALW EDA_____	HQ REG		Y N
359 037 TR MCC W93 FOREC CNFT GCM PAROLE EDA_____	HQ REG		Y N
360 000 TR FOREC	HQ REG		Y N
361 000 TR ADMINDISCP	HQ REG		Y N
361 001 TR AVNTRNG	HQ REG		Y N
361 002 TR DU	HQ REG		Y N
361 003 TR FURTRANS	HQ REG		Y N
361 004 TR HOSP	HQ REG		Y N
361 005 TR ICT	HQ REG		Y N
361 006 TR INDIVCBTTR	HQ REG		Y N
361 007 TR INSTR	HQ REG		Y N
361 008 TR RECRUIT	HQ REG		Y N
361 009 TR SEP	HQ REG		Y N
362 000 TR AVN STUD___	HQ REG		Y N
362 001 TR CNFT GCM	HQ REG		Y N
362 002 TR CNFT GCM TLPALW	HQ REG		Y N
362 003 TR CNFT SPCM	HQ REG		Y N
362 004 TR FFT OTHER MCC	HQ REG		Y N
362 005 TR FMF AVN REPL	HQ REG		Y N
362 006 TR FMF GND REPL	HQ REG		Y N
362 007 TR GND STUD___	HQ REG		Y N
362 008 TR HOSP BC	HQ REG		Y N
362 009 TR OTHER REASON	HQ REG		Y N
362 010 TR RESPROG AVN	HQ REG		Y N
362 011 TR RESPROG GND	HQ REG		Y N
362 012 TR TRIAL GCM	HQ REG		Y N
363 000 TR AVN ENTLEVEL STUD___	HQ REG		Y N
363 001 TR GND ENTLEVEL STUD_____	HQ REG		Y N
363 002 TR HOSP FR CBT UNIT	HQ REG		Y N

MCTFSPRIUM 3AUG04

364 010	TR MCC	ADMINDISCP EDA	HQ REG	Y	N
364 011	TR MCC	AVNTRNG EDA	HQ REG	Y	N
364 012	TR MCC	DU EDA	HQ REG	Y	N
364 013	TR MCC	FURTRANS EDA	HQ REG	Y	N
364 014	TR MCC	HOSP EDA	HQ REG	Y	N
364 015	TR MCC	ICT EDA	HQ REG	Y	N
364 016	TR MCC	INDIV CBTTR EDA	HQ REG	Y	N
364 017	TR MCC	INSTR EDA	HQ REG	Y	N
364 018	TR MCC	RECRUIT EDA	HQ REG	Y	N
364 019	TR MCC	SEP EDA	HQ REG	Y	N
365 014	TR MCC	ATTEND FED ACAD EDA	HQ REG	Y	N
365 015	TR MCC	AVN STUD EDA	HQ REG	Y	N
365 016	TR MCC	CNFT GCM EDA	HQ REG	Y	N
365 017	TR MCC	CNFT GCM TLPALW EDA	HQ REG	Y	N
365 018	TR MCC	CNFT SPCM EDA	HQ REG	Y	N
365 019	TR MCC	FFT OTHER MCC EDA	HQ REG	Y	N
365 020	TR MCC	FMF AVN REPL EDA	HQ REG	Y	N
365 021	TR MCC	FMF GND REPL EDA	HQ REG	Y	N
365 022	TR MCC	GND STUD EDA	HQ REG	Y	N
365 023	TR MCC	HOSP BC EDA	HQ REG	Y	N
365 024	TR MCC	OTHER REASON EDA	HQ REG	Y	N
365 025	TR MCC	RESPROG AVN EDA	HQ REG	Y	N
365 026	TR MCC	RESPROG GND EDA	HQ REG	Y	N
365 027	TR MCC	TRIAL GCM EDA	HQ REG	Y	N
366 003	TR MCC	AVN ENTLEVEL STUD EDA	HQ REG	Y	N
366 004	TR MCC	GND ENTLEVEL STUD EDA	HQ REG	Y	N
366 005	TR MCC	HOSP FR CBT UNIT EDA	HQ REG	Y	N
367 015	TR MCC	TEM ADMINDISCP EDA	HQ REG	Y	N
367 016	TR MCC	TEM AVN ENTLEVEL STUD EDA	HQ REG	Y	N
367 017	TR MCC	TEM AVNTRNG EDA	HQ REG	Y	N
367 018	TR MCC	TEM CNFT GCM TLPALW EDA	HQ REG	Y	N
367 019	TR MCC	TEM DU EDA	HQ REG	Y	N
367 020	TR MCC	TEM FFT OTHER MCC EDA	HQ REG	Y	N
367 021	TR MCC	TEM FURTRANS EDA	HQ REG	Y	N
367 022	TR MCC	TEM HOSP FR CBT UNIT EDA	HQ REG	Y	N
367 023	TR MCC	TEM ICT EDA	HQ REG	Y	N
367 024	TR MCC	TEM INSTR EDA	HQ REG	Y	N
367 025	TR MCC	TEM RECRUIT EDA	HQ REG	Y	N
367 026	TR MCC	TEM SEP EDA	HQ REG	Y	N
367 027	TR MCC	TEM GND ENTLEVEL STUD EDA	HQ REG	Y	N
367 028	TR MCC	TEM HOSP EDA	HQ REG	Y	N
367 029	TR MCC	TEM GND STUD EDA	HQ REG	Y	N
368 010	TR MCC	TEM CNFT SPCM EDA	HQ REG	Y	N
368 011	TR MCC	TEM FMF AVN REPL EDA	HQ REG	Y	N
368 012	TR MCC	TEM FMF GND REPL EDA	HQ REG	Y	N
368 013	TR MCC	TEM HOSP BC EDA	HQ REG	Y	N
368 014	TR MCC	TEM OTHER REASON EDA	HQ REG	Y	N
368 015	TR MCC	TEM RESPROG AVN EDA	HQ REG	Y	N
368 016	TR MCC	TEM RESPROG GND EDA	HQ REG	Y	N
368 017	TR MCC	TEM TRIAL GCM EDA	HQ REG	Y	N
387 001	EDA		HQ	N	N
402 000	ITD		HQ RES	N	N
880 000	TR IRR	FR SMCR	RES	Y	N
880 001	TR IRR	FR SMCR SCREENING RESULT	RES	Y	N
880 002	TR IRR	FR ASL SCREENING RESULT	RES	Y	N
880 003	TR IRR	FR ISL SCREENING RESULT	RES	Y	N
880 004	TR IRR	FR MTU SCREENING RESULT	RES	Y	N
880 005	TR	MTU	RES	Y	N
881 000	TR MCC	COMP CODE EAS EDA	RES	Y	N
881 001	TR	OTHER SERVICE MEMBER ACDU ED	RES	Y	N

## MCTFSPRIUM 3AUG04

882 000	TR ASL FR SMCR_____	RES	Y	N
882 001	TR ASL FR SMCR_____ SCREENING RESULT _____	RES	Y	N
882 002	TR ASL FR IRR_____ SCREENING RESULT _____	RES	Y	N
882 003	TR ASL FR ISL_____ SCREENING RESULT _____	RES	Y	N
882 004	TR ASL FR MTU_____ SCREENING RESULT _____	RES	Y	N
883 000	TR ROTP MCC_____ COMP CODE _____ EAS _____ EDA _____	RES	Y	N
884 000	TR RUC_____ EDA _____	RES	Y	N
884 001	TR RUC_____ FR IRR_____ SCREENING RESULT _____	RES	Y	N
884 004	TR RUC_____ FR MTU_____ SCREENING RESULT _____	RES	Y	N
885 000	TR RET FR SMCR SPD _____	HQ RES	Y	N
885 001	TR RET FR IRR SPD _____	HQ RES	Y	N
885 002	TR RET FR ASL SPD _____	HQ RES	Y	N
885 003	TR RET FR ISL SPD _____	HQ RES	Y	N
885 004	TR RET FR MTU SPD _____	HQ RES	Y	N
886 000	TR ISL FR SMCR_____	RES	Y	N
886 001	TR ISL FR SMCR_____ SCREENING RESULT _____	RES	Y	N
886 002	TR ISL FR IRR_____ SCREENING RESULT _____	RES	Y	N
886 003	TR ISL FR ASL_____ SCREENING RESULT _____	RES	Y	N
886 004	TR ISL FR MTU_____ SCREENING RESULT _____	RES	Y	N

### 60401. REASON FOR TRANSFER FLAG (RFTF)

1. The data element RFTF reflects the status of HQMC PCS orders. The flag is automatically generated and posted to the record upon processing of either a join or a HQMC UD transfer transaction.

2. To further explain the arrangement and meaning of an RFTF, the following additional guidance is provided:

a. When HQMC by name orders input is entered into MCTFS either by UD or by batch transaction file input, a flag of '1' will automatically post to the Marine's electronic record.

b. An RFTF of '3' will be computer generated provided the present MCC equals the future MCC ordered to by HQMC after posting the join entry from the gaining MCC. The following advisory will post to the DFR of RUC 548XX:

"JD MCC EQUALS ORDERS MCC"

c. After posting the join entry from the gaining MCC, if the RFTF does **not** equal '1', and the present MCC does **not** equal the former MCC a computer-generated RFTF of '2' will be posted to the Marine's electronic record. The following advisory will post to the DFR of RUC 548XX:

"JD MCC W/O RTC/PCSC"

d. When a join entry from the gaining MCC is posted, if the RFTF equals '1', the present MCC does **not** equal the former MCC, and the present MCC does **not** equal the future MCC, a computer generated RFTF of '5' will be posted to the Marine's electronic record. The following advisory will post to the DFR of RUC 548XX:

"JD MCC DOES NOT EQUAL ORDERS MCC"

e. Upon receipt of HQMC UD input of RESET RFTC X PCSC XX and the present RFTF equals '2' or '5', an RFTF of '4' will be posted to the Marine's electronic record. The following advisory will post to the DFR of RUC 548XX:

"RFTC AND PCSC RESET"

### 60402. INTENDED TRANSFER DATE (ITD) (TTC 402)

# MCTFSPRIUM 3AUG04

The ITD may be entered by HQMC UD but is normally generated upon join at a new MCC by adding the tour control factor for the command/Marine to the Date Current Tour Began (DCTB), carrying forward the days and incrementing both the month and year to establish a date.

```
TTC 402 000      ITD_____|(CMC (548XX) and Reserve units)
                  |
                  |
8-byte ED (YYYYMMDD)  ↑
of intended transfer  ─┬─
```

## 60403. ESTIMATED DATE OF ARRIVAL (EDA)(TTC 387)

A change or correction of a Marine's EDA will be reported as follows:

```
TTC 387 001      EDA _____|(CMC (MMOA/MMEA/RAM))
                  |
                  |
8-byte EDA (YYYYMMDD)  ─┬─
                          ↑
```

## 60404. TRANSFER-REGULAR ACTIVE DUTY

1. A transfer is a loss by one RU that will be balanced by a gain into another RU in the **Regular Establishment**. The instructions herein pertain to all RU's of the Regular Establishment.
2. The information to be reported in a transfer entry depends on the type of transfer being reported. The types of transfers are further defined in this section.
3. The statement, "REPORT TRANSFER, JOINED BY RUC XXXXX", will appear when a join entry is submitted and processed for a Marine whose transfer entry has not been processed. When this statement appears, the Marine's computer record has already been updated to reflect the new parent RU. If, through research, it is determined that the Marine was transferred but no transfer entry was reported, the RU must report a transfer. If it is determined that the Marine was joined erroneously by another unit, the original (and correct) RU must report a join entry with an action date subsequent to the date erroneously joined and a Date Current Tour Began. Any other data element that may have been affected by the erroneous join, such as COMRATS, must also be reported.

## 60405. TRANSFER WITHIN THE SAME MCC (TTC 361/362/363)

1. Transfer within the same monitored command involves a change of RU only. The date of transfer is the date the Marine is detached. Use appropriate transfer entry from front of section.

TTC/SEQ	ENGLISH DESCRIPTION
361 000	TR ADMINDISCP
361 001	TR AVNTRNG
361 002	TR DU
361 003	TR FURTRANS
361 004	TR HOSP
361 005	TR ICT
361 006	TR INDIVCBTTR
361 007	TR INSTR
361 008	TR RECRUIT
361 009	TR SEP
362 000	TR AVN STUD__
362 001	TR CNFT GCM
362 002	TR CNFT GCM TLPALW
362 003	TR CNFT SPCM
362 004	TR FFT OTHER MCC

## MCTFSPRIUM 3AUG04

362 005	TR FMF AVN REPL
362 006	TR FMF GND REPL
362 007	TR GND STUD
362 008	TR HOSP BC
362 009	TR OTHER REASON
362 010	TR RESPROG AVN
362 011	TR RESPROG GND
362 012	TR TRIAL GCM
363 000	TR AVN ENTLEVEL STUD__
363 001	TR GND ENTLEVEL STUD____
363 002	TR HOSP FR CBT UNIT

**NOTE 1:** A history statement must be run containing the title of the RU to which transferred. Refer to Table 6-9 to determine purpose for which transferred.

2. Additional information will be reported as required. If the transfer occurs at a formal school, the completion or failure to complete the course will be reported per chapter 5. If completion of the course causes a change of MOS, the change of MOS will be reported per chapter 5. The ED of the MOS change must be prior to date of transfer.

3. When a Marine is transferred within the same MCC while stationed on the island of Okinawa, Japan, refer to Section 3 of this chapter.

### 60506. TRANSFER BETWEEN MCCs (TTC 364/365/366)

1. Transfer between monitored commands involves a change of both the RU and MCC. Reassignments between monitored commands involving a change of RU's will be reported as transfers per this section. However, reassignments between MCCs involving a change of RU require reestablishing the DCTB (Chapter 5, Section 5) to reflect the initial date the Marine originally reported. Reassignments between monitored commands not involving a change of RU's will be reported per Section 6 of this chapter.

2. The date of transfer is the date that the Marine is detached. The appropriate statement will be used when reporting a transfer between monitored commands with no temporary duty enroute:

TTC/SEQ	ENGLISH DESCRIPTION
364 010	TR MCC__ADMINDISCP EDA_____
364 011	TR MCC__AVNTRNG EDA_____
364 012	TR MCC__DU EDA_____
364 013	TR MCC__FURTRANS EDA_____
364 014	TR MCC__HOSP EDA_____
364 015	TR MCC__ICT EDA_____
364 016	TR MCC__INDIV CBTTR EDA_____
364 017	TR MCC__INSTR EDA_____
364 018	TR MCC__RECRUIT EDA_____
364 019	TR MCC__SEP EDA_____
365 014	TR MCC__ATTEND FED ACAD EDA_____
365 015	TR MCC__AVN STUD____EDA_____
365 016	TR MCC__CNFT GCM EDA_____
365 017	TR MCC__CNFT GCM TLPALW EDA_____
365 018	TR MCC__CNFT SPCM EDA_____
365 019	TR MCC__FFT OTHER MCC EDA_____
365 020	TR MCC__FMF AVN REPL EDA_____
365 021	TR MCC__FMF GND REPL EDA_____
365 022	TR MCC__GND STUD____EDA_____
365 023	TR MCC__HOSP BC EDA_____
365 024	TR MCC__OTHER REASON EDA_____
365 025	TR MCC__RESPROG AVN EDA_____
365 026	TR MCC__RESPROG GND EDA_____
365 027	TR MCC__TRIAL GCM EDA_____

MCTFSPRIUM 3AUG04

366 003 TR MCC\_\_AVN ENTLEVEL STUD\_\_EDA\_\_\_\_\_|  
 366 004 TR MCC\_\_GND ENTLEVEL STUD\_\_EDA\_\_\_\_\_|

366 005 TR MCC\_\_HOSP FR CBT UNIT EDA\_\_\_\_\_|  
 MCC of command to which transferred \_\_\_\_\_↑  
 8-byte EDA (YYYYMMDD) at the FMCC \_\_\_\_\_↑

3. If the Marine is ordered from an overseas duty location to the "nearest Marine Corps activity CONUS," report MCC W99.
4. When a Marine is transferred for separation or release from AD and the MCC of destination is known, report that MCC. The purpose for which transferred will be SEP. If the MCC is not known contact your MISSO for additional guidance. Refer to MCO P1080.20.
5. Monthly BAS will be started when reporting TTC 364 for RUCs 32092, 34022, 31407, and 33353 by the Depot and Marine Combat Training (MCT) RUCs. The effective date of the transfer will be the BAS start date.
6. If the transfer occurs at a formal school, the completion or failure to complete the course will be reported per Chapter 5, Section 10. If completion of the course causes a change of MOS, report the change of MOS per Chapter 5, Section 9.
7. If the Marine is a PLC lawyer completing a period of ADSW prior to reporting to TBS, report a DROP statement per Chapter 10, Section 5.

60407. TRANSFER BETWEEN MCCs WITH TEMPORARY DUTY ENROUTE (TTC 367/368)

1. Entries reporting transfer between monitored commands that include temporary duty enroute must include the next duty station the Marine will be joined. This will be the permanent duty command that will join the Marine. The PCS orders of personnel transferred to/from overseas may, for example, specify that the Marine will report to MCC W98 for temporary duty en route or for transportation arrangements. However, since MCC W98 will not join the Marine, the transferring unit should not report W98 in the UD entry. For example, a Marine with orders to the 3d Marine Division (MCC 124) and with temporary duty en route only at MCC W98 should be transferred by UD entry directly to MCC 124. Use the appropriate statement shown below when reporting a transfer between monitored commands with temporary duty enroute:

TTC/SEQ	ENGLISH DESCRIPTION
367 015	TR MCC__TEM ADMINDISCP EDA_____ HIST:_____
367 016	TR MCC__TEM AVN ENTLEVEL STUD__EDA_____ HIST:_____
367 017	TR MCC__TEM AVNTRNG EDA_____ HIST:_____
367 018	TR MCC__TEM CNFT GCM TLPALW EDA_____ HIST:_____
367 019	TR MCC__TEM DU EDA_____ HIST:_____
367 020	TR MCC__TEM FFT OTHER MCC EDA_____ HIST:_____
367 021	TR MCC__TEM FURTRANS EDA_____ HIST:_____
367 023	TR MCC__TEM ICT EDA_____ HIST:_____
367 024	TR MCC__TEM INSTR EDA_____ HIST:_____
367 025	TR MCC__TEM RECRUIT EDA_____ HIST:_____
367 026	TR MCC__TEM SEP EDA_____ HIST:_____
367 027	TR MCC__TEM GND ENTLEVEL STUD__EDA_____ HIST:_____
367 028	TR MCC__TEM HOSP EDA_____ HIST:_____
367 029	TR MCC__TEM GND STUD__EDA_____ HIST:_____
368 009	TR MCC__TEM CNFT GCM EDA_____ HIST:_____
368 010	TR MCC__TEM CNFT SPCM EDA_____ HIST:_____

MCTFSPRIUM 3AUG04

368 011 TR MCC\_\_TEM FMF AVN REPL EDA\_\_\_\_\_|HIST:\_\_\_\_\_|  
 368 012 TR MCC\_\_TEM FMF GND REPL EDA\_\_\_\_\_|HIST:\_\_\_\_\_|  
 368 013 TR MCC\_\_TEM HOSP BC EDA\_\_\_\_\_|HIST:\_\_\_\_\_|  
 368 014 TR MCC\_\_TEM OTHER REASON EDA\_\_\_\_\_|HIST:\_\_\_\_\_|  
 368 015 TR MCC\_\_TEM RESPROG AVN EDA\_\_\_\_\_|HIST:\_\_\_\_\_|  
 368 016 TR MCC\_\_TEM RESPROG GND EDA\_\_\_\_\_|HIST:\_\_\_\_\_|  
 368 017 TR MCC\_\_TEM TRIAL GCM EDA\_\_\_\_\_|HIST:\_\_\_\_\_|

MCC of the final permanent duty station \_\_\_\_\_

Purpose for which transferred, using the appropriate statement from Table 6-9 \_\_\_\_\_

8-byte EDA (YYYYMMDD) at the PDS (FMCC) \_\_\_\_\_

Title of the unit/command to which transferred for temporary duty \_\_\_\_\_

2. If the Marine is being transferred to the "nearest Marine Corps activity CONUS," report MCC W99.

3. If the transfer occurs at a formal school, the completion or failure to complete the course will be reported per Chapter 5, Section 10. If completion of the course causes a change of MOS, report the change of MOS per Chapter 5, Section 9. The ED of the MOS change must be prior to date of transfer. For enlisted personnel, report the appropriate stop COMRATS and/or BAS per Chapter 8.

4. In some cases, personnel on PCSO are directed to perform temporary duty at a location where there is no Marine Corps RU. In such cases the orders of these personnel will indicate the activity on whose rolls the Marine will be carried for administrative purposes. (The next Marine Corps RU the Marine is directed to report to for either temporary duty or duty.) Report the MCC of this activity. Upon arrival at the non-Marine Corps temporary duty station these personnel must forward a copy of orders endorsements and an itinerary of travel to the command on whose rolls they will be carried. Upon receipt of these orders, the command will then join/attach the members as of the day following the last day of travel time.

60408. TRANSFER BY SERVICE RECORDS (TTC 359/360)

1. Transfer by service records (for record purposes only) is normally effected when a Marine is in a non-available status, for example, confined. The Marine may be transferred either within the same MCC or between MCCs.

2. To transfer by service records **within the same MCC**, report as follows:

TTC 360 000 TR FOREC|HIST:\_\_\_\_\_|

Title of the unit to which transferred and the status of the Marine \_\_\_\_\_

3. To transfer by service records **between MCCs**, report as follows:

TTC 359 XXX TR MCC\_\_\_\_\_FOREC\_\_\_\_\_EDA\_\_\_\_\_|

MCC of command to which transferred \_\_\_\_\_

Status of the Marine using the appropriate abbreviation from Table 6-9 \_\_\_\_\_

8-byte EDA (YYYYMMDD) (actual TR ED if the \_\_\_\_\_



MCTFSPRIUM 3AUG04

b. has enlisted for or has been selected for the ROTP and elects **not** to remain in the SMCR.

c. has completed 2 years AD and is considered fully trained, and requests transfer to the IRR.

d. has not completed the mandatory IDT participation portion of the Reserve program enlisted for, however; a request for transfer to the IRR has been approved by the COMMARFORRES. Refer to MCO P1001R.1 for guidance pertaining to requests for a transfer to the IRR for those Marines who have not completed the mandatory drilling obligation.

2. Members of an SMCR unit **will not be transferred** to the IRR with less than 30 days remaining on their contract/extension. The RU **must execute** on UD, any reenlistments/extensions prior to transferring a Marine to the IRR.

3. Members who are in an NOE status (strength category '8') cannot be transferred to the IRR. Strength category '8' must be changed by CMC before the IRR transfer can be reported.

4. Prior to transferring a Marine to the IRR, the CO must ensure that all completed AD/IDT entries have been reported. Upon notification from the transferring unit, the CG **MOBCOM** will report any authorized completed AD that has been performed when the RU fails to do so prior to transfer.

5. This statement will not be used to report mandatory participants failing to participate per the provisions of 10 U.S.C. 270. Prior to reporting a transfer, report a new home address, telephone number or PRO/CON markings, as required. To report transfer TO IRR FR SMCR, report as follows:

TTC 880 000            TR IRR FR SMCR\_\_\_\_\_ |  
Reason code from Table 6-12            \_\_\_\_\_ ↑

6. When reporting a drop or a transfer to the IRR for those Marines who failed to complete the bonus program for an Enlistment, Reenlistment, or an Affiliation bonus, the unit commander is required to terminate the bonus.

7. Once a statement of Transfer to the IRR has been reported, it is the responsibility of the detaching unit's CO to ensure the Service and Health Records are forwarded per MCO P1070.12. (See Chapter 4, Section 5 for instructions on reporting the status of health/Service Records.)

60412. TRANSFER TO THE IRR FROM SMCR DUE TO MOBILIZATION ORDERS (TTC 880)

If circumstances arise that prevent an SMCR member from carrying out Mobilization orders, prior to mobilization, the following transfer statement will be used when directed by the CMC or CG, MARFORRES:

TTC 880 000            TR IRR FR SMCR\_\_\_\_\_ |  
1-byte reason code for            \_\_\_\_\_ ↑  
transfer from MCO P1080.20

60413. TRANSFER FROM SMCR TO THE STANDBY RESERVE (ASL) (TTC 882/886)

1. A member of the SMCR may be transferred to the ASL or ISL for the following reasons. If the reservist:

a. is other than a member of Congress or key Federal employee who has not fulfilled the required MSO and has received approval from the COMMARFORRES.

MCTFSPRIUM 3AUG04

b. is enrolled in a military school course, to include correspondence courses at the time the reservist has completed the mandatory drilling obligation.

c. is not required by law or regulation to remain a member of an active status program but desires to retain a Reserve affiliation in a non-participating status.

d. has obtained approval per MCO P1001R.1 and has received a written assignment order from the CG **MOBCOM**.

2. Prior to reporting a transfer, report a new home address, telephone number, and PRO/CON marks, as required.

Report transfers from the SMCR to the Standby Reserve (ASL or ISL) as follows:

TTC 882 000 TR ASL FR SMCR\_\_\_\_\_ |

TTC 886 000 TR ISL FR SMCR\_\_\_\_\_ |

Reason code from Table 6-10 \_\_\_\_\_ ↑

3. When reporting a drop or a transfer to the Standby Reserve (ASL or ISL) for those Marines who failed to complete the bonus program for an Enlistment, Reenlistment, or an Affiliation bonus, the unit commander is required to terminate the bonus.

4. Once a statement of Transfer to the Standby Reserve has been reported, it is the responsibility of the detaching unit's CO to ensure the Service Records are forwarded to the CG **MOBCOM** and the health records are forwarded to the Department of Veterans Affairs, Service Medical Records Center (SMRC), P.O. Box 150950, St. Louis, MO 63115-8950. (See Chapter 4, Section 5 for instructions on reporting the status of health/Service Records.)

60414. TRANSFER FROM IRR OR STANDBY RESERVE TO MTU (**MOBCOM** ONLY) (TTC 880)

1. A reservist will be transferred to an MTU from the IRR only under the following conditions:

a. The member has requested to join the MTU, obtained approval per MCO P1001R.1, and executed or has effected an enlistment contract that would allow the Marine sufficient time to be of use to the unit.

b. An SGLI election has been made per Chapter 8, Section 4.

c. A Notice of Waiver of VA Compensation or Pension to receive Military Pay and Allowances Form (VA Form 21-8951-2) has been completed per Chapter 12, Section 1.

d. The reservist must be in the grade of SSgt or above, unless waived by competent authority as authorized by MCO P1001R.1.

e. Prior to being transferred to an MTU, a member of the Standby Reserve must first be joined into the IRR using Table 6-6 and then transferred to the MTU per this paragraph.

2. Report a transfer to an MTU as follows:

TTC 880 005 TR MTU\_\_\_\_ | HIST: \_\_\_\_\_ |

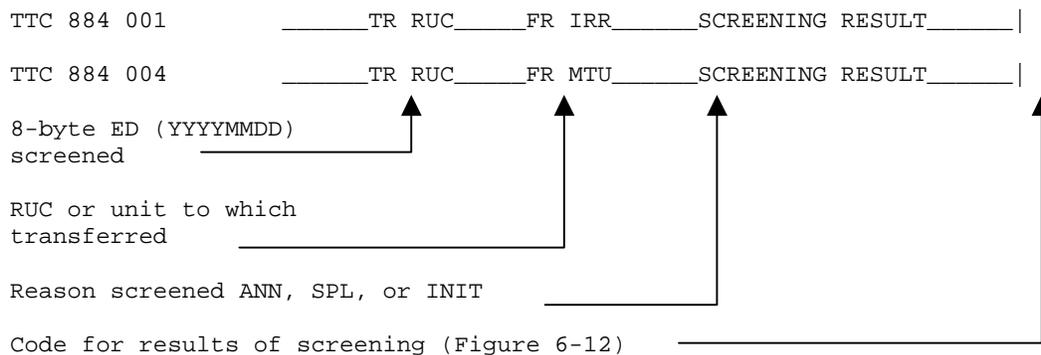
MTU RUC \_\_\_\_\_ ↑

Authority \_\_\_\_\_ ↑

60415. TRANSFER BASED ON RESULTS OF SCREENING (TTC 884)

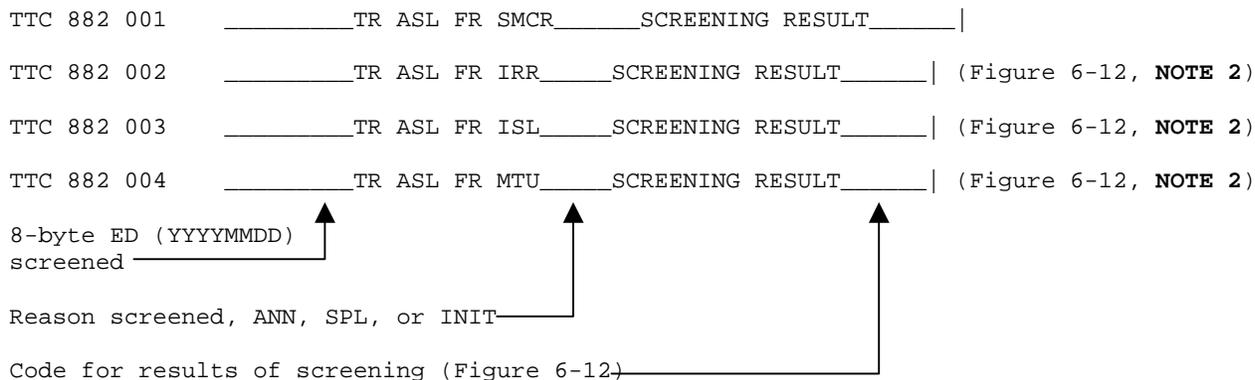
## MCTFSPRIUM 3AUG04

1. MCO P1001R.1 provides the policies, regulations, and instructions for screening the Ready Reserve and for the assignment to and transfer between Reserve categories. A reservist will be transferred based on the results of screening from an annual, special, or initial audit.
2. If the reservist is to be transferred as a result of screening, the transfer entry will include the reason for screening and the results of screening (refer to TABLE 6-13). The screening date will be used as the action date for the transfer.
3. The transfer from the SMCR or from the ASL as a result of screening will automatically post a Reason Transferred code of 'S' (screened) to MCTFS.
4. The information contained in MCO P1001R.1 and other Marine Corps directives, as required, will be used to determine the appropriate screening code to be used in the transfer entry.
5. When transferring a reservist to the SMCR from the IRR based on the results of screening, report as follows:

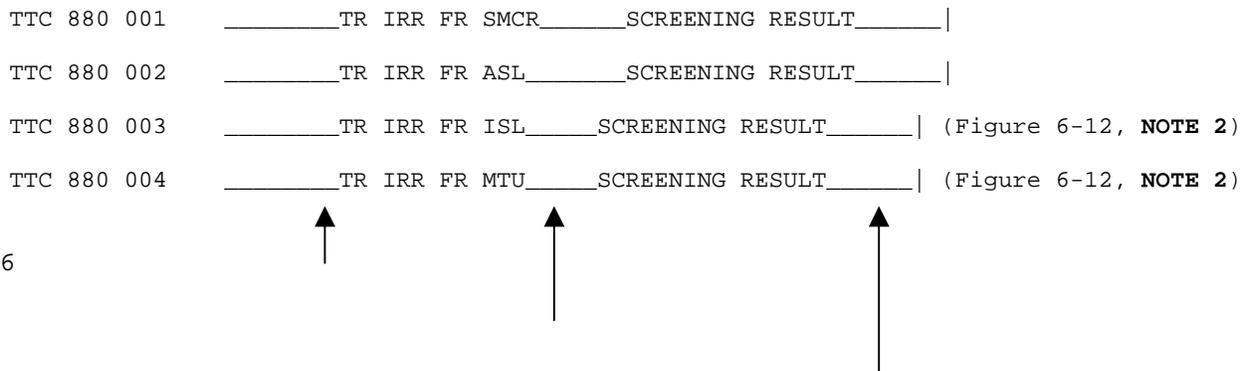


6. When transferring a reservist to the IRR or Standby Reserve (ASL or ISL) based on the results of screening:

a. Report a transfer to the ASL from SMCR, IRR, ISL, or MTU:



b. Report a transfer to the IRR from SMCR, ASL, ISL, or MTU:



MCTFSPRIUM 3AUG04

8-byte ED (YYYYMMDD)  
screened \_\_\_\_\_

Reason screened, ANN, SPL, or INIT \_\_\_\_\_

Code for results of screening (Figure 6-12) \_\_\_\_\_

c. For Marines who have not completed their mandatory drilling obligation in the SMCR, approval to transfer to the IRR or the Standby Reserve must be approved by the CG,MMARFORRES prior to the transfer being reported on the UD. Prior to reporting a transfer, report a new home address, telephone number, and PRO/CON marks, as required. Reporting a reason screened of INIT will post a '1', ANN will post a '2', and SPL will post a '3' to the MCTFS Reason Screened data field. Report a transfer to the ISL from SMCR, IRR, ASL, or MTU:

TTC 886 001      \_\_\_\_\_TR ISL FR SMCR\_\_\_\_\_SCREENING RESULT\_\_\_\_\_ |  
TTC 886 002      \_\_\_\_\_TR ISL FR IRR\_\_\_\_\_SCREENING RESULT\_\_\_\_\_ | (Table 6-12, **NOTE 2**)  
TTC 886 003      \_\_\_\_\_TR ISL FR ASL\_\_\_\_\_SCREENING RESULT\_\_\_\_\_ |  
TTC 886 004      \_\_\_\_\_TR ISL FR MTU\_\_\_\_\_SCREENING RESULT\_\_\_\_\_ | (Table 6-12, **NOTE 2**)

8-byte ED (YYYYMMDD)  
screened \_\_\_\_\_

Reason screened, ANN, SPL, or INIT \_\_\_\_\_

Code for results of screening (Table 6-12) \_\_\_\_\_

60416. TRANSFER TO THE RETIRED RESERVE (TTC 885)

1. MCO P1900.16 promulgates policies, procedures, guidance, and administrative instructions for reservists. MCO P1001R.1 establishes the requirements for screening the reservist for assignment between Reserve categories. Utilizing the instructions in these Manuals and other directives, as necessary, transfers to the Retired Reserve will be reported as indicated in this section.

2. Upon receipt of approval from the CMC (MMSR-5), members of the Reserve Establishment who have completed 20 years or more of qualifying service are eligible for transfer to the Retired Reserve. Report the transfer with the appropriate statement:

TTC 885 000      \_\_\_\_\_TR RET FR SMCR SPD\_\_\_\_\_00 |HIST:\_\_\_\_\_ |  
TTC 885 001      \_\_\_\_\_TR RET FR IRR SPD\_\_\_\_\_00 |HIST:\_\_\_\_\_ |  
TTC 885 004      \_\_\_\_\_TR RET FR MTU SPD\_\_\_\_\_00 |HIST:\_\_\_\_\_ |

8-byte DOA (YYYYMMDD) \_\_\_\_\_  
with the ED of the  
date transferred to  
the retired list  
**(NOTE)**  
4-byte separation code  
1-byte separation document type  
(as shown in MCO P1080.20) \_\_\_\_\_

Show the authority \_\_\_\_\_

**NOTE:** The DOA for transfer to the retired reserve must be reported as the day prior to the ED of retirement. The date of transfer is normally the last day of the month.

## MCTFSPRIUM 3AUG04

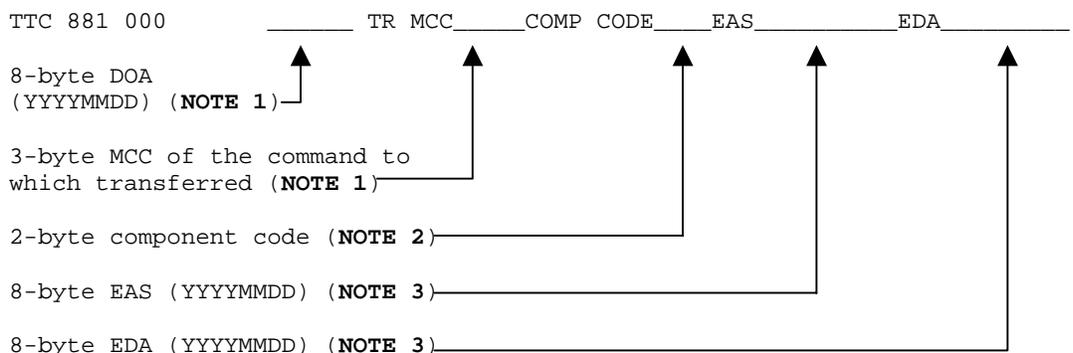
3. Prior to reporting this entry, units must verify total satisfactory years of service. In cases where the MCTFS record does not contain the correct satisfactory years of service, RU's should submit a request to MISSO-17 for corrective action by message. **This must be completed prior to reporting the transfer entry on the UD.** Also report a new home address and telephone number.

4. The transfer entry will cause an automatic join entry for the Retired Reserve to be generated.

5. Once a statement of Transfer to the Retired Reserve has been reported, it is the responsibility of the detaching unit's CO to ensure the Service and Health Records are forwarded per MCO P1070.12. (See paragraph 40503 for instructions on reporting the status of health/Service Records.)

### 60417. TRANSFER TO ACTIVE DUTY FOR 31 DAYS OR MORE (TTC 881)

1. To report a transfer to AD for a period of 31 days or more on all Reserve duty performed with the exception of Reserve Officer Training Programs, report as follows:



**NOTE 1:** The reported DOA must be the day prior to the first day of AD as stated in the orders. Failure to report this date correctly will cause the AD initial join entry to fail. The reported MCC must be the MCC of the AD unit that will report the initial join. An initial join reported by an AD unit with a different MCC will fail.

**NOTE 2:** The reported component code **must be the Active Duty component code**, as determined from the orders to AD. Utilize the following list for frequently reported codes:

IADT, IIADT or ETT:	'K1' - 'K3' (Includes Training/Pay Category 'P' Personnel)
AR Program:	'B1' - 'B4' or 'K6' (K6 is used for officers only)
EAD Recruiter:	'CD'
Recruiter aide (less than 139 days):	'CE'
Involuntary AD for 45 days or less:	'CF'
Enlistment Regular Marine Corps:	'11'
Augmentation Regular Marine Corps (Officer):	Contact MISSO for assistance.

**NOTE 3:** The reported EAS must be the last day of AD as stated in the orders. This date will post to the EAS and ECC. The reported EDA must be at least one day greater than the date of action. The EAS may be reported as "00000000" for officers only. Prior to reporting a transfer report PRO/CON markings and a new home address and telephone number, if necessary.

**NOTE 4:** When TTC 881 000 is reported on Members whose Component Codes are equal to "11", 'C1', 'C2', 'C3', 'C5', 'C6', 'CB', or 'CD' zeros will post to the Reserve RUC, and blanks to the Reserve MCC. This will ensure that for the duration of the Member's active duty, the Reserve unit will not receive feedback on their DFR.

MCTFSPRIUM 3AUG04

2. When a Reserve enlisted member, not on AD 31 days or more, reenlists into the Regular Marine Corps, report TTC 881 000 as shown below with a component code equal to '11' and the EAS based on the member's new enlistment contract.

3. There is no 'delete as erroneous' capability for the transfer to active duty entry. A delete/add statement will be used in the situation where the AD orders were changed prior to the commencement of the orders (i.e., dates were changed, place of duty was changed, component code was changed). The delete/add statement **must be reported prior to the AD initial join processing**. When the AD initial join has processed, other corrective action will need to be taken in order to set the record up correctly (i.e., the AD unit runs the correct EAS, ECC or MISSO/HQMC runs the correct component code). Refer to section 1 of this chapter for the procedure to correct an erroneous transfer to AD in which the Reserve member will not be performing a period of AD (i.e., admin error or cancellation of orders).  
60418. RESERVE OFFICER TRAINING PROGRAMS (ROTP) (TTC 883)

When a Marine (IRR or SMCR) enlists for or has been selected for participation in the Reserve Officer Training Program (ROTP) and is due to report to the Reserve Officer Candidate Accounting Unit at Quantico, VA to begin the Basic Officer Training course, the following guidelines apply:

a. The reported DOA **must be the day prior to the first day of AD as stated in the orders**. Failure to report this date correctly will cause the AD initial join entry to fail. The reported MCC **must be for Officer Candidates**.

b. The reported component code **must be the Active Duty component code**, as determined from the orders to AD. The valid component codes for this entry are KP or C9.

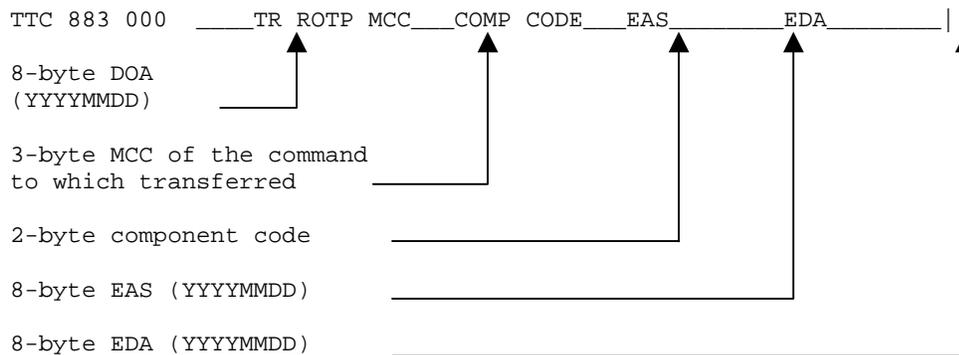
c. The reported EAS must be the last day of AD as stated in the orders. This date will post to the EAS and ECC. The reported EDA must be at least one day greater than the DOA.

d. Prior to reporting a transfer, report PRO/CON markings, a new home address, and telephone number, if necessary.

2. Refer to chapter 12 for Headquarters reporting requirements for the Officer Candidate Code.

3. Personnel attending any of the Service Academies or Reserve Officer Training Courses will be placed in the holding RUC established for Naval Academy/Naval Reserve Officer Training Course (NAV ACAD/NROTC). Reserve Component Code of '20' (2 Oscar) has been established for NAV ACAD/NROTC members.

4. To report a transfer to AD: DO NOT USE THIS STATEMENT FOR TRANSFER OF OFFICERS.



60419. TRANSFER OTHER SERVICE MEMBER ACTIVE DUTY (TTC 881).

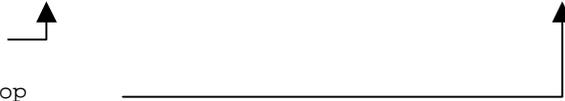
To transfer other service personnel to an Active Duty Unit, report as follows:

MCTFSPRIUM 3AUG04

TTC 881 001 \_\_\_\_\_TR OTHER SERVICE MEMBER ACDU ED\_\_\_\_\_

8-byte DOA (YYYYMMDD)

8-byte ED (YYYYMMDD) of drop



**NOTE:** If this transaction is reported on an individual who has a reserve component equal to '4C' or '4R' it will fail.

MCTFSPRIUM 3AUG04

TABLE 6-10--PURPOSE TRANSFERRED/REASSIGNED (STRCAT/DUSTAT/PAY CODES)					
R U L E	A	B	C	D	E
	If the Marine is being transferred to another unit or command for	then the purpose is reported in the statement with	the strength category code will be	the duty status code will be	the Pay Code will be
1	duty; including on-the-job training or to attend local command schools	DU	'0'	'1'	00000
2	duty with the Reserve Program in a ground billet	RESPROG GND		'3'	00000
3	duty with the Reserve Program in an aviation billet	RESPROG AVN		'3'	00000
4	duty as a formal school instructor	INSTR	'2'		
5	individual combat training	ICT			
6	processing as ground replacement	FMF GND REPL			
7	processing as aviation replacement	FMF AVN REPL			
8	administration of discipline	ADMINDISCP	'D'		
9	recruit training	RECRUIT	'A'	'8'	00000 02105 02205 02305
10	duty as a student in an entry level school; primary MOS is ground MOS	GND ENTLEVEL STUD____  (NOTE 1)			
11	duty as a student in an entry level school; primary MOS is aviation MOS	AVN ENTLEVEL STUD____  (NOTE 1)			
12	duty as a student; primary MOS is ground MOS	GND STUD____  (NOTE 1)			
13	duty as a student; primary MOS is aviation MOS	AVN STUD____  (NOTE 1)	'1'		

MCTFSPRIUM 3AUG04

TABLE 6-10 CONTINUED--PURPOSE FOR WHICH TRANSFERRED/REASSIGNED					
R U L E	A	B	C	D	E
	If the Marine is being transferred to another unit or command for	then the purpose is reported in the statement with	the strength category code will be	the duty status code will be	the Pay Code will be
14	attendance at a Federal academy	ATTEND FED ACAD		'1'	00000
15	aviation training	AVNTRNG	'Q'	'6'	00000
16	hospitalization as a battle casualty	HOSP BC	'T'	'2'	05400 05500 05600 05700 02620 06100 06200 06300
17	hospitalization for nonbattle injury or illness incurred while serving with combat committed unit	HOSP FR CBT UNIT	'T'	'O' (Oscar)	02620
18	hospitalization for reason of injury or illness incurred while serving in a unit which is not combat committed	HOSP	'L'	'P'	02620 06100 06200 06300
19	further transportation to another monitored command	FURTRANS	'F'	'4'	00000 02105 02205 02305
20	further transfer to another monitored command	FFT OTHER MCC	'F'	'4'	(same as rule #19)
21	separation	SEP	'N'	'5'	99999
22	Trial by general court-martial	TRIAL GCM	'B'	'E'	03110
23	confinement as general court-martial prisoner when sentence DID <b>NOT</b> INCLUDE total loss of pay and allowances	CNFT GCM  past ECC	'S'	'H'	03200
24	confinement as general court-martial prisoner when sentence DID INCLUDE total loss of pay and allowances	CNFT GCM TLPALW  past ECC	'R'	'H'	03200

MCTFSPRIUM 3AUG04

TABLE 6-10 CONTINUED--PURPOSE FOR WHICH TRANSFERRED/REASSIGNED					
R U L E	A	B	C	D	E
	If the Marine is being transferred to another unit or command for	then the purpose is reported in the statement with	the strength category code will be	the duty status code will be	the Pay Code will be
25	confinement as special court-martial prisoner when sentence included confinement in excess of 1 month	CNFT SPCM	'3'	'G'	03200
26	any purpose other than shown above	OTHER REASON  (NOTE 2)	'X'	'Q'	02600

**NOTE 1:** Complete the entry by entering the appropriate school code; for **EXAMPLE, GND ENTLEVEL STUD 13G|; AVN ENTLEVEL STUD X9K|**.

**NOTE 2:** When this statement is used, the specific reason must be shown in a history statement.

MCTFSPRIUM 3AUG04

TABLE 6-11--TRANSFER BY SERVICE RECORDS			
R U L E	A	B	C
	If the Marine's status at the time of transfer by service records is	then complete the statement with	TTC
1	hospitalized battle casualty	FOREC HOSP BC EDA	359 028
2	hospitalized as a result of nonbattle injury or illness incurred while serving in a combat committed unit	FOREC HOSP FR CBT UNIT EDA____	359 029
3	hospitalized as a result of injury or illness incurred while serving in a unit which is not combat committed	FOREC HOSP EDA____	359 027
4	confined awaiting trial by general court-martial	FOREC CNFT ATLGCM EDA _____	359 020
5	confined serving sentence of general court-martial which DID INCLUDE total loss of pay and allowances	FOREC CNFT GCM TLPALW EDA ____	359 022
6	confined serving sentence of general court-martial which DID NOT INCLUDE total loss of pay and allowances	FOREC CNFT GCM EDA	359 021
7	confined serving sentence of special court-martial	FOREC CNFT SPCM EDA____	359 024
8	confined for reason not listed in rules 4 through 7	FOREC CNFT ADMINDISCP EDA ____	359 019
9	confined as an SCM of SPCM prisoner and Marine's EAS has expired	FOREC CNFT PAST EAS EDA____	359 023
10	in hands of civil authorities	FOREC INCA EDA ____	359 030
11	captured	FOREC CPTR EDA ____	359 025

MCTFSPRIUM 3AUG04

TABLE 6-11 CONTINUED--TRANSFER BY SERVICE RECORDS			
R U L E	A	B	C
	If the Marine's status at the time of transfer by service records is	then complete the statement with	TTC
12	missing	FOREC MIS EDA ____	359 033
13	missing in action	FOREC MIA EDA ____	359 032
14	interned	FOREC ITD EDA ____	359 031
15	other than any listed above, and the unit has been directed to transfer the Marine by OQR/SR	FOREC DIRCTD EDA ____  (Note)	359 026
16	in hands of foreign civil authorities	FOREC IHFA EDA ____	359 035
17	in a temporary additional duty status	FOREC WHILE TAD EDA ____	359 034

MCTFSPRIUM 3AUG04

TABLE 6-12--TRANSFER FROM SMCR TO IRR, ASL, OR ISL		
R U L E	A	B
	If the reason for transfer is	then report
1	Marine is a non-mandatory participant (OWN REQ)	1
2	Marine is considered fully trained after (TRAINED) completing 2 years of AD	5
3	Marine elects not to remain in the SMCR after enlisting in a ROTP (NROTC/Naval Academy) or PLC Program	4
4	Other than reasons listed above not as a result of screening (OTHER)	2
5	reserved for future use	3
6	Marine's request for SMCR IDT obligation	B
7	BRAC, unit relocated	C
8	BRAC, unit redesignated	D
9	unit relocated (other than BRAC)	E
10	unit redesignated, (other than BRAC)	F
11	key federal employee	G
12	Medical	H
13	unsatisfactory drill attendance	I
14	Disciplinary	J
15	hardship/humanitarian	K

# MCTFSPRIUM 3AUG04

## SECTION 5: UNIT INFORMATION

### 60500. INTRODUCTION

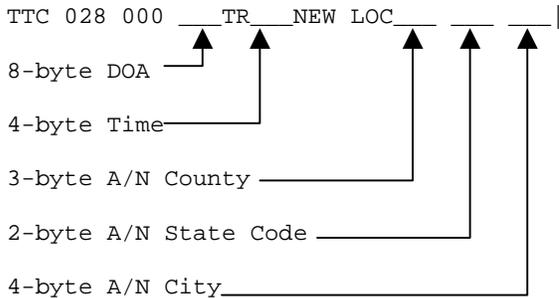
1. The different categories of Unit Information are those items that are unique to Marine Corps Units, such as Permanent Change of Station Code (PCSC), Monitored Command Code (MCC), Disbursing Station Symbol Number (DSSN), etc. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
028 000 TR__NEW LOC__ __ __	REG	N	N
030 000 COMD RUC_____	HQ REG	N	N
150 000 DSSN_____ED_____	HQ REG	N	N
170 001 MCC__RUC_____	HQ REG RES	N	N
172 000 FUTURE MCC____	HQ REG RES	N	Y
172 001 FUTURE RUC____	HQ	N	N
263 000 RCN_____	HQ REG	N	N
265 001 PEN_____	HQ REG RES	N	N
274 000 COMD DPI_____	HQ REG	N	N
403 000 RFTC_____	HQ	N	N
404 000 RESET RFTC__PCSC____	HQ	N	N
411 000 PCSC_____	HQ	N	N
446 000 PERS RTP RUC__JURIS TR TO SDPI__	HQ REG	N	N
450 000 ACTD AS RUC__MCC__DSSN__EFF__COMD DPI__PEN__RCN____ HQ REG RES	HQ REG RES	N	N
451 000 DEACTD AS RU____	HQ REG RES	N	N
452 000 RED ZERO STR	HQ REG RES	N	N
453 000 FR ZERO STR	HQ REG RES	N	N
805 000 DISTRICT____	RES	N	N
807 000 DOD TRAINING CATEGORY PAY GROUP____	HQ	N	N
823 000 CLOSEST II____	RES	N	N
824 000 CLOSEST MARTD____	RES	N	N

### 60501. NEW LOCATION (TTC 028)

This transaction is used to input an event entry for table updates that will be received by central file maintenance with locations specified for regular duty only.



### 60502. COMMAND RUC (TTC 030)

This transaction is utilized by CMC to correct the Command RUC in a Marine's record. The CRUC data element represents the senior CRUC within an MCC. For example, the senior CRUC

## MCTFSPRIUM 3AUG04

within the 1st Marine Division, MCC 121, is RUC 11000. CRUCs are listed in MCO P1080.20. Use the following statement to report a change in the Marine's CRUC:

```
TTC 030 000          COMD RUC_____ | (CMC 548XX)
                    5-byte command RUC  _____ ↑
```

60503. DISBURSING STATION SYMBOL NUMBER (DSSN) (TTC 150)

1. Each RU is provided disbursing service by a designated disbursing station. The disbursing station is identified by a four-byte DSSN. DSSNs are listed in the Navy Comptroller Manual, Volume 4, Appendix B.
2. A FO symbol is a five-character symbol used to identify a specific FO and disbursing station. The prefix continues through the alphabet for each FO successor at that station. Ensure that the four-character DSSN is reported. Do not include the alphabetic prefix that identified the FO symbol. For example, A6091 represents the FO and station providing service to HqBn, HQMC. For UD entries, report 6091.
3. Pay accounts of all Marines of a single unit normally are maintained by the same disbursing station. However, some personnel of one unit on TAD, maneuvers, and so forth, may be provided service by a different disbursing station. When these conditions exist, the DSSN must be reported for personnel who are affected. When reporting a JOIN entry, DSSN must be reported if the unit is served by more than one disbursing station. DSSN is not required in the join entry if all Marines of the unit are provided service by the same disbursing station.
4. DSSN changes must be reported by a UD EVENT entry. The change will update the MCTFS computer tables for the RUC, the primary MCC and all additional MCCs in the same DSSN as the primary MCC. If any additional MCC(s) are assigned to the RUC with a different DSSN, those MCCs will not be affected by the reported DSSN change. A separate EVENT entry **must** be submitted for any additional MCCs with a different DSSN than the primary MCC.
5. When a Marine is joined or attached in excess of 30 days, ensure a DSSN change is reported. Additionally, another DSSN change is required to return to the original DSSN of the permanent RUC upon termination of TAD/Excess.
6. A record of entry reporting activation, redesignation, reorganization, or relocation of a unit must include the DSSN and the ED.
7. DSSN and ED are reported with the statement shown below. If DSSN is unknown, it may be obtained by contacting the disbursing office.

```
TTC 150 000          DSSN_____ ED_____ |
                    DSSN use four-character
                    symbol. DO NOT include
                    the alphabetic prefix _____ ↑
                    8-byte ED (YYYYMMDD) _____ ↑
```

**NOTE 1:** The DSSN of a Marine who has been declared a mental incompetent will be changed to 6167. The ED will be the date the determination of mental incompetence to the FO.

**NOTE 2:** The DSSN of a Marine who is missing in action, interned in a foreign country, captured, beleaguered, besieged by a hostile force, or detained in a foreign country against their will be changed to 6167. The ED will be the date the Marine was determined to be in a missing status.

**NOTE 3:** The DSSN of a Marine who is participating in the Excess Leave (LAW) Program will be changed to 6167. The ED will be the date the Marine assumes the duty.



## MCTFSPRIUM 3AUG04

2. The PEN is included in the unit's T/O for each billet line. A list of PENs for each line number is located immediately following the last line number on a unit's T/O. The primary PEN on the SRAA is the PEN that applies to the greatest number of personnel in that unit. That PEN is automatically entered into the Marine's CMF when a join entry or change of MCC is processed. Certain T/O's for RU's, however, have additional PENs assigned to specific T/O billet line numbers. For personnel assigned to T/O billets for which a PEN other than the primary PEN is indicated, report that PEN with an action statement each time a join or change of MCC is reported.

3. An RCN correction should seldom be required. If a Marine is joined in the correct MCC/RUC combination the system will post the correct RCN from the SRAA to the CMF.

4. The PENs and the RCNs must be reported as separate action statements. Use the appropriate statement. Report the following:

```

TTC 265 001      PEN_____|
                8-character PEN_____↑
TTC 263 000      RCN_____| (ACTIVE DUTY ONLY)
                6-character RCN_____↑
    
```

**NOTE:** Change of PEN and/or RCN for an entire unit must be reported by an EVENT entry (see Section 6 of this chapter).

### 60508. COMMAND DPI (TTC 274)

The command DPI is a data processing installation having computer capability to provide payroll related services to RU's. The command DPI will perform the disbursing functions necessary to execute military payrolls from information extracted from MCTFS Master record provided by the Regional Automated Services Center (RASC).

```

TTC 274 000  COMD DPI____|
                2-byte code_____↑
    
```

### 60509. REASON FOR TRANSFER CODE (RFTC)(TTC 403/404)

1. The data element RFTC is used by HQMC for accounting purposes to determine within established categories the reason a Marine was given PCS transfer. This code may be generated by HQMC UD or by-name transfer orders input. Two generations of this data element will be maintained on the Central/Headquarters and Field Master Files. The "old" RFTC will reside in the least-most position of the field and the "new" RFTC will be located in the right-most position. Report as follows:

```

TTC 403 000      RFTC_____| (CMC MMOA/MMEA/RAM)
                1-byte reason for
                transfer code _____↑
                MCO P1080.20
    
```

2. To clear the RFTC field report RFTC '0' (zero). This clearing process will only remove the "new" RFTC located in the right-most position. Report the following:

```

TTC 404 000      RESET RFTC_____PCSC_____| (CMC MMOA/MMEA/RAM)
                1-byte RFTC_____↑
                2-byte A/N PCSC_____↑
    
```



# MCTFSPRIUM 3AUG04

## SECTION 6: MARINE UNIT DATA

### 60600. INTRODUCTION

1. The different categories of Marine Unit Data are those items that are unique to Marine Corps Units and the individual Marine, such as Present Tour Control Factor (PTCF), Company Code, Component Code, etc. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statements:

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
096 000 REASG MCC_____ADMINDISCP	REG	N	N
096 001 REASG MCC_____AVN ENTLEVEL STUD_____	REG	N	N
096 002 REASG MCC_____AVN STUD_____	REG	N	N
096 003 REASG MCC_____AVNTRNG	REG	N	N
096 004 REASG MCC_____BST	REG	N	N
096 005 REASG MCC_____CNFT GCM	REG	N	N
096 006 REASG MCC_____CNFT GCM TLPALW	REG	N	N
096 007 REASG MCC_____CNFT SPCM	REG	N	N
096 008 REASG MCC_____DU	REG	N	N
096 009 REASG MCC_____FFT OTHER MCC	REG	N	N
096 010 REASG MCC_____FMF AVN REPL	REG	N	N
096 011 REASG MCC_____FMF GND REPL	REG	N	N
096 012 REASG MCC_____FURTRANS	REG	N	N
096 013 REASG MCC_____GND ENTLEVEL STUD__	REG	N	N
096 014 REASG MCC_____GND STUD__	REG	N	N
096 015 REASG MCC_____HOSP	REG	N	N
096 016 REASG MCC_____HOSP BC	REG	N	N
096 017 REASG MCC_____HOSP FR CBT UNIT	REG	N	N
096 018 REASG MCC_____ICT	REG	N	N
096 019 REASG MCC_____INSTR	REG	N	N
096 020 REASG MCC_____OTHER REASON	REG	N	N
096 021 REASG MCC_____RECRUIT	REG	N	N
096 022 REASG MCC_____RESPROG AVN	REG	N	N
096 023 REASG MCC_____RESPROG GND	REG	N	N
096 024 REASG MCC_____SEP	REG	N	N
096 025 REASG MCC_____TRIAL GCM	REG	N	N
096 026 REASG MCC_____ATTEND FED ACAD	REG	N	N
108 000 CURR DU_____	HQ REG	N	N
109 000 COMP_____ED_____	HQ	N	N
109 001 RES COMP_____TRNGRP_____ED_____	HQ RES	N	N
112 000 STRCAT_____EFF DATE_____	HQ REG RES	N	N
181 000 PTCF_____	HQ	N	N
251 000 DRAW CASEDELETE	HQ	N	N
251 001 DRAW CASE_____TERM_____	HQ	N	N
269 000 RECSTAT_____	HQ REG	N	N
269 001 RESERVE RECSTAT_____	HQ RES	N	N
409 000 FTOUR_____	HQ	N	N
414 000 LMCC _____	HQ	N	N
415 000 LMCC DATE_____	HQ	N	N
470 000 FOR RUC_____COMPANY CODE__PLATOON CODE__WORK SECTION____	HQ REG RES	N	N

# MCTFSPRIUM 3AUG04

499 002 WORK STATION_____	HQ	REG	RES	N	N
499 022 COMPANY CODE_____	HQ	REG	RES	N	N
499 028 WORK TELEPHONE NUMBER_____	HQ	REG	RES	N	N
499 029 MAGTF DESIGNATOR DELETE	HQ	REG	RES	N	N
499 030 MAGTF_____	HQ	REG	RES	N	N
034 000 START OPMCC____OPRUC____OPID____ED____	HQ	REG	RES	Y	Y
034 001 STOP OPINFO ED_____	HQ	REG	RES	Y	Y
034 002 RETRO OPMCC____OPRUC____OPID____FROM____TO____	HQ	REG	RES	Y	Y

60601. REASSIGNMENT BETWEEN MCCs INVOLVING A PERMANENT CHANGE OF ASSIGNMENT (PCA)(TTC 096)

1. When the Marine remains within the same RU and is reassigned between MCC and a PCA is involved, the reassignment will be reported using TTC 096 with the entry shown below. This situation may arise; for example, when a member of a recruiting station is reassigned to another station or substation or when a member of a flag or staff allowance is reassigned between two flag/staff allowances within the same RU. The date of the entry is the date the Marine is reassigned from the old MCC.

2. Upon arrival at the new duty location, it will be necessary to report any additional information that has changed as a result of the reassignment such as individual location, billet MOS, RTD, date current tour began, dependents location, combat service code, and pay-related items such as BAS or BAH. Refer to table 6-3 and Chapter 12 AUDIT PROCEDURES.

3. When the reassignment involves a PCA, but the RUC and MCC remain the same, report the information that changes as a result of the reassignment as required; for example, individual location, or dependent location. It is not necessary to report the reassignment as an action statement.

60602. PRESENT TOUR CONTROL FACTOR (PTCF)(TTC 181)

The PTCF represents the number of months authorized as a normal tour of duty for a Marine at the present MCC. This data element may be entered by UD or BNA transfer orders input via batch data change file. When CMC enters BNA transfer orders and the PTCF is not in the Marine's master record, a PTCF will be automatically generated. If the Marine elects an option which results in a change to the PTCF (for example, election of an all others tour), then report as follows:

TTC 181 000            PTCF\_\_\_\_\_|(CMC (MMA/MMEA/RAM) and CRUC)

2-byte number of months           

60603. FUTURE TOUR CONTROL FACTOR (FTCF) (TTC 409)

The FTCTF is the number of months authorized as a normal tour of duty for a Marine at the FMCC. The factor may be entered by UD or by transfer orders input by CMC if there is a change. Report as follows:

TTC 409 000            FTOUR\_\_\_\_\_|(CMC (MMA/MMEA/RAM))

2-byte number of months           

60604. COMPONENT CODE AND TRAINING CATEGORY PAY GROUP (TTC 109)

1. Component code is determined from the enlistment contract, record of induction, appointment acceptance and record, and assignment orders.
2. Within the Regular or Reserve Establishment, a change of component may occur incident to reenlistment, appointment or reappointment, and also upon transfer to the Marine Corps

## MCTFSPRIUM 3AUG04

Reserve when the Marine is retained on EAD. In these cases, the Marine is dropped from one status and joined into another status. The join accomplishes the change of component code. A discrepancy in an officer's AD component code must be reported to the CMC (MROA) or to CMC (RAM) for AR officers.

3. Within the Reserve Establishment, the reserve component code will remain in MCTFS as the appropriate inactive reserve component code, while the Marine is on IADT, ADT, or AD. This will preclude changing the component code upon the Marine's return to the Reserve Establishment and MCTFS.

4. Component codes are initially entered into MCTFS as part of the initial join/accesion process (see Chapter 3). Appropriate transactions (transfers, joins, etc.) automatically update the component code and other remarks in MCTFS when properly reported. If a reserve Marine has an erroneous reserve component code or training category pay group, submit requests for changes to the CMC (RAM) for all reserve Marines. The request should contain a statement as to why the reserve component code or training category pay group is believed to be in error. Supporting documentation not resident in MCTFS should be included in the request (i.e., background information, DD Form 4 (Enlistment Contract, including all annexes) or appointment acceptance and record, and DD Form 1966 supporting the correct component code).

5. When a reservist reenlists or extends, the individual will be considered a prior service Marine for reporting purposes. When a reenlistment or extension is processed on an individual with reserve component code 'K4', 'K8', 'K9' or 'B5', the reserve component code will automatically be changed to 'KA'.

6. When reporting a Reserve Component Code 'D1' (eligible for Reserve Retirement but elects discharge) the Training Category Pay Group must be entered as a 'V'. The 'V' is not a Training Category Pay Group, it is a code the MCTFS will convert to a 'blank' and will post the 'blank' to the Training Category Pay Group field. This code is required in the UD entry as MCTFS will not accept a 'blank' in the TTC. Report as follows:

```
TTC 109 000      COMP_____ED_____ | (Active Duty) (CMC AND MISSO'S)
                ^                   ^
                |                   |
2-byte code     |                   |
from MCO P1080.20 |                   |
                |                   |
8-byte ED (YYYYMMDD) |                   |
```

or

```
TTC 109 001      RES COMP_____TRNGRP_____ED_____ | (Reserve) (CMC AND MISSO'S)
                ^                   ^                   ^
                |                   |                   |
2-byte code     |                   |                   |
from MCO P1080.20 |                   |                   |
                |                   |                   |
1-byte training/pay category |                   |                   |
code from MCO P1080.20 |                   |                   |
                |                   |                   |
8-byte ED (YYYYMMDD) |                   |                   |
```

NOTE: For Reserve Marines in the IRR, TTC 109 001 can only be reported by HQMC or MISSO-17. This TTC will also update the member's pay group remark.

7. When reporting TTC 109 000 you are now able to report a Marine from Comp Code KM to C7 or CF without a break in service or pay. There is one very important point: If the component code you are changing the member to is a C7, this cannot be reported retroactively. This rule does not apply to CF.

60605. DRAW CASE CODE (TTC 251)

# MCTFSPRIUM 3AUG04

1. The draw case data element will accommodate up to three individually entered codes and termination dates. The codes will be automatically deleted from the record upon the termination date.
2. If a draw case assignment is made for a Marine having three codes in the record, the new entry will fail. This transaction will not post with an expired termination date and will fail if the termination date is not in the future of the diary date.
3. For those officers assigned to draw case code of 'FA', 'FB', 'FC', or 'FD', always report 999999 as the termination date. The 999999 date is defined as a non-existing date for any reported draw case code. Use the following statements to report/delete draw case codes:

TTC 251 001            DRAW CASE \_\_\_\_\_ TERM \_\_\_\_\_ | (CMC MM/RA)

2-byte A/N case code  
from MCO P1080.20

6-byte ED (YYYYMM) termination  
of the draw case code

or

TTC 251 000            DRAW CASE \_\_\_\_\_ DELETE |

2-byte A/N case  
code to be deleted

60606. LAST MONITORED COMMAND CODE (TTC 414)

This data element identifies the MCC to which the Marine was assigned prior to the former MCC. The last two tours of duty may be determined to ensure that Tour Optimization for Uniform Readiness (TOUR) model "tracks" are followed in the case of non-careerists. This transaction is automatically generated upon transfer, and will cause the former MCC to be posted to last MCC when present MCC posts to former MCC.

TTC 414 000            LMCC \_\_\_\_\_ | (CMC (MMOA/MMEA/RAM))

3-byte MCC from  
MCO P1080.20

60607. LAST MONITORED COMMAND CODE DATE DETACHED (TTC 415)

This data element indicates the date on which a Marine was detached from a command prior to the former MCC. The date is present when LMCC is present. This data element is automatically generated when a transfer TTC is posted in the MCTFS. The LMCC Date will be maintained by HQMC UD input only.

TTC 415 000            LMCC DATE \_\_\_\_\_ | (CMC (MMOA/MMEA/RAM))

8-byte ED (YYYYMMDD)

60608. COMPANY CODE/PLATOON CODE/WORK SECTION (TTC 470)

1. The platoon code should be up-to-date in MCTFS. This data element provides commanders the capability to effectively manage their personnel assets, to identify personnel within sections, and to expedite distribution of most MCTFS reports. Previously, when a Marine was sent to Temporary Additional Duty (TAD), Additional TAD, or Fleet Assistance Program (FAP), the Platoon Code and Company Code must have been reported by the new unit. This will allow the reporting and correct posting of parent, Reserve, FAP, and TAD-specific information. Report as follows:

# MCTFSPRIUM 3AUG04

TTC 470 000 FOR RUC \_\_\_\_\_ COMPANY CODE \_ PLATOON CODE \_\_\_\_\_ WORK SECTION \_\_\_\_\_

5-byte RUC \_\_\_\_\_  
 (either Present, TAD, Additional  
 TAD, Reserve, or FAP RUC; this)  
 is a mandatory field)

1-byte Company Code \_\_\_\_\_  
 (Report '0' {zero} if NONE; this  
 is a mandatory field)

4-byte Platoon Code \_\_\_\_\_  
 (this is a mandatory field)

4-byte Work Section \_\_\_\_\_  
 (leave blank if unknown or not applicable)

2. There are fields for corresponding Present, FAP, TAD, Reserve, and Additional TAD platoon and company codes. These fields will enhance unit reports. For **example**, a Marine has a present RUC of 12350, and a FAP RUC of 20230. A report for RUC 12350 will reflect the Marine's present unit platoon code and present unit company code. A report prepared at the same time for RUC 20230 will reflect the same Marine's FAP RUC, FAP platoon code, and FAP company code.

3. When a Marine is reported 'FR TAD,' 'FAP TERM,' or 'ATT TERM,' blanks will be posted to the appropriate TAD, FAP, or ADDL TAD company and platoon codes.

4. The platoon code and company code are presently displayed on all MCTFS screens. The RUC shown is the present RUC, unless the member is in a separated status, in which case the Reserve RUC populates the field. For Active Duty Marines, the present unit platoon and company codes will be displayed within MCTFS; for Reserve Marines, the Reserve unit platoon and company codes will be displayed. The Service 'TOUR' screen has been modified to reflect all platoon and company codes, as follows:

### \*\*\*ADMINISTRATIVE REPORTING\*\*\*

	RUC	PLT	COMPANY	ADMIN RUC
PRESENT RUC:	12350	XXXX	X	45020
FORMER RUC:	80001			80001
TEMPORARY RUC:	13330	XXXX	X	46003
ADDITIONAL TEMP RUC:	00000	XXXX	X	00000
FLEET ASSISTANCE RUC:	20230	XXXX	X	46124
RESERVE RUC:	00000	XXXX	X	00000

(a) Work Section is displayed on the Service 'TOUR' screen; however, it will not be available as a query item within UD/MIPS or Operational Data Store Enterprise (ODSE).

(b) Within Marine On-Line (MOL), COMPANY CODE and PLATOON NUMBER fields were deleted. The following fields were added: PRESENT UNIT PLATOON CODE, FAP PLATOON CODE, TAD PLATOON CODE, ADDL TAD PLATOON CODE, RESERVE UNIT PLATOON CODE, PRESENT UNIT COMPANY CODE, FAP COMPANY CODE, TAD COMPANY CODE, ADDL TAD COMPANY CODE, and RESERVE UNIT COMPANY CODE.

60609. RECORD STATUS CODE (TTC 269)

A Record Status code is initially established or changed by the system during the processing of transactions that change the Marine's status. If it is determined after research that a Record Status code is erroneous, the RU will advise the MISSO of the Marine's current status.

TTC 269 000                      RECSTAT\_\_\_\_| (RUCs 54800/54890(MI) and 54982(Parolee) ONLY)



# MCTFSPRIUM 3AUG04

1-byte A/N code \_\_\_\_\_  
from MCO P1080.20

or

TTC 269 001            RESERVE RECSTAT\_\_\_\_| (Reserve) (MISSO ONLY)

1-byte A/N code \_\_\_\_\_  
from MCO P1080.20



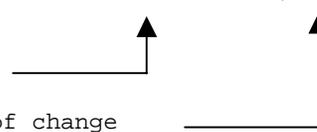
## 60610. STRENGTH CATEGORY (TTC 112)

1. Strength category code is intended to describe the type or nature of the Marine's service within the unit. A numeric strength category code is assigned to personnel who are **chargeable** against the monitored command's personnel allowance (T/O or manning level). An alphabetic strength category code is assigned to personnel who are **not chargeable** against the monitored command's personnel allowance. It is important to note that all determinations of accounting status refer to the MCC and **not** the RU.
2. A strength category code is automatically assigned to the Marine when a join statement is processed. The strength category code that is assigned is determined by the reason for which joined to the RU as indicated in Tables 6-1 and 6-2. In those cases where the actual strength category code cannot be automatically assigned, or where the actual strength category of the Marine is different from that indicated in Tables 6-1 and 6-2, the strength category code must be reported with the join entry.
3. All personnel who report to a MCC must be joined as chargeable upon reporting even though they may be assigned to a casual company or other unit while awaiting further assignment within the MCC.
4. Particular attention to changes of strength category that result in a change of accounting status is necessary. When reporting a change from a **chargeable** to a **not chargeable** strength category or vice versa, it may be necessary to report additional information such as billet MOS. Report STRCAT as follows:

TTC 112 000            STRCAT\_\_\_\_EFF DATE\_\_\_\_|

1-byte A/N code \_\_\_\_\_  
from MCO P1080.20

8-byte ED (YYYYMMDD) of change \_\_\_\_\_

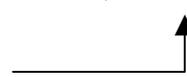


## 60611. TYPE OF CURRENT DUTY (TTC 108)

The type of current duty code describes the type of assignment. The code is automatically generated by computer when a join entry is processed and normally, a UD entry is required only to correct erroneous data contained in MCTFS. Report as follows:

TTC 108 000            CURR DU\_\_\_\_\_| (ACTIVE DUTY ONLY)

1-byte A/N code \_\_\_\_\_  
from MCO P1080.20



## 60612. WORK STATION/WORK CENTER (TTC 499 002)

The work station/work center code is used primarily by the training section to identify training requirements within the unit, by work station/work center. Other uses include the development of alpha rosters for work stations or work centers. (Report '000' vice leaving blank). Report as follows:

# MCTFSPRIUM 3AUG04

TTC 499 002            WORK STATION\_\_\_\_\_|

3-byte A/N  
code from Figure 6-4            ↑

60613. WORK TELEPHONE NUMBER (TTC 499 028)

The work telephone number is carried in the CMF for use by the CO. It is used to create unit recall rosters, and provides an additional means of contacting personnel assigned to a unit in the event personnel cannot be contacted at the home telephone number. Report as follows:

TTC 499 028            WORK TELEPHONE NUMBER \_\_\_\_\_|

10-byte work telephone number            ↑  
(Hyphens or spaces will not be used)

**NOTE:** Do **not** use blanks or special characters; e.g., work telephone number (703) 765-4321 = 7037654321.

60614. MAGTF DESIGNATOR (TTC 499 030)

The MAGTF designator is used by the unit commander as directed by the MAGTF commander to identify Marine and Navy personnel assigned to an element of a MAGTF.

1. Entry of this information can serve as verification of assignment of specific individuals to MAGTF line numbers by the RU in lieu of responding by letter or message. Because use of this data element will in no way affect pay or unit status, it can be reported as soon as the individual is identified to fill a MAGTF billet. If the Marine is not assigned to a MAGTF billet, leave blank or run all zeros to clear the field. Report as follows:

TTC 499 030            MAGTF\_\_\_\_\_|

4-byte A/N  
code from below            ↑  
Leading zeros will be used for single digit MAGTF numbers

2. The FIRST position will describe the element of the MAGTF using the codes below and the SECOND and THIRD positions will be used to identify the number of the MAGTF to which assigned:

CODE	ELEMENT
C	COMMAND
A	AIR COMBAT
G	GROUND COMBAT
S	COMBAT SERVICE SUPPORT

a. The SECOND and THIRD positions will be used to identify the number of the MAGTF to which assigned. Leading zeros will be used for single digit MAGTF numbers.

b. The FOURTH position can be any alphanumeric character, and will be designated by the MAGTF commander to further identify subordinate units. If not used or unknown, a zero will be entered in this position.

c. The following are examples of how this data element could be entered:

C042 - Command Element, 4th MEB, G2

# MCTFSPRIUM 3AUG04

G324 - Ground Combat Element, 32d MEU, Btry I

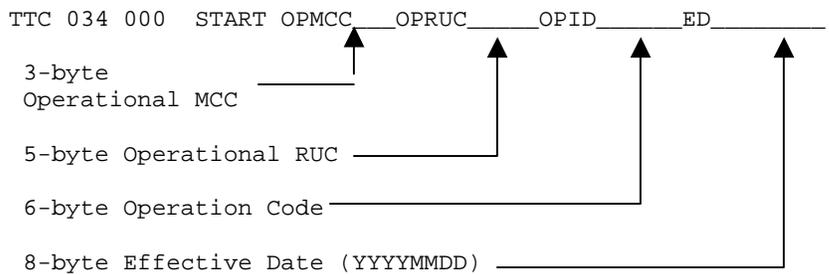
3. MAGTF DESIGNATOR DELETE (TTC 499 029) is used to post blanks to MAGTF DESIGNATOR, thereby removing old and/or erroneous MAGTF information from a member's record. Report as follows:

TTC 499 029 MAGTF DESIGNATOR DELETE|

60615. OPERATIONAL INFORMATION (TTC 034)

1. During Operation ENDURING FREEDOM, Commanders reported difficulty in tracking deployed Marines when personnel were attached to subordinate elements. The inability to locate individuals led to disparate problems, from delay in Red Cross notification to possible pay errors. To remedy this situation, new TTC sequences have been created for deployed units to report the Operational Identifier (OPID), Operational Reporting Unit Code (RUC), Operational Monitored Command Code (MCC), and Named Operation Code (6 byte field) to which an individual Marine is sent. It is important to remember that these sequences are not intended to replace actual attachments within MCTFS.

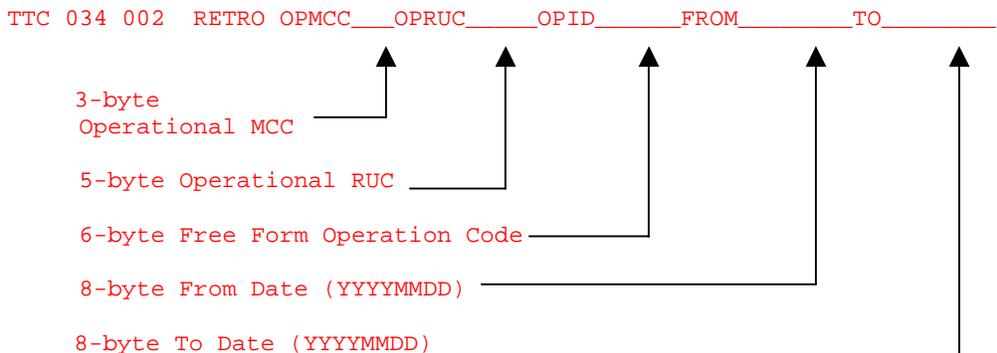
2. To start a Marine's attachment to an OPID report the following:



3. At the conclusion of an individuals participation in the operation, reporting of the 'STOP' sequence will close the individuals remark:



4. To retroactively report participation in an operation, report as follows:



## MCTFSPRIUM 3AUG04

**NOTE 1:** Information reported with the STOP transaction must match exactly what was reported with the START transaction, or the transaction will fail. These transactions may only be reported with an effective date on or after January 1, 2004. The six-byte Operation Code field is free-form and may contain 1, 2, 3, 4, 5, or 6 bytes of information. The reported Operational MCC and Operational RUC may not be equal to 45XXX/46XXX/54XXX/88XXX, or the transaction will fail. Operational information may be found on the TOUR screen within MCTFS.

**NOTE 2:** Sequences 000 and 001 may be used for Operational Information reporting for "non-Marine Corps personnel" who are supporting Marine Corps units (first byte of SSN is equal to 'A' thru 'Z').

### 60616. OKINAWA, A MULTIPLE DUTY STATION LOCATION

1. The island of Okinawa, Japan consists of multiple permanent duty stations. One or more of which may quarter and support units and/or organizations having the same MCC. In order for the command to move personnel and/or elements from one permanent duty station to another without changing their MCC, certain procedures and UD statements are established to accomplish such moves. Table 6-14 outlines these procedures.

2. All official intra-island travel must be accomplished under competent orders that direct either a PCS or TAD per the definitions listed in the JFTR, Volume I, Appendix J.

MCTFSPRIUM 3AUG04

WORK STATION/WORK CENTER CODES

FIRST POSITION	SECOND/THIRD POSITIONS	WORK STATION
A. Base/Station/ Wing/Division HQ Level	01	CG/CO/OIC
	02	ASST CG/EXECUTIVE OFFICER
	03	CHIEF OF STAFF
B. Regt/Group Level	04	STAFF SECRETARY
	05	STAFF SECRETARY SECTION (OFF & ENL)
C. Sqdn/Bn/Det Level	06	SERGEANT MAJOR
	07	AVIATION SAFETY
D. Company	08	CHAPLAIN
	09	JOINT PAO
E. Other	10	JOINT PAO SECTION (OFF & ENL)
	11	INSPECTOR
F. Not assigned	12	INSPECTOR SECTION (OFF & ENL)
	13	SJA/LEGAL
G. Not assigned	14	SJA/LEGAL SECTION (OFF & ENL)
	15	MAO
	17	DPD
	18	DPD SECTION (OFF & ENL)
	19	G-1/S-1
	20	G-1/S-1 SECTION (OFF & ENL)
	21	HUMAN RELATIONS
	22	EDUCATION/TRANSITION
	23	CAREER PLANNER
	24	ADJUTANT
	25	ADJUTANT SECTION (OFF & ENL)
	26	FILES
	27	S&C
	28	DISTRIBUTION
	29	REPRODUCTION
	30	POSTAL
	31	MILITARY PERSONNEL/WING PERSONNEL
	31	JRC
	31	PSO
	34	PSO SECTION (OFF & ENL)
	35	COM (OPEN)
	36	COM (CLOSED)
	37	CLUBS (SNCO & ENLISTED)
	38	MCX
	39	MCX SECTION (OFF & ENL)
	40	SPECIAL SERVICES
	41	SPECIAL SERVICES (OFF & ENL)

# MCTFSPRIUM 3AUG04

42	LIFE GUARDS
43	SECURITY
44	SECURITY SECTION (OFF & ENL)
45	CID
46	G-2/S-2
47	G-2/S-2 SECTION (OFF & ENL)
48	G-3/S-3
49	G-3/S-3 SECTION (OFF & ENL)
50	COMMUNICATIONS/ELECTRONICS

FIGURE 6-5--WORK STATION/WORK CENTER CODES

## WORK STATION/WORK CENTER CODES

FIRST POSITION	SECOND/THIRD POSITIONS	WORK STATION
	51	COMMUNICATIONS/ELECTRONICS SECT OFF&ENL
	52	TRAINING
	53	TRAINING SECTION (OFF & ENL)
	54	AERIAL TARGETS
	55	RANGES
	56	SCHOOLS
	57	G-4/S-4
	58	G-4/S-4 SECTION (OFF & ENL)
	59	HOUSING
	60	BOQ/BEQ
	61	MOTOR TRANSPORT
	62	SUPPLY (NON 3M)
	63	ARMORY
	64	BULK FUEL
	65	FOOD SERVICES
	66	COMPROLLER
	67	COMPROLLER SECTION (OFF & ENL)
	68	DISBURSING
	69	DISBURSING SECTION (OFF & ENL)
	70	CORRECTIONS
	71	FLIGHT SECTION
	72	NATOPS
	73	AIRFIELD OPERATIONS
	74	AIRFIELD OPERATIONS SECTION (OFF & ENL)
	75	VAL
	75	AIR FREIGHT
	77	SAR
	78	CRASH CREW
	79	AIRCRAFT RECOVERY
	80	RATTC
	81	WEATHER
	82	PHOTO
	83	WEAPONS
	84	EOD
	85	UTILITIES
	86	CIT
	87	SSCT
	88	BAND
	89	SATU
	90	MAWTU
	91	RECON CENTER

MCTFSPRIUM 3AUG04

92	NAMTD
93	AUDITOR
94	DATA SYSTEMS
95	DENTAL
96	FASC
97	TMU-HQ
98	NOT ASSIGNED
99	OTHER

FIGURE 6-4 CONTINUED--WORK STATION/WORK CENTER CODES

MCTFSPRIUM 3AUG04

TABLE 6-13--OKINAWA, FAP/TAD						
R U L E	A	B	C	D	E	F
	If	and	then the Marine	and the statement to be reported is	and the type of orders to be issued	TTC
1	upon arrival, the Marine is assigned to FAP for entire tour	the assignment is permanent	is not entitled to per diem	TO FAP ( <u>time</u> ) ED ( <u>date</u> )  HIST:NOT ENTITLED TO PER DIEM	to FAP (DSO/WSO)	306 000
2	after the Marine has served with the unit for some time after processing and is subsequently assigned FAP and the <u>intent</u> is for the Marine to stay FAP'd for remainder of tour				Intra-Island PCS in connection with FAP (DSO/WSO)	
3	upon arrival, the Marine is assigned FAP as first permanent duty station and after 6 months the <u>intent</u> is to terminate FAP and return the Marine to the parent duty station; example, FAP and permanent duty station have the same geographical location				to FAP (DSO/WSO) and FR FAP (DSO/WSO)	

MCTFSPRIUM 3AUG04

TABLE 6-13 CONTINUED--OKINAWA, FAP/TAD

R U L E	A	B	C	D	E	F
	If	and	then the Marine	and the statement to be reported is	and the type of orders to be issued	TTC
4	after the Marine has served with the unit for some time after processing and is subsequently assigned FAP with the intent to return the Marine to the parent unit (except for normal out-processing)	the assignment is temporary	is entitled to per diem	TO FAP (time) ED (date)   HIST: ENTITLED TO PER DIEM	TAD in connection with FAP (letter orders).	306 000
5	the Marine is transferred; for example, from 3/9 to HQ, 9 <sup>th</sup> Mar	the assignment is permanent; for example, TR within same MCC	is not entitled to per diem	TR DU   HIST: T (enter unit to which TR) THIS REGT NOT ENTITLED TO PER DIEM	intra-island PCS orders (DSO/WSO)	361 002
6	the Marine is assigned TAD, for 30 days or less; for example, schools, details	the assignment is temporary	is entitled to per diem	none	TAD (DSO/WSO)	
7	the Marine is assigned to first permanent duty station and is assigned TAD for 30 days or less; for example, mess duty, central training unit		is not entitled to per diem	none		
8	the Marine is assigned TAD for a period of 31 days or longer; for example, schools details		is entitled to per diem	TO TAD (time) EXCESS   STRCAT 4 EFF DATE (date)   HIST: ENTITLED TO PER DIEM		106 000 112 000

# MCTFSPRIUM 3AUG04

## SECTION 7: EVENT AND EXCLUSION ENTRIES

### 60700. INTRODUCTION

1. This section pertains to record of event entry and exclusions for Active/Reserve Units. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statements:

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
002 000 ARR INDIV LOC __ __ __	REG	N	N
028 000 TR__NEW LOC__ __ __	REG	N	N
446 000 PERS RTP JURIS TR TO SDPI	HQ REG	N	N
448 000 REDESIG TO RU__MCC__	HQ REG RES	N	N
450 000 ACTD AS RUC__MCC__DSSN__EFF__CMD DPI__PEN__RCN__	HQ REG RES	N	N
451 000 DEACTD AS RU__	HQ REG RES	N	N
452 000 RED ZERO STR	HQ REG RES	N	N
453 000 FR ZERO STR	HQ REG RES	N	N
477 001 PARENT SDPI	HQ REG	N	N

### 60701. RECORD OF EVENT INFORMATION (ACTIVE DUTY/RESERVE)

1. A record of event entry (hereafter referred to as EVENT entry) is used primarily to report an action or event affecting the status of a RU or command. For example, when a unit/command is activated, the activation is reported with an EVENT entry. An EVENT entry may or may not affect the computer records of individual Marines. When a RU is redesignated to a RU with a different RUC, the EVENT entry changes the official title and RUC of the unit and changes the RUC in each individual computer record.

2. Certain events effect MCTFS and these must be reported with action statements whereas some events do not effect MCTFS and these must be reported with a history statement. See Figure 6-5. In either case, the EVENT entry serves to provide an accurate history of unit activities. The following examples are provided to illustrate how EVENT entries are processed in the MCTFS.

a. A RU must be in existence before any personnel can be joined. When a unit activation is reported on the UD, the MISSO takes action to ensure that the RUC and MCC and other appropriate data are added to the RUC/MCC computer table. This establishes the unit as a valid unit in MCTFS and will then accept joins into the RUC as well as other data normally reported by UD. If the EVENT entry reporting activation is not reported, any joins or other UD entries will be rejected because the RUC is not valid within the system.

b. If a unit does not report redesignation or unit/location changes as an EVENT entry, all output from the system will continue to be prepared with the old unit designation and address.

c. A change of MCC can be accepted and posted to MCTFS only if the RUC/MCC table indicates that the RUC and MCC are compatible. For example, a new MCC is assigned by HQMC to a Marine Corps Security Forces Company. The Marine Corps Security Forces Company must report a historical EVENT entry to add the new MCC to their RUC before personnel can be joined to the new MCC. Also, when the MCC is deactivated or transferred to another RU, the Marine Corps Security Forces Company must delete the MCC from their unit with a historical EVENT entry.

## MCTFSPRIUM 3AUG04

3. Personnel not affected by an EVENT entry or who have other statements to be reported can be excluded from the processing action indicated elsewhere in this section, by use of an EXCLUSION entry.

4. An EVENT entry may contain more than one statement (Action or Historical). Only one EVENT entry may be reported on a UD. The only other type of entry authorized for reporting on the same UD with an EVENT entry is an EXCLUSIVE entry; reporting Individual and Group entries is not authorized with EVENT entries. See Figure 6-10 for an MCTFS checklist for Unit Deployment return to CONUS.

### 60702. EVENT ENTRY REPORTING REQUIREMENTS (ACTIVE/RESERVE)

The following actions or activities require the unit to submit an EVENT entry on the UD. The paragraph number shown indicates the paragraph of this Manual that contains UD reporting instructions for that action/activity.

ACTION	ACTIVE DUTY	RESERVE
1. Activation of a Unit/Command.	60703.1a	60703.1b
2. Deactivation of a Unit/Command.	60704.1a	60704.1b
3. Redesignation of a Unit/Command.	60705.1	60706.1
4. Relocation of a Unit/Command.	60707	N/A
5. Transfer of Personnel Reporting JURIS.	60708	N/A
6. Unit Personnel Strength Reduced to Zero.	60709	60820
7. Resumption of UD Reporting From Zero Strength.	60710	60821
8. Assignment/Deletion of MCC.	60712	N/A
9. Assumption of Personnel Reporting for Another Unit.	60713	60822
10. Changes of Administrative or Operational Control (ADCON/OPCON).	60813	N/A
11. Embarkation, Sailing and/or Debarkation of a Unit.	60715	N/A
12. Unit Address and Telephone Number Changes.	60716	60823
13. Miscellaneous EVENT Entries.	60717	60824
14. Corrections for a Deactivated/Zero Strength Unit.	60711	60817
15. Deployment of CONUS FMF Units to WESTPAC UDP.	60719(also CH 9/12)	N/A
16. Corrections for an Erroneous UD Number, UD Date and/or RU Information on a Previously Submitted UD.	(BOTH)(Chapter 2)	
17. <u>Change of PEN for Entire Unit</u>	(BOTH)(Section 6, this chapter)	

### 60703. ACTIVATION OF A UNIT/COMMAND (TTC 450)

1. When activation of a unit or command has been authorized by the CMC (MI) for an AD unit or the CMC (RA) for a Reserve unit, an EVENT entry is required. Figure 6-8 is an example of a reply approving a request for the assignment of a RUC to a RU.

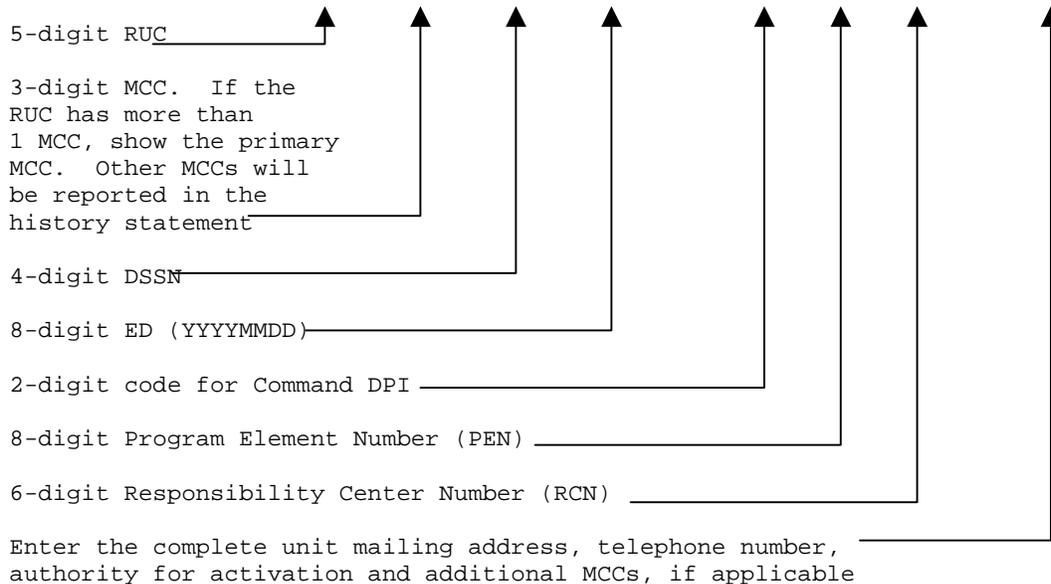
# MCTFSPRIUM 3AUG04

a. ACTIVE DUTY. The EVENT entry will be reported by the RU being activated on the initial UD entry, which is submitted for the date of activation. The UD will be numbered as the first UD. For example, 001-99.

b. RESERVE. The EVENT entry will be reported by MISSO-17 on the initial UD that is submitted for the date of activation. The MISSO UD will be numbered as UD 900 (i.e., 900-99) as it will be the first UD submitted for that RU.

c. Use the following statement to report unit/command activation for **BOTH** Active Duty and Reserve, report as follows:

TTC 450 000 ACTD AS RUC\_\_MCC\_\_DSSN\_\_EFF\_\_COMD DPI\_\_PEN\_\_RCN\_\_|HIST:\_\_\_\_\_|



2. Active Duty. **EXAMPLE** of an activation entry is shown below:

LAST NAME	INITIALS	SSN	REMARKS
		EVENT 1	ACTD AS RU 12196 MCC 122 DSSN 6119 EFF 19980601 COMD DPI 02 PEN 0026211M RCN 08321  HIST:UNIT TITLE/ADDR:MCB CAMLEJ NC 28542 TELEPHONE NUMBER COMM (999) 555-2222 REMARKS:AUTH CMC MSG 141440Z MAY 98

3. RESERVE. **EXAMPLE** of an activation entry is shown below:

LAST NAME	INITIALS	SSN	REMARKS
		EVENT 1	ACTD RES RU 00407 HIS:UNIT TITLE MARINE WING CONTROL SQUADRON 48 MARINE AIR CONTROL GROUP 48 4 <sup>TH</sup> MAW NAS GLENVIEW IL 60626 TELEPHONE NUMBER COMM (999) 777-8888 AUTH CMC LTR M&RA 5050 OF 980315 RPT BY MISSO-17
		EVENT 2	PEN 0502515M

4. ACTIVE DUTY. When the RU being activated is part of a larger organization or intermediate command, the headquarters element of the organization or immediate command must

MCTFSPRIUM 3AUG04

report the activation with a historical statement to provide a continuous organization/command history on the UD. For example, if a battalion currently consists of Headquarters Company, Service Company, Company A and Company B, and the CMC authorized activation of another Company in the battalion, the following must be reported on the UD:

a. Activation of Company C will be reported per subparagraph 60703.1c.

b. Headquarters Company must report the activation of Company C with a historical EVENT entry as follows:

LAST NAME	INITIALS	SSN	REMARKS
		EVENT 1	HIST:CO C THIS BN ACTD THIS DATE WITH RUC 22222 SUBORDINATE UNIT THIS BN ARE HQ CO, SERV CO, CO A, CO B AND CO C

c. When the RU being activated is a subunit, the parent unit must report a historical EVENT entry as discussed above.

d. When a command or activity consisting of more than one subactivity is being activated, the following must be reported:

(1) Each RU must report activation.

(2) The Headquarters Company or unit must report activation of the command with an EVENT entry in addition to reporting its own activation. See the following example:

LAST NAME	INITIALS	SSN	REMARKS
		EVENT 1	ACTD AS RU 13310 MCC 130 DSSN 6795 EFF 19980301 COMD DPI 06 PEN 0026211M RCN 467339  1STMEB FMFPAC FPO SAN FRANCISCO 96602 TELEPHONE NUMBER COMM (999) 555-2222 REMARKS:AUTH CMC MSG 032660Z MAR 98  1STBN 12TH MARINES ACTD THIS DATE WITH HQBTRY BRTY A BTRY B AND BTRY C

5. RESERVE. When the unit being activated is part of a larger organization or intermediate command, MISSO-17 will report the activation with a history statement to provide a continuous organization/command history on the UD. For example, if a battalion currently consists of a Headquarters and Service Company, Company A, and Company B, and the CMC authorized activation of another company in the battalion, the following entry will be reported on the UD:

a. Activation for Company C will be reported per paragraph 60803.1c.

b. MISSO-17 will report the activation of Company C with a HIST: EVENT entry on the Headquarters and Service Company UD as follows:

LAST NAME	INITIALS	SSN	REMARKS
		EVENT 1	HIST:CO C THIS BN ACTD THIS DATE WITH RUC 2222 SUBORDINATE UNITS THIS BN ARE HQ AND SERVCO CO A CO B AND CO C AUTH CMC LTR M&RA 5050 OF 19980315 RPT BY MISSO-16

c. When the unit being activated is a subunit, MISSO-17 will report HIST: EVENT entries as required in paragraphs 60703.6.

# MCTFSPRIUM 3AUG04

d. When a command or activity, consisting of more than one subactivity, is being activated, MISSO-17 will report the activation to include:

(1) Activation for each RU per paragraph above.

(2) A HIST: EVENT entry per paragraph above.

e. **EXAMPLE** entries:

LAST NAME	INITIALS	SSN	REMARKS
			EVENT 1 ACTD RES RU 00407
			HIST:MARINE WING CONTROL SQUADRON 48
			MARINE AIR CONTROL GROUP 48 <sup>TH</sup> 4 <sup>TH</sup> MAW
			NAS GLENVIEW IL 60626 TELEPHONE NUMBER
			COMM (999) 777-8888 AUTH CMC LTR M&RA
			5050 OF 19981201 RPT BY MISSO-17
			EVENT 2 PEN 0502515M
			EVENT 3 HIST:MACG 48 <sup>TH</sup> MAR ACTD WITH RUC 00405
			SUBORDINATED UNITS ARE MWCS 48 RUC 00407
			DET A RUC 01234 AUTH CMC LTR M&RA 5050 OF
			19981201 RPT BY MISSO-17

60704. DEACTIVATION OF A UNIT/COMMAND (TTC 451)

1. All requests for deactivations must be submitted to the TFS Division, Quantico, VA for an **AD** unit or the CMC (RA) for a **Reserve** unit. When deactivation of a RU or command has been authorized by the CMC, an EVENT entry is required.

a. **ACTIVE DUTY.** The RU being deactivated reports the deactivation with an action statement. Prior to reporting deactivation the JURIS commander (MISSO) and the unit commander/AD site commander/I-I/supervisor must ensure that all personnel have been transferred or separated as appropriate. Until this is accomplished, the unit cannot be deactivated. Do not report these actions as part of the EVENT entry. There will be no Exclusive Entries related to this EVENT entry. Use GROUP or Individual Entries as necessary. Acceptance of all transfer/separation entries indicates that no personnel remain in the RU and the deactivation can be reported. The MISSO can provide valuable assistance to the unit in research and resolution of individual cases as required. The MISSO is authorized to withhold processing of the deactivation entry for a maximum of 15 days to ensure that all personnel have been transferred/separated from the unit. If additional time or assistance is required regarding processing of the UD deactivation entry, the MISSO commander should submit a message request to the CMC (MI) with a copy to the DFAS-KCC. **See below instructions.**

b. **RESERVE.** Deactivation messages for Reserve units will be published by CMC (RA). When deactivation of a RU or command has been authorized by the CMC (RA), an EVENT entry is required. **MISSO-17 reports the deactivation with a normal statement.** Prior to reporting deactivation, MISSO-17 and the active duty site commander/I-I/supervisor will ensure that all personnel have been transferred or separated, as appropriate. Until this is accomplished, MISSO-17 cannot deactivate the unit. These actions will not be reported as part of the EVENT entry. Group or individual entries will be used as necessary. Acceptance of all transfer/separation entries indicates no personnel remain in the unit and the deactivation can be reported. MISSO-17 can provide valuable assistance to the unit by furnishing unit rosters and assisting in research and resolution of individual cases as required. MISSO-17 is authorized to withhold processing of the deactivation entry for a maximum of 15 days to ensure all personnel have been transferred/separated from the unit. If additional time or assistance is required regarding processing of the UD deactivation entry, MISSO-17 will submit a message request to the CMC (MI) with a copy of the Dir, DFAS, KCC. **See below instructions**



# MCTFSPRIUM 3AUG04

CO B RUC 16111 AUTH CMC  
MSG 141220Z MAY 98|

(4) When a command identified by an MCC is being deactivated, the headquarters element must include deactivation of the MCC in the historical EVENT entry. It is essential that all personnel assigned to the MCC, whether chargeable or not chargeable, be separated or reassigned to another MCC prior to deactivation of the command. The provisions of the paragraphs above apply. In addition, all RUC's within the command, including SU and units at zero strength, must be deactivated before the command can be deactivated. The following example reports deactivation of Headquarters Company, Headquarters Battalion, 6th Marine Division and also deactivation of the division.

LAST NAME	INITIALS	SSN	REMARKS
		EVENT 1	DEACTD AS RU 16001 HIST:AUTH CMC MSG 282112Z APR 98  HIST:DEACTIVATE HQBN 6TH MARDIV RUC 16660 DEACTIVATE 6TH MARDIV RUC 16000 MCC 166 AUTH CMC MSG 282112Z APR 98

3. RESERVE **EXAMPLE** of a deactivation entry is shown below:

LAST NAME	INITIALS	SSN	REMARKS
		EVENT 1	DEACTD AS RES RU HIST:CO R 48 <sup>TH</sup> MARINES AUTH CMC NAVGRAM MI OF 981201 RPT BY MISSO-17 FINAL UD

a. The following special instructions apply to **RESERVE** deactivations:

(1) When the unit being deactivated has a subunit, MISSO-17 will report a HIST: EVENT entry as shown below.

(2) When the unit being deactivated is the parent unit of one or more subunits, the subunits will also be deactivated with the parent unit. The requirement to ensure all personnel are transferred/separated prior to reporting deactivation is also applicable to subunits.

(a) MISSO-17 will report a HIST: EVENT entry as shown below:

LAST NAME	INITIALS	SSN	REMARKS
		EVENT 1	DEACTD AS RU 00010 HIST:AUTH CMC MSG 282112Z MAR 99 RPT BY MISSO-17 FINAL UD
		EVENT 2	HIST:SU 1 RUC 00011 SU 2 RUC 00012 DEACTD WHILE AT ZERO STR AUTH CMC MSG 282112Z MAR 99 RPT BY MISSO-17

(b) If a subunit is at zero strength and the parent unit is deactivated, the following will be reported. MISSO-17 will report EVENT 1 reporting the deactivation:

LAST NAME	INITIALS	SSN	REMARKS
		EVENT 1	DEACTD AS RES RUC 00011 HIST:DEACTD WHILE AT ZERO STR AUTH CMC SPDLTR MPC-MJJ DTD 19981201 RPT BY MISSO-17 FINAL UD

b. When an organization or command is being deactivated, in addition to the requirements in the preceding subparagraphs, MISSO-17 will report command deactivation with a HIST: EVENT entry. An example is shown below:

MCTFSPRIUM 3AUG04

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
		EVENT 1	DEACTD AS RES RU 16000 HIST:AUTH CMC MSG 141220ZDEC98 RPT BY MISSO-17 FINAL UD
		EVENT 2	HIST:6 <sup>TH</sup> MP BN FMF DEACTD RUC 16001 DEACTD RUCS INCLUDE HQCO RUC 16002 SERV CO RUC 16003 CO A RUC 16004 SU 1 CO A RUC 16110 CO B RUC 16111 AUTH CMC MSG 141220ZDEC98 RPT BY MISSO-17

60705. REDESIGNATION OF A UNIT/COMMAND(Active Duty) (TTC 448)

1. Active Duty. Redesignation is defined as a change in either RUC or primary MCC of a unit/command. It is not necessary that both items changed. Redesignation must be approved and authorized by the CMC (MI). If a new RUC is assigned by the CMC, the EVENT entry will include the phrase FINAL UD FOR RUC XXXXX. A new UD numbering sequence will begin with the first UD submitted by the redesignated unit under the new RUC; for example, 001-99. Redesignation must be reported as follows:

a. When the Current RUC is being retained.

(1) On the last UD submitted for the **old** designation:

EVENT 1  
TTC 448 000 REDESIG TO RU\_\_MCC\_\_|

RUC (current) \_\_\_\_\_ ↑      ↑

MCC. If the RUC has more than one MCC show primary MCC here and show other MCCs in the history statement \_\_\_\_\_ ↑

**NOTE:** This transaction will post the Command RUC, Command MCC and Command DPI to the Master record.

(2) If needed, also report the following:

4-digit DSSN and 8-digit ED (YYYYMMDD) (TTC 150 000) \_\_\_\_\_ ↑      ↑      ↑      ↑

Complete mailing address (TTC 425 000) \_\_\_\_\_ ↑

New unit title, 10-digit telephone number, authority for redesignation, and additional MCCs if applicable. Include phrase "RUC RETAINED" \_\_\_\_\_ ↑

(3) On the first UD submitted for the **new** designation:

EVENT 1  
HIST:REDESIG FROM RU \_\_\_\_\_ MCC \_\_\_\_\_ |

RUC (unchanged) \_\_\_\_\_ ↑      ↑      ↑

Old unit title \_\_\_\_\_ ↑

# MCTFSPRIUM 3AUG04

All MCCs applicable to old unit \_\_\_\_\_

b. When a New RUC has been assigned to the Unit by the CMC, the redesignation will require a new UD numbering sequence.

(1) On the last UD submitted for the **old** designation:

EVENT 1  
 TTC 448 000 REDESIG TO RU\_\_MCC\_|  
 RUC (new) \_\_\_\_\_ ↑  
 MCC. If the RUC has more than one MCC show primary MCC here and show other MCCs in the history Statement \_\_\_\_\_ ↑

**NOTE:** This transaction will post the Command RUC, Command MCC and Command DPI to the Master record.

(2) If needed, also report the following:

4-digit DSSN and 8-digit ED (YYYYMMDD) (TTC 150 000) \_\_\_\_\_ DSSN\_\_ED\_\_| |ADDR:\_\_\_|HIST:\_\_\_| ↑ ↑  
 Complete mailing address (TTC 425 000) \_\_\_\_\_ ↑  
 New unit title, 10-digit telephone number, authority for redesignation, and additional MCCs if applicable. Include phrase "RUC RETAINED" \_\_\_\_\_ ↑

(3) On the first UD submitted for the **new** designation: (a new UD numbering sequence must commence, for example, 001-99) report the following:

EVENT 1 HIST:REDESIG FROM RU \_\_\_\_\_ MCC0 \_\_\_\_\_ INIT UD THIS RUC AUTH \_\_\_\_\_|  
 RUC (**old**) \_\_\_\_\_ ↑  
 Old unit title \_\_\_\_\_ ↑  
 MCC(s) applicable to old unit (additional MCCs included) \_\_\_\_\_ ↑  
 Authority \_\_\_\_\_ ↑

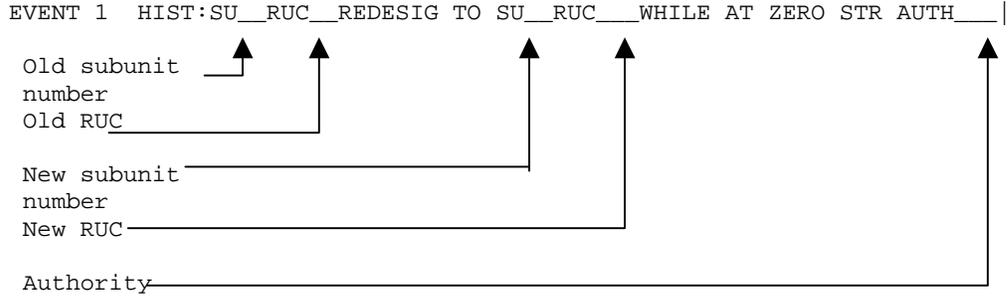
2. The following special instructions apply to redesignations:

a. When the parent unit of one or more subunits is redesignated all subunits of the parent unit must also be redesignated as follows:

(1) subunits that are active, that is, not at zero strength, must report redesignation per subparagraph 60705.1a.

# MCTFSPRIUM 3AUG04

(2) subunits that are at zero strength will report redesignation with the following historical EVENT entry. The parent unit submits the UD for the zero strength subunit:



b. The parent RU must include all subunit that are redesignated in a historical EVENT entry. This will include active and zero strength SUs. The example below shows the redesignation of the parent unit with an action EVENT entry and lists the subunits that were redesignated. Note in the example that subunit 1 is an active unit while subunit 2 is redesignated while at zero strength.

LAST NAME	INITIALS	SSN	REMARKS
		EVENT 1	REDESIG TO RU 12196 MCC 122 DSSN 6119 ED 19981101 COMD DPI 02 PEN 0026211M RCN 308321 ADDR:MCB CAMELJ NC 28542 HIST:TELEPHONE NUMBER COMM (999) 555-2222 HIST:UNIT TITLE UNDERWATER CO, 2D RECON BN, 2D MARDIV, FMF AUTH CMC MSG 011500Z APR 98 RUC RETAINED HIST:SU 1 RUC 05110 REDESIG TO SU 1 RUC 07117 SU 2 RUC 05111 REDESIG TO SU 2 RUC 07118 WHILE AT ZERO STR AUTH CMC MSG 011500Z OCT 98

c. When an organization or command is being redesignated, the headquarters element RU must report organization/command redesignation in addition to the requirements in the preceding subparagraphs. Redesignation of units (other than subunits) which are at zero strength also must be reported. In the example below, EVENT 1 reports redesignation of the RU and the command redesignation.

LAST NAME	INITIALS	SSN	REMARKS
		EVENT 1	REDESIG TO RU 35101 MCC K18 DSSN 6816 ED 19981101 COMD DPI 03 PEN 0081112M RCN 930016 ADDR:MCB TWENTYNINE PALMS CA 92278 HIST: TELEPHONE NUMBER COMM (999) 555-2222 HIST:UNIT TITLE USMC COMM ELEC SCOL HIST:COMM ELEC BN REDESIG USMC COMM ELEC SCOL RUC 35100 REDESIG INCLUDE PERM PERS RUC 35101 STUDENTS RUC 35102 AUTH MCBUL 5400 OF 19980715

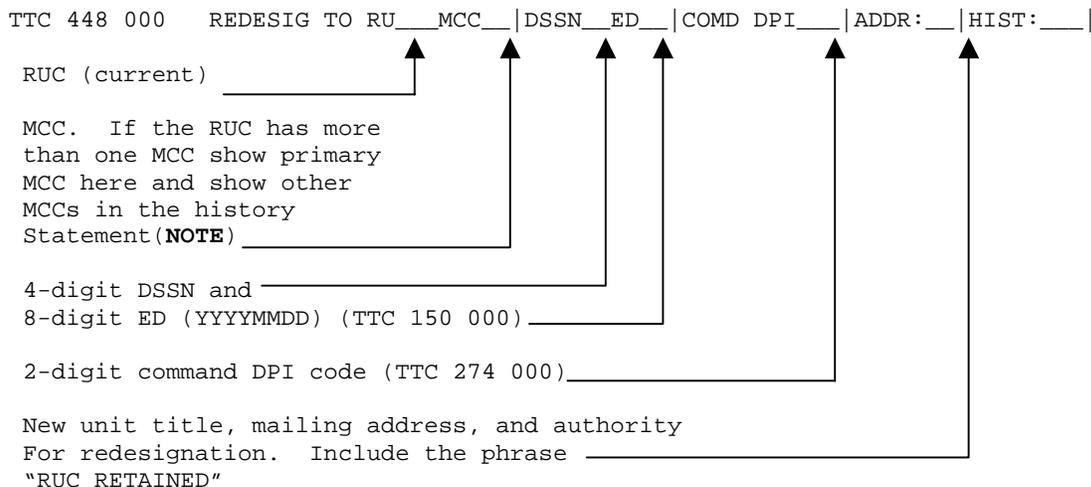
# MCTFSPRIUM 3AUG04

60706. REDESIGNATION OF A UNIT/COMMAND (Reserve) (TTC 448)

1. RESERVE. Redesignation is defined as a change in RUC and/or title of a unit/command and must be approved and authorized by the CMC (RA). If a new RUC is assigned by the CMC (MI) per Chapter 1, the EVENT entry will include the phrase FINAL UD FOR RUC XXXXX. A new UD numbering sequence will begin with the first UD submitted by MISSO-17 for the redesignated unit under the new RUC; i.e., 001-99. Redesignation must be reported as follows:

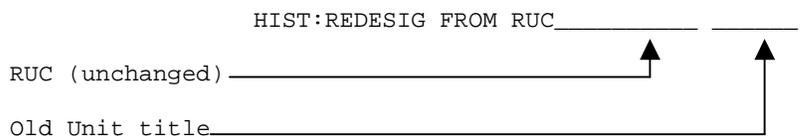
a. When the CRUC is retained, the redesignation will not require a new UD numbering sequence. MISSO-17 will report the following on the last UD submitted for the **old** designation:

EVENT 1



**NOTE:** When a Reserve unit reports this transaction the input MCC will post to the Mobilization (MCC) (MOBMCC) field.

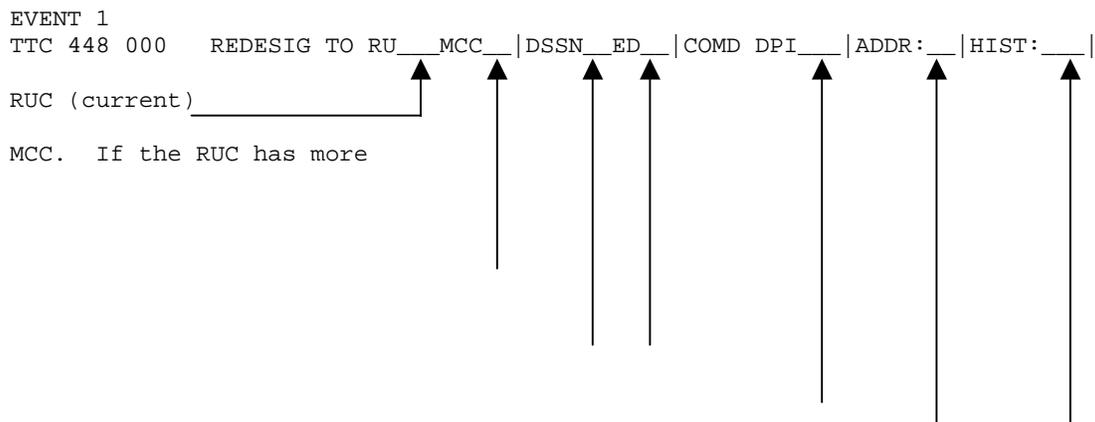
b. On the first UD submitted for the **new** designation:



2. When a new RUC has been assigned to the Unit by the CMC, the redesignation will require a new UD numbering sequence. MISSO-17 will report the following:

a. The unit will ensure there are no missing UD's prior to submission of the last UD for the old RUC.

b. Report the EVENT entry on the last UD submitted for the **old** designation that will change the RUC number for all personnel, errors in the MCTFS, and transactions in the suspense file. On the last UD submitted for the old designation, report as follows:





# MCTFSPRIUM 3AUG04

```

FMF 4400 DAUPHINE ST NRLNS LA 70146
TELEPHONE NUMBER COMM (999) 555-2222 AUTH
AUTH CMC MSG 141220Z DEC 98|
EVENT 2 HIST:SU 1 RUC 14011 REDSIG TO SU 1 RUC
14721 SU 2 RUC 14012 REDSIG TO SU 2 RUC
14722 WHILE AT ZERO STRENGTH AUTH CMC WASH
DC 12157ZDEC98|
    
```

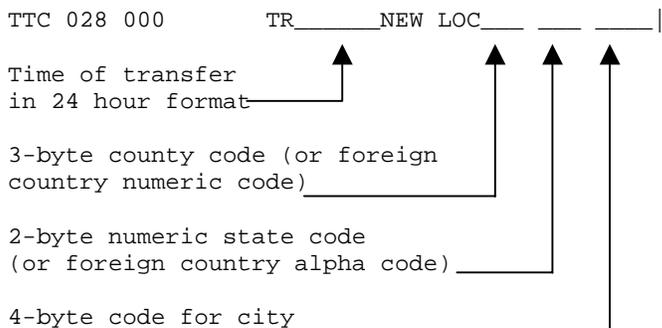
d. When an organization or command is being redesignated, the headquarters element RU will report organization/command redesignation in addition to the requirements in the preceding paragraphs. Redesignation of units (other than subunits) which are at zero strength also must be reported. In the example below, EVENT 1 reports redesignation for the RU. EVENT 2 reports the command redesignation.

LAST NAME	INITIALS	SSN	REMARKS
			EVENT 1 REDSIG TO RES RU 29070 PEN 0502514M HIST: UNIT TITLE 4 <sup>TH</sup> SERVICE SUPPORT GROUP TWENTYNINE PALMS CA 92278 TELEPHONE NUMBER COMM (999) 555-2222 AUTH CMC LTR AGIOR DTD 981201 RPT BY MISSO-17
			EVENT 2 HIST:ADMIN CO REDSIG 4 <sup>TH</sup> SERVICE SUPPORT GROUP REDSIG INCLUDE PERS DET 1 RUC 29077 AND DET 2 29078 AUTH CMC LTR AGIOR DTD 19991201 RPT BY MISSO-17

## 60707. RELOCATION OF A UNIT/COMMAND (TTC 028)

1. Change of location of a RU must be reported with an EVENT entry on the date of change. Change of location will be reported only if the unit's location will change for a period of 31 days or longer. Report as follows:

EVENT 1



**NOTE:** The Worldwide Geographic Location Codes <http://contacts.gsa.gov/glc.nsf> will be used to establish all location codes. Reporting of DSSN, COMD DPI, PEN, ADDR and RCN is only required if **new**.

2. Upon change of location of a command, which is assigned a RUC but is not itself an active RU, the headquarters element of the command will report the change with a historical EVENT entry. The historical EVENT entry also will report change of location for any zero strength RU's other than subunits. For example, RUC 12200 is assigned to 8th Marines. However, that RUC is not active for personnel reporting purposes, that is RUC 12200 does not submit a UD. Therefore, the UD submitted by Headquarters Company, 8th Marines, and RUC 12201 would report relocation of both RUC's as shown in the following **EXAMPLE:**

LAST NAME	INITIALS	SSN	REMARKS
-----------	----------	-----	---------



MCTFSPRIUM 3AUG04

3. When the JURIS of a parent unit changes, the JURIS of zero strength subunits normally will change to coincide with the parent unit's new JURIS. The parent unit must report this change with a historical EVENT entry. The JURIS of active subunits may or may not change, depending on their function. The parent unit will report a historical EVENT entry when the subunits remain in the old JURIS. If an active subunit changes JURIS, the subunit will report the transfer per above subparagraph. The parent unit's historical EVENT entry also will report this fact. The example below shows the reporting of the transfer of JURIS for a RU, an active subunit (SU 1) and also for a zero strength subunit (SU 2). SU 3 remains in the old JURIS and this is reported.

LAST NAME	INITIALS	SSN	REMARKS
		EVENT 1	PERS RPT JURIS TR TO SDPI 09 DSSN 6091 ED 19981031 COMD DPI 09  ADDR:MB, NS, ANNAPOLIS, MD 21402 HIST:TELEPHONE NUMBER COMM (999) 555-2222 AUTH MCBUL 5400 OF 19981001 HIST:PERS JURIS TR TO SDPI 09 FOR ACTIVE RUC 53101 HIST:ADDR:SU 1 MB AT NTC BAINBRIDGE MD 21905 TELEPHONE NUMBER COMM (999) 555-222 AND ZERO STRENGTH RUC 30104  ADDR:SU 2 MB AT NTC BAINBRIDGE MD 21905 TELEPHONE NUMBER COMM (999) 555-2222 SUB 3 REMAINS IN JURIS SDPI 03

4. If the JURIS of a command, which is not an RU itself, transfers to a new JURIS, the headquarters element of the command will report the change for the command with a historical EVENT entry as shown in the example below:

LAST NAME	INITIALS	SSN	REMARKS
		EVENT 1	HIST:PERS RPT JURIS TR TO SDPI 03 FOR RUC 59999 ADDR: MARINE LOOKOUT BN COLUMBIA SC 29402 TELEPHONE NUMBER COMM (999) 555-2222 AUTH MCBUL 5400 OF 19981001

60709. ZERO STRENGTH (REDUCED) (TTC 452)

1. When the personnel strength of a RU is reduced to zero, this occurrence must be reported with an EVENT entry. Do not report any actions in association with reduction to zero strength as Exclusive Entries. Use Group or Individual Entries as necessary. Reduction to zero strength means the unit (RUC) remains in existence and if required to join personnel in the future, the unit can be reported FR ZERO STRENGTH per paragraph 60709 without CMC approval required. If, at the time unit personnel strength reaches a zero balance, it is determined there will be no future requirement for the RUC, the unit will be deactivated rather than reduced to zero strength. In addition, all commands will periodically review the status of any RUC's at zero strength, particularly subunits, to determine if any should be deactivated. Instructions for deactivation of a zero strength subunit are contained in paragraph 60704.

2. Prior to reporting the unit to zero strength, the MISSO and the unit commander/AD site commander/I-I/supervisor must ensure that all unit personnel have been transferred or separated as appropriate. Until this has been accomplished, the unit cannot be reported to zero strength. The MISSO can provide valuable assistance to the RU by furnishing rosters as required and assisting in research and resolution of individual cases as required. The MISSO is authorized to withhold processing of the zero strength EVENT entry for a maximum of 15 days to ensure that all personnel have been transferred/separated. This will be verified by

MCTFSPRIUM 3AUG04

an extract against the CMF. If additional time or assistance is required, the MISSO should submit a message request to the CMC (MI) with copy to the DFAS-KCC. Report as follows:

```
TTC 452 000      RED ZERO STR|HIST:_____|
Enter the details for historical
purposes, for example, authority_____↑
```

3. EXAMPLE entry:

```
LAST NAME      INITIALS      SSN          REMARKS
                EVENT 1      RED ZERO STR|HIST:AUTH CMC MSG
                011200Z APR 98|
```

60710. RESUMPTION OF UD REPORTING FROM ZERO STRENGTH (TTC 453)

1. When a RU that has been at zero strength resumes UD submission, the UD submitted will include an EVENT entry to report resumption of UD submission. To be reported from zero strength, the unit must have been reported to zero strength. That is, if the unit was previously deactivated or if the unit was never an active RU, the unit must be activated (rather than reported from zero strength). Authority from the CMC (RA) is required to activate a unit. Requests for activation will be submitted per the instructions contained in Chapter 1. Reporting of DSSN, COMD DPI, PEN, ADDR and RCN is only required if **new**. Use the statement below to report from zero strength:

```
TTC 453 000      FR ZERO STR|HIST:_____|
Unit title, mailing address, telephone
Numbers, and details for historical purposes _____↑
```

2. Individual and group entries, as appropriate, will be used to report joins into the RU. The example below shows a unit reported from zero strength:

```
LAST NAME      INITIALS      SSN          REMARKS
                EVENT 1      FR ZERO STR|HIST:MARINE WING CONTROL
                SQUADRON 48 MARINE AIR CONTROL GROUP 48
                4TH MAW NAS GLENVIEW IL 60026
                TELEPHONE NUMBER COMM (999) 555-8888 AUTH
                CMC LTR 981201|
                EVENT 2      PEN 0502511M|
```

3. The following special instructions apply to reporting from zero strength:

a. When a subunit or a RU which is part of a larger organization or command reports from zero strength, the parent unit or headquarters element of the organization/command will report a HIST: EVENT entry as shown below:

```
LAST NAME      INITIALS      SSN          REMARKS
                EVENT 1      HIST:RUC 01010 SU 1 HQCO HQBN FR
                ZERO STR ED 19991201|
```

b. When a command which is not a RU has personnel assigned to it, the headquarters element of the command will report the from zero strength status of the command. This is in addition to reporting from zero strength for the RU itself. See the example below:

```
LAST NAME      INITIALS      SSN          REMARKS
```

# MCTFSPRIUM 3AUG04

EVENT 1 FR ZERO STR  
HIST:MARINE CONTROL SQUADRON 48 MACG 48  
4<sup>TH</sup> MAW GLENVIEW IL TELEPHONE NUMBER  
COMM (999) 555-8888 AUTH CMC LTR OF 19981201  
EVENT 2 PEN 0502511M  
EVENT 3 HIST:FR ZERO STR UNIT TITLE MACG 48  
RUC 00408 AUTH MCB 5400 OF 19981201

## 60711. CORRECTIONS FOR A DEACTIVATED/ZERO STRENGTH UNIT

1. When it is necessary to report corrections for a unit which is deactivated or at zero strength, the next senior unit will follow the procedures set forth below. These procedures activate the RUC for one MCTFS processing cycle only. If additional corrective action is subsequently required, the entire procedure must be repeated. The below steps must be reported on no less than three UD's but can be prepared all on the same day.

a. UD #1 - Report EVENT 1 to activate the unit or bring unit from zero strength, as appropriate.

b. UD #2 - Report appropriate action statement to correct computer records on following UD.

c. UD #3 - Report EVENT 1 to deactivate the unit or report reduction to zero strength, as appropriate.

2. The actions specified above are normally are required because of a failure on the unit's part to transfer/separate all personnel prior to reporting deactivation to zero strength.

3. When a unit reports deactivation or is reduced to zero strength, personnel "erroneously" remaining in that unit when the entry is processed will be transferred to MCC W96 and/or have TAD/FAP terminated by a computer-generated transaction.

## 60712. ASSIGNMENT/DELETION OF MCC

1. Change of a unit **primary** MCC must be reported as a redesignation per paragraph 60705. When a RU is designated to join personnel assigned to an MCC other than the primary MCC for the RU, a historical EVENT UD entry is required to add the additional MCC to the RUC. The entry is required to establish the audit trail between that RUC and MCC in the computer record. Conversely, when that RUC no longer is required to account for personnel of that MCC, an EVENT entry is reported to delete the MCC from the RUC. The following are examples of situations requiring the EVENT entry. The list below of situations requiring the EVENT entry is not all-inclusive, but is provided as a guide.

2. A Marine activity is designated to assume personnel reporting responsibility for personnel assigned duty with a nearby NROTC unit at a college or university. This designation normally is accomplished by correspondence from the CMC, an example of which is shown at Figure 6-3. For example, the I-I Staff, Company B, 4thAAVBn, 4THMarDiv, USMCR (Jacksonville, Florida) has been designated to account for Marines assigned to the NROTC unit at University of Florida, Gainesville, Florida. The I-I Staff would report the following EVENT entry adding the MCC:

EVENT 1  
HIST:**ADD** MCC (3-byte MCC, title and address) THIS RUC AUTH\_\_\_\_\_ |  
Authority for MCC Addition \_\_\_\_\_ ↑

3. If for some reason, it were necessary to delete the MCC, the EVENT entry shown below would be reported. For example, if the NROTC program were discontinued at that school.

EVENT 1  
HIST:**DELETE** MCC (3-digit MCC and MCC Title) FROM THIS RU AUTH\_\_\_\_\_ |  
Authority for MCC Deletion \_\_\_\_\_ ↑



## MCTFSPRIUM 3AUG04

1. A historical EVENT entry is required to report change of ADCON/OPCON status of a unit or command. The RU being assigned ADCON/OPCON and the headquarters of the command assuming ADCON/OPCON must report a historical EVENT entry.

2. In the example below, Battery D, 2d Battalion, 10th Marines is assigned ADCON/OPCON to the 6th Marines for participation in an exercise.

a. Battery D, 10th Marines would report the following entry:

LAST NAME	INITIALS	SSN	REMARKS
		EVENT 1	HIST:ASG ADCON/OPCON TO 6TH MAR FOR FEX 2-98 AUTH CMC MSG 122200Z JUL 1998

b. Headquarters Company, 6th Marines would report the following entry:

LAST NAME	INITIALS	SSN	REMARKS
		EVENT 1	HIST:6TH MAR ASSUMES ADCON/OPCON OF BTRY D 10TH MAR FOR FEX 2-98 AUTH CMC MSG 122200Z JUL 1998

60715. EMBARKATION, SAILING, OR DEBARKATION OF A UNIT (TTC 028)

1. When a unit embarks or debarks from a ship, report a historical EVENT entry showing the date, designation and location of the ship and reason for embarkation/debarkation. Normally other information must be reported for some or all unit personnel; for example, the suspension or resumption of commuted rations or subsistence for certain enlisted personnel. These changes must be reported with group or individual entries, using action statements per Chapter 5. When the ship puts out to sea or returns from sea a change of location is involved. Change in unit location is reported per paragraph 60706.

2. EXAMPLE entry:

LAST NAME	INITIALS	SSN	REMARKS
		EVENT 1	TR 0800 NEW LOC 160 AS 6000 DSSN 6119 ED 19981015  COMD DPI 02 PEN 0026211M RCN 308321 ADDR:HQCO 2D BN 6TH MAR 2DMARDIV FPO NY 09602 HIST:TELEPHONE NUMBER COMM (999) 555-2222 HIST:EMB AND SAILED 0800 APA 42 AUTH CMC MSG 120804Z AUG 1998
		EXCL 1	ON SK
SARNIE	KX	987654321	
MORTARMAN	AB	876543219	

60716. UNIT ADDRESS AND TELEPHONE NUMBER CHANGES

1. Unit address and telephone number changes for both active and reserve units, will be submitted as historical EVENT statements. Include complete mailing address. The below (line 1, 2 and 3) is for instruction purposes only. The history statement is a continuous entry separated by spaces (see **EXAMPLE entry**).

Line 1 - Unit Title

Line 2 - Box, PO Box, Box No, PSC Box, Street Address, or RUC/Unit No.

# MCTFSPRIUM 3AUG04

(FPO/APO Units)

Line 3 - City, State and 9-digit Zip or  
Base, State and 9-digit Zip or  
FPO/AP, AP/AA/AE and 9-digit Zip

b. A separate history statement will contain the new commercial and DSN phone numbers.

2. EXAMPLE entry:

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
		EVENT 1	HIST:ADDRESS CHANGED TO 31 <sup>ST</sup> MEU 9 <sup>th</sup> MEB UNIT 35621 FPO AP 96606-5261  HIST:TELEPHONE NUMBER CHANGED TO COMM (913) 6217166

60717. EVENT ENTRIES (MISCELLANEOUS)

1. Any occurrence which affects a RU or command, and which should be recorded in the unit/command history, should be reported on the UD as an EVENT entry. In many cases in conjunction with an EVENT entry, other actions must also be reported as group or individual entries with action statements. For example, a street address change for an additional MCC under ADCON to the reporting unit is reported with a historical EVENT entry. For example, when a flag/staff allowance is transferred, a historical EVENT entry reports the transfer of the allowance. However, it is still necessary to report the transfer of the members of the allowance.

2. Figure 6-5 illustrates some of the requirements for historical EVENT entries.

3. Instructions for reporting Event and Exclusion entries can also be found in Chapter 2.

60718. EXCLUSION ENTRY (ACTIVE DUTY)

1. An exclusive entry is used to exclude from an EVENT entry those Marines not equally affected by the EVENT entry. Exclusive entries must always show the names of the personnel and the information that describes the reason for the exclusion of those personnel. The statements that describe the reason for the exclusion will be prepared per the instructions for reporting that item.

2. An exclusive entry cannot be used in a historical EVENT entry or in an EVENT entry which reports a unit activity such as deactivation, re-designation, transfer of personnel reporting JURIS, unit reduced to zero strength or unit from zero strength. An exclusive entry is prepared as follows:

a. Select EXCL and enter the sequence number of the entry. Exclusion entries are numbered in sequence, beginning with number 1.

b. Enter statement(s) for the entry in the remarks column followed by the members being excluded.

3. Personnel excluded from an EVENT entry due to an absence that has been previously reported on a UD or personnel on leave will also be accounted for in an exclusive entry. The explanatory remark will be shown with the term ON\_\_\_\_| followed by the reason for the absence in a HIST statement. Report as follows:

a. TTC 459 000 ON CNFT|  
459 001 ON CPTR|  
459 002 ON XXXXXXXXXX| (Word) **NOTE:** Any one-word statement preceded by **ON**

## MCTFSPRIUM 3AUG04

459 003 ON IHCA	may be used in connection with a record
459 004 ON LV	of events (not to exceed 10 characters).
459 005 ON MIA	
459 006 ON MIS	
459 007 ON SK	
459 008 ON TAD	
459 009 ON UA	

4. Any deviation from this format will cause the event entry to post against the personnel in the exclusive entry.

EXAMPLE entry:

LAST NAME	INITIALS	SSN	REMARKS
		EVENT 1	WILL DEPLOY TO SDPI 27 DSSN 6160 UNIT TITLE 3RDBN 4THMAR 3RDMARDIV FMFPAC ADDR FPO SAN FRANCISCO CA 96602 LOC CODE 001JA ESTIMATED DELOYING DATE 19980322
		EXCL 1	ON OTHER HIST:NOT AFFECTED
KELL	DB	987654321	
CLARK	AB	876543219	

### 60719. FLAG AND/OR STAFF ALLOWANCES

1. Each flag and/or staff allowance is assigned a unique MCC. Personnel filling billets in a flag and/or staff allowance are assigned that MCC and, for personnel reporting purposes, are joined on the rolls of either a ship's detachment, a Marine barracks, or an activity nearest their location. If a flag officer has both a flag and staff allowance, personnel administration and personnel reporting for Marines of both allowances will be accomplished by the same RU.

2. Prior to joining Marines of a flag and/or staff allowance to an RU, a record of events entry is required to establish the MCC in that RU if the MCC is not currently established in that unit. Refer to Chapter 6 for record of events entry. The joining or transferring of personnel of a flag and/or staff allowance will be reported by group or individual entries as appropriate. The particular joining entry must report the MCC for the flag and/or staff allowance. The title of the allowance and the title of the unit joined from or transferred to will be reported in a history statement. The join and/or transfer of individual Marines of flag and/or staff allowances will be reported per the instructions in chapters 3 or 4 of this Manual.

3. When a Marine initially reports to the unit administering a flag/staff allowance for duty with the allowance, the Marine must be joined by that unit and assigned the MCC for the allowance. The Marine retains that MCC throughout the tour with the allowance. Once a Marine has been joined on the rolls of the flag and/or staff allowance, items of personnel information will be reported on a UD in the normal manner. When the allowance moves and a different RU assumes administrative responsibility, all Marines of the allowance must be transferred by UD entry (individual or group entry). It is essential that the unit report transfer **within the same monitored command** because the MCC is retained and only the RU changes. When a Marine completes the tour with an allowance and is transferred to **another** MCC (including a different allowance with a different MCC) report the transfer.

#### 4. EXAMPLE entries:

- a. To establish the MCC for a flag and/or staff allowance in the RU :

MCTFSPRIUM 3AUG04

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
		EVENT 1	HIST :ADD MCC 438 FLAG ALLOW COMNAVPHIL THIS RU AUTH CMC SPDLTR 1080-SER :123 OF 19981015

b. To join the Marines to the MCC report on a subsequent UD:

LAST NAME	INITIALS	SSN	REMARKS
		GROUP 1	JOIN MCC 438 DU HIST :FLAG ALLOW COMNAVPHIL JOIN FR MB NB SUBIC BAY LUZON PR BILMOS 0311
SCHUMITCH	JX	987654321	
BLACKMAN	BJ	232678901	

c. To transfer Marines of a staff allowance when administrative responsibility for the allowance shifts to another RU :

LAST NAME	INITIALS	SSN	REMARKS
		GROUP 1	TR DU HIST:MCC 782 STAFF ALLOW TACRON 21 TR TO MB NB NORVA EDA 20001029
GOODMAN	TJ	987654321	
FORTENBERRY		XJ	876543221

d. To delete a staff allowance when administrative responsibility for the allowance shifts to another RU:

LAST NAME	INITIALS	SSN	REMARKS
		EVENT 1	HIST:DELETE MCC 782 STAFF ALLOW TACRON 21 FROM THIS RU AUTH CMC SPDLTR 1080-SER:124 OF 20000516

MCTFSPRIUM 3AUG04

Personnel responsibility for unit transferred to another	HIST:UD RESPON ASSUMED BY (OR FOR) UNIT TITLE AUTH_____
Unit attached for operational or administrative control	HIST:ATT OPCON TO 8 <sup>TH</sup> MAR FOR FEX 2-98 AUTH_____  HIST:ATT ADCON 11 <sup>TH</sup> MAR FOR_____AUTH_____
Unit to TAD	HIST:TO TAD MCC____AUTH_____
Unit participation in maneuvers or training exercise	HIST:PARTICIPATE IN FEX SNOW FLAKE III DINKLE NORWAY PRD 19981101 TO 19981215 AUTH_____
Embarkation or debarkation of unit	HIST:EMB ABD USS SINKER APA 221 VASPER VA SAIL FOR CLASS DESTINATION AUTH_____
Sailing of ship's detachment flag/staff allowance	HIST:SAILING UD NO ABS
Unit award decoration citation	HIST:AWD PUC FOR PRD 19981015 TO 19981215 AUTH_____
MCC added	HIST:ADD MCC (3-DIGIT MCC, MCC TITLE AND LOCATION)

MCTFSPRIUM 3AUG04

	THIS RU AUTH____
MCC deleted	HIST:DELETE MCC (3-DIGIT MCC AND TITLE) FROM THIS RU AUTH
Parent unit reporting activation of SU	HIST:RUC____MCC____SUBUNIT ACTIVATED ON____
Change of title for an MCC	HIST:TITLE CHANGE MCC (3-DIGIT MCC AND NEW TITLE) THIS RUC AUTH____
Change of title for a RUC when the RUC and MCC remain the same	HIST:TITLE CHANGE RUC (ENTER RUC AND NEW TITLE) THIS RUC AUTH____
Change of mailing address only for an MCC or RUC (not a relocation)	HIST:ADDR CHANGE MCC (ENTER MCC OR RUC AND NEW ADDRESS) EFFECTIVE ____

Figure 6-6.--Example: Historical Event Entries.

MCTFSPRIUM 3AUG04

FROM CMC WASHINGTON DC//MIO//  
TO CG SECOND MARDIV  
DFAS KANSAS CITY MO  
INFO CG MCB CAMP LEJEUNE NC//MISO//  
CG MCB CAMP PENDLETON CA//MISO//  
CG MCB CAMP BUTLER JA//MISO//  
MCAS KANEOHE BAY HI//MI//  
DFAS-KANSAS CITY CENTER KANSAS CITY MO//MISSA/MISO//  
MCI WASHINGTON DC  
HQBN 2D MARDIV, CAMP LEJEUNE, NC

UNCLAS //NO1080//

SUBJ: REQUEST FOR RU CODE (RUC) AND MONITORED COMMAND CODE (MCC) ASSIGNMENT

A. CG, 2D MARDIV 261800Z MAY 1998

B. MCO P1080.35

1. WE APPROVE YOUR REQUEST CONTAINED IN REF A. RUC 12013 AND MCC 122 ARE ASSIGNED TO THE INFANTRY TRAINING COMPANY, HEADQUARTERS BATTALION, 2D MARDIV, CAMP LEJEUNE, NC.

2. HQBN, 2D MARDIV, CAMP LEJEUNE, NC: REPORT A RECORD OF EVENT UNIT DIARY ACTIVATION ENTRY PER REF B, PAR 6102.

3. DIR, DFAS, KCC: REQUEST SYSTEM TABLES UPDATE FOR THE FOLLOWING INFORMATION:

RUC 12013, MCC 122 (MCTFS PRIMARY)

UNIT TITLE: INFANTRY TRAINING COMPANY

UNIT ADDRESS: 2D MARDIV, CAMP LEJEUNE, NC 28542 (999) 555-2222

LOCATION CODE 37133; COMD/JURIS DPI 02; DSSN 6092; TCD B; TCF 36;

PEN 0026211M; RCN 308321; COMD RUC 12000; MCC 122; FLAG A.

Figure 6-7.--Example: CMC Reply to a Request for Activation of a RU.

MCTFSPRIUM 3AUG04

FROM CMC WASHINGTON DC//MIO//  
TO MARCOREP FT SILL OK  
DFAS KANSAS CITY MO  
UNIT

INFO COMMARFORRES//G-1//

CG MCB CAMP LEJEUNE NC//MISO//

CG MCB CAMP PENDLETON CA//MISO//

CG MCB CAMP BUTLER JA//MISO//

MCAS KANEOHE BAY HI//MISO//

DFAS-KANSAS CITY MO//MISSA/MISO//

MCI WASHINGTON DC//

UNCLAS //NO1080//

SUBJ: ASSIGNMENT OF A MONITORED COMMAND CODE (MCC) H17

A. T/O 5061 TOCA 011087

B. MCO P1080.40, PAR 6110

1. THE BILLET DESCRIPTION IDENTIFIED IN REF A IS ASSIGNED MCC H17 AND WILL BE ADMINISTRATIVELY SUPPORTED BY THE INSPECTOR-INSTRUCTOR JACKSONVILLE, FL.

2. I-I STF JAXFL: REPORT ADDITION OF MCC H17 AS A HISTORICAL RECORD OF EVENT ENTRY PER REF B.

3. DIR, DFAS, KC, MO: EFFECTIVE 18 AUGUST 1998, REQUEST SYSTEM TABLES UPDATE FOR THE FOLLOWING INFORMATION:

RUC 83276, MCC H17 (ADDITIONAL)

UNIT TITLE: NROTC, UNIVERSITY OF FLORIDA

UNIT ADDRESS: INSPECTOR-INSTRUCTOR

COMPANY B (-), 4TH AAV BATTALION (-)

BOX 44, BUILDING 411

NAS JACKSONVILLE, FL 32212

(999) 555-2222

LOCATION CODE: 03112

COMD/JURIS DPI: 16 DSSN: 6167

TCD: F TCF: 36

PEN: 0081125N RCN: 010011

COMD RUC: 83276 MCC: H17 FLAG: 1

MCTFSPRIUM 3AUG04

Figure 6-8.--Example: CMC MSG Designating Reporting Responsibility.

# MCTFSPRIUM 3AUG04

<u>COMPL</u>	<u>DATE</u>	<u>ACTION</u>
1. _____	_____	Review DSC/DRD (paragraph 91005)
2. _____	_____	Contact the MISSO (5 weeks prior to deployment). Provide the MISSO with a list of all current user-ID's being utilized by the RU. MISSO contact _____.
3. _____	_____	Submit "WILL DEPLOY" EVENT entry with historical tables information (4 weeks prior to deployment). (paragraph 91006)
4. _____	<u>NA</u>	Report individual entries of "WILL DEPLOY" as applicable. (paragraph 91006)
5. _____	_____	Submit "HIST:ASG OPCON/ADCON_____UDP EMB GOVT AIR FR_____LAST UD SUB JURIS_____" event entry. This UD must be prepared in advance, then certified and delivered to the MISSO just prior to departure. (paragraph 91006) STOP COMRATS should also be reported on this UD. (paragraph 80301)
6. _____	_____	Contact the WESTPAC MISSO upon arrival. Unit TASO identifies that user-ID's and passwords are active. Receive M-ELSIG from WESTPAC MISSO. MISSO contact _____.
7. _____	_____	Submit "ARR INDIV LOC_____HIST:FIRST UD SUB JURIS_____ARR DISEMB GOVT AIR_____" event entry. (paragraph 91007)
8. _____	_____	Submit individual/group "STRT DEPLOYED PER DIEM" entries the day after arrival. Advance party personnel should also be included. (paragraph 91003)
9. _____	<u>NA</u>	Report "PARENT SDPI" individual entries as applicable. (paragraph 91008)
10. _____	_____	Report BAH and dependent information (DGLC, RED) as individual or group entries as applicable. (paragraphs 80201, 80203, and 50201)

Figure 6-9.--MCTFS Checklist for Unit Deployment to WESTPAC.

## MCTFSPRIUM 3AUG04

- |    | <u>COMPL</u> | <u>DATE</u> | <u>ACTION</u>   |
|----|--------------|-------------|---|
| 1. | _____        | _____       | Contact the WESTPAC MISSO (5 weeks prior to return of unit to CONUS). Provide the MISSO with a list of current user-IDs. MISSO contact _____.   |
| 2. | _____        | _____       | Submit "STOP DEPL PER DIEM" on advance party as a group entry. (paragraph 91003)  |
| 3. | _____        | _____       | Submit event "DSSN with table information" (4 weeks prior to return of unit to CONUS). (paragraphs 60503)   |
| 4. | _____        | _____       | Submit event "HIST:ASG OPCON/ADCON_____UDP RET EMB GOVT AIR FR _____ LAST UD SUB JURIS_____". This UD must be prepared in advance, then certified and delivered to the WESTPAC MISSO just prior to departure. (paragraph 91006) Report "STOP DEPL PER DIEM" as individual or group entries. (paragraph 91003) |
| 5. | _____        | _____       | Contact the CONUS MISSO. Unit TASO verifies that ID's and passwords are active. Receive M-ELSIG from MISSO. MISSO contact _____.  |
| 6. | _____        | _____       | *Submit event "ARR INDIV LOC_____HIST:DEBARK, FIRST UD SUB JURIS _____ ARR DISEMB GOVT AIR_____." (paragraph 91007) Verify that unit user-ID's are loaded and request present passwords.  |

\*Report ADT, BAH, BAS, DEPN INFO, OVERSEAS CONTROL DATE, and RED as individual or group entries as applicable. ADT may be reported as EVENT #2 with an exclusion entry for advance party personnel.