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Chapter 12 PERSONNEL RECORD AUDIT REQUIREMENTS AND REPORTS

REFERENCES:

1. Title 10 U.S.C. 275.

2. Public Law 97-255.

3. Title 3 of GAO Policy and Procedures Manual.

4. Department of Defense Financial Management Regulations (DoDFMR) Volume 7. Website http://www.dtic.mil/comptroller/fmr/

5. MCO 1001R.1 Marine Corps Reserve Administrative Management Manual (MCRAMM).

6. MCO P1070.12, Individual Records Administration Manual (IRAM).

7. MCO P1080.20, Marine Corps Total Force System Codes Manual (MCTFSCODESMAN). (When codes not listed in MCTFSCODESMAN, refer to Software Release Notices and PAA's.)

8. DFAS-KC 7220.31R, Marine Corps Total Force System Automated Pay Systems Manual (MCTFS APSM). (https://dfas4dod.dfas.mil/centers/dfaskc/library/userguid/)

9. Users Manual (UM) for the On-Line Diary System (OLDS).

10. Website https://www.mmsb.usmc.mil.

SECTION 1: OVERVIEW

120100. AUDIT OF SERVICE AND COMPUTER RECORDS

References (2) and (3) outline Federal requirements to establish basic principles and concepts for internal auditing which should be a part of the management control system of each Federal agency. In addition, reference (1) requires that all records for the Ready Reserve be administratively reviewed on an annual basis. To support regulations and other guidance provided in references (4) through (10) the RU commander is required to conduct audits to ensure the accuracy and completeness of all items reported on the UD and recorded in personnel records.

120101. AUDIT REPORTS/TOOLS FOR SERVICE AND COMPUTER RECORDS

1. To assist the RU commander in auditing the records of the Marines in the unit, the following reports have been developed for use in the audit process:

a. Leave and Earning Statements (LES). The LES is a printout of pay information contained in the CMF computer record of an individual Marine. The annual LES also contains a leave accounting for the previous year.

b. Basic Individual Record (TBIR). The BIR is a listing of administrative information contained in the CMF computer record of an individual Marine. Items contained on the BIR include service, contract, and dependent information. The BIR is used to ensure that certain important data elements in the Marine's record are correct.

c. Basic Training Record (TBTR). Similar to the BIR, the BTR is a listing of training, education, and testing information contained in the CMF computer record of each Marine.

d. Diary Retrieval System (DRS) (option 23). The option 23 contains advisories that may have posted from HQMC input or from the Marine's previous command while the Marine was between commands.

e. Record of Emergency Data (TRED). The RED includes a listing of dependents and family members to be notified in case of emergencies.

f. Record of Service (TROS). The ROS includes all performance markings for Cpls and below.

g. MOS Record (TMOS). Displays a member's MOS-related training and education data. Data includes training dates and status, lecture dates, MOS data, school information, rifle and pistol marksmanship and other MOS data

h. Education Record (TEDU). This report lists civilian education, MCI courses, and Formal Schools/Special Skills for individual Marines.

i. Awards Record (AWDS). Displays a member's personal service awards data to include the Good Conduct Medal date, the SMCR Medal date, the Armed Forces Reserve Medal date and code, the number of awards, and the English description of other awards received.

j. Career Retirement Credit Report (CRCR) and Annual Retirement Credit Report (ARCR). Provides retirement credit history on reserve personnel.

k. Performance Evaluation Record. The TRF PERF EVAL REC option of MCTFS includes a chronological listing of the Marine's fitness reports. This option is only updated through September 30, 1998. Subsequently, the fitness report information may be viewed on https://www.mmsb.usmc.mil/. It is recommended that the unit Executive Officer or Sergeant Major/First Sergeant/Career Planners to ensure the accuracy of the individual’s performance evaluation record utilize this option.

2. The automated reports listed above are to be considered the minimum tools required to conduct audits of the RU's database. In addition, an **Inconsistent Condition Report** (ICR) is generated monthly to verify the accuracy of information contained in MCTFS. This report lists those Marines in the RU whose computer record may contain one or more data elements that are incorrect/inconsistent with the Marine's master record. The ICR is produced monthly in conjunction with the end of the month "Update and Extract" and will appear in the RU's DFR. The DFR containing Inconsistent Conditions will be completely audited **within 7 working days** upon receipt of the ICR advisory.

3. Service Records and Medical/Dental Records. To ensure MCTFS data matches the supporting paper records, it is recommended that these records be thoroughly audited when conducting audits with the tools and reports listed above.

4. To ensure a complete and accurate database, the RU should also audit or review the OLDS rosters and/or exception rosters created from the CUDDB, UD/MIPS, IMPROMPTU, SMARTS/ODSE as well as the following reports:

a. Service Record Accountability Audit (SRAA). Commanders are responsible to ensure they have service record accountability at all times. To aid the commander in this responsibility, refer to MCO P1070.12, Individual Records Administration Manual (IRAM).

b. The MCAAT printout and MCTFS Remark Summary (TRS) are available through 3270 includes a listing of pay remarks and occurrences for the individual Marine.

120102. AUDIT REQUIREMENTS.

1. Audits will be accomplished to ensure accuracy, completeness, currency, and consistency of the LES, BIR, BTR, CRCR/ARCR (Reserve personnel), SRB/OQR, and other source documents available to the Marine or the unit.

2. The RU will designate in writing Marines authorized to conduct audits. The designation shall be based upon the auditor’s knowledge of personnel records and familiarity with the audit process. Designation of auditors shall not be accomplished based upon billet assignment alone. Marines in the rank of Lance Corporal and above, and civilian personnel GS-04 and above may be assigned to conduct LES and Service Record audits to include certification of the BIR/BTR and RED.

3. Accuracy of these records can best be determined through personal interview with the individual Marine. Therefore, whenever practical, the audit will be conducted during an interview with the Marine and a designated auditor.

4. Tables 12-1 and 12-2 contain checklists of all data elements displayed on the BIR/BTR, with corresponding reference paragraphs and MCTFS screens. The RU should use these checklists to conduct BIR/BTR audits.

5. Annotations. The audit official will annotate audit items with the correct information when an error is detected. Auditors will also insert information for blank items and annotate items for which none is an appropriate response as "None." If an item is not applicable to the Marine being audited, the auditor will insert "N/A". The auditor will use standard 8-byte dates; e.g., 19980607 whenever dates are required.

6. Corrective Action. Information on the printed BIR/BTR represents data in the CMF. UD entries will be used to report additions, deletions, and change missing or erroneous data. Some data cannot be corrected at the RU level. In this case the RU will submit a request with supporting documentation to CMC, DFAS, or their respective MISSO in order to have the computer record corrected. Discrepancies in the medical or dental record will be corrected by the medical officer or a designated representative maintaining the record.

7. Audit Certification.

a. The auditor will sign and date the appropriate block on the BIR when the BIR/BTR audit is completed. The UD number and date indicating when corrective action was completed will also be annotated on the BIR. The auditor will note information regarding

any requests for record corrections made to the CMC or the respective MISSO as a result of the audit.

b. The Marine subject to an audit shall certify eligibility to Basic Allowance for Housing (BAH) on the TBIR upon completion of the audit. All Marines to include those that are single will certify this information once the audit is complete, and if a triennial, report TTC 815 as appropriate. When the Marine is not present for the audit, the officer, Lance Corporal/GS-4 or above, conducting the audit will sign in this space and indicate that the Marine was not available and indicate the reason for non-availability.

c. The signature of the auditor conducting the audit will always appear on the BIR whether or not the Marine is present for the audit. The eight-byte date that the audit was completed will be entered next to the auditor’s certification. Also enter the number of the UD on which corrections to erroneous or incomplete data contained on the BIR or BTR were reported.

d. Reserve personnel, to include those Marines assigned to the Active Reserve Program or extended active duty, must complete the **mobilization screening requirement annually** by certifying that they have been informed about the Mobilization Delay/Exemption Program and/or whether the retirement or disability pension status has changed, as applicable. This requirement does not pertain to Reserve Officers on their initial service obligation. This certification is in addition to the BAH certification indicated above and can be signed and dated by the Marine on the previously audited BIR up to three separate times before a newly printed triennial audit is required. This requirement may be fulfilled by entering a standard paragraph on the Marine's Reserve annual training orders and having the Marine acknowledge it.

e. When the Marine is not available to conduct a personal interview or is not located near the unit that is administratively responsible for the Marine and traveling the distance would create a hardship, telephone or other means of communication should be used to accomplish the audit. The auditor conducting the interview will sign and date the audit indicating that the Marine was not available for signature and indicate the reason for non-availability.

120103. AUDIT OCCASIONS

1. The following audit occasions are established as the minimum occasions for auditing service and computer records. Audit occasions are no longer based on the last digit of the Marine's SSN or for reserve personnel the anniversary date. **Report TTC 815 for all below as appropriate and see Chapter 4 Section 7**.

a. Join Process Audit. Whenever joined chargeable by a RU or attached DUINS in excess of 20 weeks to include return from TAD, FAP, deployments and return from a period of active duty 31 days or more.

b. Triennial Audit. At least once every three years from the date of the last join process audit or triennial audit. To reduce the number of times a Marine is required to physically visit the administrative section, Marines or Administrative personnel are able to declare any visit for routine service as their triennial audit.

c. Mobilization/Deployment Readiness Audit. For a deployment, which is anticipated to be 31 days or more in duration, active component and AR Marines will be audited no earlier than 30 days prior to deployment and reserve component Marines will be audited no earlier than 60 days prior to commencement of annual training (AT).

d. Administrative Review. This is required for Reserve personnel to include those individuals serving on the Active Reserve Program or extended active duty. This requirement does not pertain to reserve officers performing their initial service obligation. See elsewhere in this chapter for further instructions.

2. Administrative Review. Establishment of administrative review procedures at the RU level will improve the level of accuracy of MCTFS records. Units should develop internal procedures to ensure the effective management of pay and personnel transactions reported in MCTFS. The following additional instructions are provided.

a. RU commanders are encouraged to conduct periodic reviews of pay related entitlements. Use of the MCAAT printouts or TRS retrievals are highly recommended. Commands are also encouraged to develop internal control using inconsistency reports in UD/MIPS, IMPROMPTU or the ODSE (SMARTS) to screen records for potential pay related problems.

b. For Reserve personnel, an administrative review is **mandatory** in order to verify the Marine's retirement credit history and VA Pension Waiver status. Personal contact is not required unless the items indicated below require the Marine's presence to correct inconsistencies.

(1) Review the Annual Retirement Credit Report (ARCR). The ARCR will be reviewed against local records and corrective action taken, as required. Once completed, the ARCR will be returned to the Marine for retention. The auditor should also ensure that a Career Retirement Credit Report (CRCR), certified as correct by the Marine, is on file in the Service Record as a result of a previously conducted Join Process or Triennial Audit (The CRCR must be certified by the reservist within the last year). If a CRCR does not exist, a new one **must** be printed and certified as correct by the Marine, and filed in the Marine's Service Record. Once the review of the ARCR and CRCR is complete, the CRCR Certification Date transaction (TTC 922 000) will be reported to record the annual administrative review of the reservist's retirement credit history.

(2) See Section 4, (BIR/BTR audit requirements) for the reserve certification on the BIR. The VA-Form 21-8951-2 is no longer required for waiver of VA compensation.

3. Audit Waivers. Commanders are authorized to waive the audit requirements for Marines under the circumstances listed below. Requests for specific waivers to audit requirements, which are not described below, shall be forwarded to the CMC (MI) for consideration.

a. Undergoing recruit training to include MCT or officer candidate training.

b. Serving in a combat area if in the opinion of the CG such an audit would interfere with combat efficiency.

c. The CG, MOBCOM may waive the requirement to complete join process and triennial audits for members of IRR and Standby Reserve. The CG, MOBCOM may also modify the remaining procedures contained in this chapter to meet the unique audit requirements of the IRR and Standby Reserve. The authority to waive the join process and triennial audit requirements does not apply to IMA and MTU personnel.

120104. AUDIT PROCEDURES

The types of Audits are: Join Audit, Triennial Audit, and Mobilization/Deployment Readiness Audit. A Marine may also request an individual audit at any time.

1. **Join Audit**. The Join Audit consists of two stages:

a. Stage one:

(1) Upon arrival at the new permanent duty station, or upon return from TAD, FAP, deployment or reservists returning from a period of active duty in excess of 30 days, an interview with the Marine, the auditor will compare data in MCTFS and the information contained in the Service Record (SR). The member is required to certify their entitlement to BAH if they have dependents.

b. Stage two:

(1) This audit will be conducted on all pay and allowances after the Marine's elapsed time (leave/delay) has posted in MCTFS or 60 days after the Join posts, whichever is earlier. This stage of the Join Audit does not require the physical presence of the Marine.

(2) Once the elapsed time has posted, and the LES/pay record audited,

discrepancies that require action by the FO will be reported to the servicing DO/FO for appropriate UD action (see DFAS-KC 7220.31-R).

(a) MCTFS must be monitored to ensure the Marine's join posts following reporting. Once the join has posted, the unit must monitor MCTFS for any leave/proceed/delay travel time posting. For **Example**, if the Marine's join posts 30 days after having been reported, the unit must watch for posting of travel time. If, following another 45 days, the travel time has not posted, the unit must prepare a NAVMC Form 11116 (Payday Adjustment/Special Payment Authorization) to notify the DO/FO. Include the DOV number, the date the elapsed time event occurred, and DSSN of the settled PCS travel claim. Notice that in this **Example**, the 105 day time-frame is outside the 60 days mentioned in subparagraph 120104.1b(1) above. It is critical that the unit monitor MCTFS closely for the member to receive entitlements in a timely manner.

(b) For joins where no travel entitlements exist (e.g. PCA, reassignments between RU or inter-unit transfer of reserve Marines) the second stage of the Join Audit will be conducted immediately after the join posts.

(3) This audit will be completed by the auditor through a comparison of the MCTFS record and join documents. Audit tools for the completion of this requirement include the Leave and Earnings Statement (LES), MCAAT printouts, TRS Remark Summary in MCTFS, and Option 23 of the DRS. The audited Option 23, complete with annotations, will be attached to the check-in sheet and filed in the correspondence files. Corrective action will be taken as required. Pertinent information (i.e. Promotions) is likely to appear on the Option 23.

2. **Triennial Audit**. A Triennial Audit will be conducted on all chargeable personnel in the RU who have not been the subject of any type of audit within the past 3 years. (See Chapter 4, Section 7 for reporting Screening Information (TTC 815)).

The following will be audited during all **Join** Audits and **Triennial** Audits:

a. **BIR/BTR** – The BIR/BTR will be audited and corrective action taken on the UD. The audited BIR/BTR, complete with signatures, and dependency certification will be filed on the left hand side of the SR until the next Join/Triennial Audit is completed. The BIR contains blank lines that are used to certify the following for completion of the audit:

(1) Dependency Certification. All members will certify their receipt of BAH on behalf of their dependents.

(2) Reserves only paragraph. Reserve members must read and initial the reserve only paragraph. They will sign and date the mobilization screening entry on the audited BIR/BTR up to 3 times before a complete Triennial Audit is required. The mobilization statement requirement may also be completed by entering a standard paragraph on the ATD orders and having the member sign it prior to the ATD (refer to MCO P1000.6).

(3) Member Certification. The individual Marine will sign in this space to acknowledge their presence during the audit. When the Marine is not present for the audit, the auditor will sign and indicate that the Marine was not available for the audit with reason for non-availability, or if the audit is conducted telephonically. (See Figure 12-3).

(4) Auditor Certification. The signature of the auditor (LCpl/GS-4 or above) conducting the audit will always appear on the BIR whether or not the Marine is present for the audit. (See Figure 12-3).

(5) Date Audit Completed. The eight-digit date that the audit was completed will be entered next to the auditor's certification.

(6) Reported on UD. Enter the number of the UD on which corrections to erroneous/incomplete data contained on the BIR or BTR were reported.

(7) Certification Line on the BIR. **The certification line on the BIR must be signed by all Marines** (See Example in Figure 12-3).

(8) Filing requirements. File completed BIR on left side of SR.

b. **RED** – The RED will be audited and corrective action taken on the UD. The audited RED, complete with signatures and dependency certification will be filed in the SR until the next Join/Triennial Audit is completed.

c. **ROS** – The ROS or Performance Evaluation Record, TMOS, awards, PERS TEMPO (S112), and EDU will be audited and corrective action taken as required. Upon completion of the audit, all of these documents will be returned to the member. The final ROS for Sergeants and above will be maintained in the SR.

d. **SGLI** – The SGLI form will be audited for accuracy and currency. If incorrect, a new form will be completed and reported on the UD prior to filing in the SR.

e. **CRCR** – The Career Retirement Credit Report (CRCR) will be reviewed and certified by all reserve Marines, including those on active duty. The CRCR certification entry (TTC 922 000) will be reported in MCTFS (see Chapter 10, Section 1). This requirement does not pertain to reserve officers performing their initial service obligation.

f. **DEERS** – Units will verify that reserve Marines not currently serving on active duty in access of 30 days have all approved family members pre-enrolled in DEERS.

g. **WAIVER OF VA COMPENSATION OR PENSION** – VA Form 21-8941-2 (Notice of Waiver of VA Compensation or Pension to receive Military Pay and Allowances) must be reviewed by reserve personnel to include those serving on the Active Reserve (AR) Program and extended active duty. If a VA Form 21-8951-2 is missing, a new one must be completed and filed in the SR. This requirement does not pertain to reserve officers performing their initial service obligation.

3. **Mobilization/Deployment Readiness Audit**. Administrative personnel will conduct mobilization/deployment readiness audits prior to a unit or individual deployment. The audit will include the following:

The RED will be audited and corrective action taken on the UD. The audited RED, complete with signatures, will be filed in the SR until the next revision to this document is required.

b. The SGLI form will be audited for accuracy and currency. If incorrect, a new form will be completed and reported on the UD prior to filing in the SR.

c. Review and report the occurrence of a Special Power of Attorney for childcare if required.

d. Active component personnel will review and update the IDR as required.

e. Reserve Marines, excluding those officers performing their initial service obligation, must complete the mobilization screening requirement by initialing the screening entry on the Join Audit or Triennial Audit BIR filed on the left hand side of the SR. Marines may sign and date the mobilization screening entry on the audited BIR up to 3 times before a complete Triennial Audit is required again. Entering a standard paragraph on the reserve annual training orders and having the member acknowledge it may also meet the mobilization statement requirement.

120105. ADDITIONAL INSTRUCTIONS FOR THE AUDIT OF THE BIR AND BTR

1. The opening paragraph should contain instructions about reporting audit screening on the UD and how vital it is to tracking audits in general.

2. Corrective Action:

a. Information printed on the BIR and BTR is generated from information in the CMF computer record. Therefore, UD entries will be used to report additions, deletions, changes, missing, or erroneous data on the BIR or BTR. When an incomplete item appears on the BIR or BTR, the complete information must be reported on the UD.

b. Certain items in officer and enlisted records can be corrected only by the CMC. Discrepancies noted in these items will be reported to the appropriate staff office at HQMC. RU's must ensure that the correspondence to the CMC includes the following information:

(1) Information in the MCTFS as shown on the BIR or BTR.

(2) Information contained in the RU's records and/or the Marine's Service Record.

(3) When applicable, if the correct information is different from that contained in the Service Record, provide additional information to assist in research.

3. Requesting BIR or BTR for the Entire Unit

a. The BIR and BTR are printed locally when auditing for individual Marines. If printouts of the computer records are needed for the entire unit, such as prior to deployment, they will be requested via the instructions in Section 3 of this chapter.

b. BIRs and BTRs requested for the entire unit need not be audited upon receipt unless the commander so desires.

4. Disposition of BIR and BTR

a. The audited copy of the BIR/BTR with all signatures will be filed on the document side of the Service Record.

b. Prior to deployment, either individually or as a unit, a BIR and BTR may be printed for each Marine deploying. These BIR/BTRs may be maintained with the RU's administrative documents separately or filed on top of the standard pages side of the Service Record if audited. If the BIR/BTR is filed in the SR it must be thoroughly audited (to include dependency certification). However, the BIR and BTR need not be audited if maintained with the RU's administrative documents separately.

5. The BIR and BTR will be printed on the following occasions:

a. Upon joining for duty, FAP, attached for TAD, return from FAP/TAD and reserves returning from a period of active duty in excess of 30 days.

b. Upon the occasion of a Triennial Audit.

c. As required by the RU Commander.

6. Control systems. Each unit will establish an internal control system to ensure that the BIR/BTR is processed properly. Each unit will also establish a procedure that best suits its needs and strictly adhere to it. In the case of reserve audit requirements, the active duty site commander/I-I/supervisor must become familiar with the procedure in Chapter 4 Section 7, and periodically check to ensure it is being followed.

7. Certification Line on the BIR. **The certification line on the BIR must be signed by all Marines** (See Example in Figure 12-3).

120106. ACCESS TO LEAVE EARNINGS STATEMENTS (LES)

1. Access to On-Line LES(s). Finance officers (FO's) and unit commanders have access to LES's via an on-line application. This system is provided via KCT-CICS Production and is available to all individuals with access to the TCE MCTFS LES REVIEW Option. Users are to enter an SSN, the first three letters of the month for the LES they want to review, and an 'A' for Active or 'R' for Reserve. Additional LES's will be added to the file each month until 12 months are accumulated on-line. Hard copies of the on-line LES can be obtained by screen print. The user also has the capability to input up to 25 SSNs for local printout of LES's by using the TRW ONLINE LES PRINT Option. Individuals may access via http://www.dfas.mil/emss.

2. Replacement LES's for an entire DSSN or RUC may be requested by message, or letter to DFAS for AD units or to DFAS for Reserve units. In this instance, actual LES's will be reproduced. The request must be for LES's issued within the preceding three months.

RUC's may also obtain a replacement of an individual Marine's LES by requesting it from the FO. This request should be made not later than 15 days after an individual Marine's join audit or after receipt of the unit's monthly LES's. This is important because the missing LES may contain essential information to the audit. A profile for LES history may be reviewed via CICS

120107. RECORD OF EMERGENCY DATA (RED) PRINT REQUIREMENTS.

1. The RED will be audited and changes made on the following additional occasions:

a. Join/Triennial audit process.

b. Within 30 days of deployment.

c. When the Marine requests changes to the RED.

2. RU's are required to print individual REDs on the following occasions:

a. When a Marine's record does not contain a RED.

b. Prior to a required audit if the RED in the Service Record has previously been pen changed.

c. Prior to deployments of entire units, commands are authorized to have Marines view the current RED in their Service Record, and if no changes are needed, the Marine will sign and date the RED again showing the deployment timeframe audit. If the RED in the Service Record already shows changes with a different date than the unit deployment audit, then a new RED will be printed and audited.

d. When pen changes on more than one date are made to the RED. For example, a Marine adds a child to the RED and changes an address, signs and dates the changes and they are reported on the UD. There is no requirement to print and sign a new RED at this time. However, at some later date the Marine returns to report another change. At that time a new RED must be printed, the change penned-in, and the RED signed and dated by the Marine. However, if the system is unavailable, the Marine can change the old RED with the understanding that he/she **must** return within 30 days to sign a newly created RED after the changes have posted in the MCTFS.

e. REDs will be printed, either individually or by the RU, by using the Individual Records Menu within CICS. Units are required to establish an internal control system to ensure that REDs are printed, verified, and filed in the Service Record upon the occasions described above.

SECTION 2: COMMANDER'S UNIT DIARY DATA BASE (CUDDB)

120200. FORMAT AND CONTENT

The CUDBB is a personnel verification database, which provides the local commander with information on members joined or attached to the command. The CUDDB is an abbreviated copy of the VEF1200 from which commanders can draw data. Although a vast majority of transactions automatically update the CUDDB upon certification of a diary, there are some that do not because of complex editing and processing logic. Even though the unit may have a current database, it may not always be an accurate one in relation to the mainframe. Additionally, a unit must have the ability to access information input from other sources (HQMC, MISSO, or TAD/FAP units) on their personnel. The TRECON process provides this capability.

120201. TRECON PROCESS

1. The TRECON process is a mainframe application that takes processed information from the VEF1200 A & B and loads the information into a data set for download into the CUDDB. Upon completion of this job a TRECON may be downloaded for the unit to perform their reconciliation. A unit may obtain a TRECON by two means:

a. The first method should only be used when the unit is experiencing technical difficulties. At that time the unit may request a diskette containing their TRECON from MISSO itself. Once the unit receives the TRECON diskette, they can perform their reconciliation of the CUDDB.

b. The second way in which a unit may obtain their TRECON is by File Transfer. This is a procedure that requires some type of Emulation File Transfer (3270) software, such as Attachment/EXTRA, CXI, TC Link or Banyan Vines. The concept of File Transfer involves taking a file resident on the computer and uploading (making courier) to or downloading TRECONs from a host mainframe through a data set.

2. In addition to having the file transfer software resident on a computer, other requirements are necessary for a successful file transfer. Units must also have access to Timesharing Option (TSO). TSO is a mainframe application that acts as an interactive host, which allows users to access their mainframe datasheet for uploads/downloads. Access to TSO is granted by the local RASC security department, and is based on the individual User ID.

3. There are two common forms of TRECONs:

a. The first is a Full TRECON. It should be downloaded by a unit semi-monthly; after each Update and Extract Update Routine (U&E). Active and Reserve Full TRECON data sets are generated with mid-month U&E and the end-of-month U&E.

b. The second is a Touched Record TRECON. A unit may download it after each nightly non-U&E cycle. Active and Reserve Touched Record TRECON data sets are automatically generated with each daily cycle. Touched records are defined as those records that have been updated within the last 7 days.

4. TRECON data sets will be named as follows: (Note that XXXXX = the RUC):

a. Regular (Full) TRECON Dataset names will be as follows:

(1) Camp Lejeune, (MISSO-02) 'KCTSHARE.ONLN.T7047TRJ.CLB.RUCXXXXX'

(2) Camp Pendleton, (MISSO-03) 'KCTSHARE.ONLN.T7047TRJ.CPP.RUCXXXXX'

(3) Okinawa Japan, (MISSO-27) 'KCTSHARE.ONLN.T7047TRJ.OKR.RUCXXXXX'

(4) Kansas City, (Active) (MISSO-16) 'KCTSHARE.ONLN.T7047TRJ.KCT.RUCXXXXX'

(5) Kansas City, (Reserve) (MISSO-17) 'KCTSHARE.ONLN.T7047TRJ.RES.RUCXXXXX'

(6) Quantico, (MISSO-09) ‘KCTSHARE.ONLN.T7047TRJ.MQG.RUCXXXXX’

b. Regular (Touched) Trecon Dataset names will be as follows:

(1) Camp Lejeune, (MISSO-02) ‘KCTSHARE.ONLN.T7047TUJ.CLB.RUCXXXXX’

(2) Camp Pendleton, (MISSO-03) ‘KCTSHARE.ONLN.T7047TUJ.CPP.RUCXXXXX’

(3) Okinawa Japan, (MISSO-27) ‘KCTSHARE.ONLN.T7047TUJ.OKR.RUCXXXXX’

(4) Kansas City, (Active) (MISSO-16) ‘KCTSHARE.ONLN.T7047TUJ.KCT.RUCXXXXX’

(5) Kansas City, (Reserve) (MISSO-17) ‘KCTSHARE.ONLN.T7047TUJ.RES.RUCXXXXX’

(6) Quantico, (MISSO-09) ‘KCTSHARE.ONLN.T7047TUJ.MQG.RUCXXXXX’

c. Higher Headquarters (HHQ) TRECON Dataset names will be as follows:

(1) Camp Lejeune, (MISSO-02) ‘KCTSHARE.ONLN.T7047TSJ.CLB.RUCXXXXX’

(2) Camp Pendleton, (MISSO-03) ‘KCTSHARE.ONLN.T7047TSJ.CPP.RUCXXXXX’

(3) Okinawa Japan, (MISSO-27) ‘KCTSHARE.ONLN.T7047TSJ.OKR.RUCXXXXX’

(4) Kansas City, (Active) (MISSO-16) ‘KCTSHARE.ONLN.T7047TSJ.KCT.RUCXXXXX’

(5) Kansas City, (Reserve) (MISSO-17) ‘KCTSHARE.ONLN.T7047TSJ.RES.RUCXXXXX’

(6) Quantico, (MISSO-09) ‘KCTSHARE.ONLN.T7047TSJ.MQG.RUCXXXXX’

d. Select RUC TRECON Dataset names will be as follows:

(1) Camp Lejeune, (MISSO-02) ‘KCTSHARE.ONLN.T7047TTJ.CLB.RUCXXXXX’

(2) Camp Pendleton, (MISSO-03) ‘KCTSHARE.ONLN.T7047TTJ.CPP.RUCXXXXX’

(3) Okinawa Japan, (MISSO-27) ‘KCTSHARE.ONLN.T7047TTJ.OKR.RUCXXXXX’

(4) Kansas City, (Active) (MISSO-16) ‘KCTSHARE.ONLN.T7047TTJ.KCT.RUCXXXXX’

(5) Kansas City, (Reserve) (MISSO-17) ‘KCTSHARE.ONLN.T7047TTJ.RES.RUCXXXXX’

(6) Quantico, (MISSO-09) ‘KCTSHARE.ONLN.T7047TTJ.MQG.RUCXXXXX’

120202. CUDDB RECONCILIATION PROCESS

1. The reconciliation process is an important feature of UDMIPS, it overlays the CUDDB with processed data retrieved from the mainframe. Detailed instructions to reconcile a TRECON refer to the UDMIPS Users Manual (UDMIPS.RTF) located in the 'Doc' sub-directory of UDMIPS.

2. Units should perform reconciliation, at a minimum, on a weekly basis. The TRECON and the unit's reconciliation process are inherent to maintaining an accurate CUDDB. Note that a late reconciliation does not inhibit Unit Diary transaction reporting. If a weekly reconciliation cannot be performed, users should reconcile at the earliest opportunity, checking for transferred members that may have been added back to the CUDDB. Transferred members should then be deleted.

SECTION 3: REPORTS

120300. MCTFS CICS LOG-ON PROCEDURES

Local command procedures will be followed to obtain the KCT Application Menu. Select the KCT APPLICATION MENU screen. Via this screen, you will access the Entry Validation screen where you will need to enter your Userid and Password. If your ID and Password are correct, the system will allow you access to the CL/SUPERSESSION Main Menu screen. From the CL/SUPERSESSION Main Menu screen, select the CICS USMC PRODUCTION. Select the MC TOTAL FORCE SYSTEM to access the RPTS-UNIT REPORTS Option.

120301. MCTFS REPORTS SUB MENU SELECTION SCREEN

The MCTFS CICS “RPTS-UNIT REPORTS” option is designed to allow users to make on-line requests for batch or local print production of unit reports and to allow users to research individual Marines MCTFS records.

120302. MCTFS OPTION SELECTION SCREEN/SSN SELECTION SCREEN

1. There are 26 report options (lettered A-Z) with corresponding parameter selections. The report options are displayed on two screens. Use the PF7 and PF8 keys to toggle between the option screens. EXAMPLES of the report option screens can be found in Figure 12-1 and 12-2.

2. When selecting different reports, the parameters listed inside parentheses are not required. Once an option is selected, a second screen appears, prompting the user for entering SSNs when reporting individual reports.

120303. UNIT REPORTS

1. RU's may request or locally print special purpose unit rosters from OLDS using the Reserve Unit/Individual Reports Option from the CICS Production Menu. If requested MISSO-17 will mail requested reports to the unit within 24 hours of receipt of the request. Available unit reports and their intended use are described in this section. These reports are optional, and have no audit or retention requirements, but it is strongly suggested that they be used as local level management tools. Erroneous or missing data indicates that a Marine's record is erroneous or contains missing data. In this case the RU will report corrections on the next available UD.

2. The reports listed in this section were designed for the RU. If they do not meet the RU's requirements, recommendations for modification, cancellation, or initiation of new reports will be submitted to CMC (MI) via the chain of command.

120304. SSN/PERSONNEL ROSTER

This report provides the commander with the means to monitor the status of selected MCTFS data elements and provides a personnel locator in SSN sequence. This roster lists all personnel in the RU for gains and losses reported on a UD that completed processing prior to the date the roster was created. Names will appear on the roster in SSN order without regard to grade. There is no requirement to audit this roster. However, the unit may do so if workload requirements permit.

1. ACTIVE DUTY LAYOUT:

    a. LAST-NAME = Last-Name.

    b. INIT = Initials.

    c. SSN = SSN.

    d. PRS GRD = Present-Grade-Code

    e. PRI MOS = Primary-MOS-Code.

f. AD MOS1 = Add1-First-MOS-Code.

g. AD MOS2 = Add1-Second-MOS-Code.

h. GCT = GCT-Total.

i. DOB = Date-of-Birth.

j. DU LMT = Duty-Limit-Status-Code.

k. TSI = Security-Type-Invest-Code.

l. SL = Security-Clearance-Held.

m. SEC COMP DATE = Security-Invest-Complete-Date.

n. SEX = SEX.

o. EC = Ethnic-Group

p. RC = Race.

q. OSC DATE = Overseas-Control-Date.

r. ACC DEP TIM = Accumulated-Deployed-Time.

s. DEPL STAT CODE = Deployment-Status-Code.

t. DEPL RET DATE = Deployment-Return-Date.

u. DEPL MCC = Present-Monitored-Command-Code.

2. RESERVE LAYOUT:

a. SSN = Social-Security-Number.

b. LAST NAME = Last-Name.

c. INIT = Initials.

d. RS = Reserve-Record-Status-Code.

e. RANK = Present-Grade.

f. DOR = Present-Rank-Date.

g. SEX = SEX.

h. EC = Ethnic-Code.

i. RC = Race.

j. DOB = Date-of-Birth.

k. ENL DTD = Date-Enlistment-or-Acceptance

l. CIVED = Civilian-Education-Information.

m. ANNDTD = Anniversary-Date.

n. ECC = Reserve-Expiration-Current-Contract.

o. PLT CODE = Platoon-Code.

120305. PROM/TRAINING ROSTER

This roster provides the commander with the means to monitor promotions, select grades, and the Automated Composite Score Program. This roster lists all personnel in the RU for gains and losses reported on a UD that completed processing prior to the date the roster was created. Names will appear on the roster by grade groupings and by DOR within each grade grouping. There is no requirement to audit this roster; however, it is a good management tool for monitoring promotions and identifying missing composite score data elements.

1. ACTIVE DUTY LAYOUT:

    a. LAST NAME = Last-Name.

    b. INIT = Initials.

    c. SSN = SSN.

    d. PRS GRD = Present-Grade-Code.

    e. DOR = Present-Rank-Date.

    f. AFADBD = Armed-Forces-Act-Du-Base-Date.

    g. SEL GRD = Grade-Select-Information.

    h. SEX = SEX.

    i. RIFLE DATE = Current-Rifle-Qual-Dt.

    j. RIFLE SCORE = Current-Rifle-Qual-Score-Cd.

    k. PHYSICAL FITNESS DATE = Physical-Fitness-Test-Dt.

    l. PHYSICAL FITNESS CODE = Physical-Fitness-Semi-Ann-Code.

    m. PHYSICAL FITNESS SCORE = Physical-Fitness-Score-Qy.

    n. PHYSICAL FITNESS CLASS = Physical-Fitness-Class-Cd.

    o. BST/EST YEAR DATE = BST-EST-Year-Date.

    p. BST/EST TSK PFM = BST-EST-Task-Performed-Cd.

    q. BST/EST TSK ATT = BST-EST-Task-Attempted-Cd.

    r. BST/EST FNL SCR = BST-EST-Final-Score-Qy.

    s. ED PT = Self-Education-Bonus-Points.

    t. RCT PTS = Command-Recruiter-Bonus-Points.

    u. SPD PTS = Special-Duty-Bonus-Points-Qy.

    v. AVG CON = Conduct-Average-Grade.

    w. AVG PRO = Proficiency-Average-Grade.

    x. COMP SCORE = Composite Score.

    y. PRI MOS = Primary-MOS-Code.

    z. PLT CODE = Platoon-Number.

2. RESERVE LAYOUT:

a. LAST NAME = Last-Name.

b. INIT = Initials.

c. SSN = SSN.

d. RS = Reserve-Record-Status-Code.

e. PRS GRD = Present-Grade-Code.

f. DOR = Present-Rank-Date.

g. SEL GRD = Grade-Select-Information.

h. SEX = SEX.

i. RIFLE DATE = Current Rifle Qual Dt.

j. RIFLE SCORE = Current Rifle Qual Score Cd.

k. PHYSICAL FITNESS DATE = Physical-Fitness-Test-Dt.

l. PHYSICAL FITNESS CODE = Physical-Fitness-Semi-Ann-Code.

m. PHYSICAL FITNESS SCORE = Physical-Fitness-Score-Qy.

n. PHYSICAL FITNESS CLASS = Physical-Fitness-Class-Cd.

o. BST/EST YEAR DATE = BST-EST-Year-Date.

p. BST/EST TSK PFM = BST-EST-Task-Performed-Cd.

q. BST/EST TSK ATT = BST-EST-Task-Attempted-Cd.

r. BST/EST FNL SCR = BST-EST-Final-Score-Qy.

s. COMP SCORE = Composite Score.

t. PRI MOS = Primary-MOS-Code.

U. PLT CODE = Platoon Number.

v. WEIGHT CNTRL = Weight-Control-From-Date.

w. MIL APPEAR = Military-Appearance-From-Date.

120306. UNIT AUDIT ROSTER

This roster lists all members of the RU with an anniversary date for the current month. It provides the unit with a means to monitor and control audits and record screenings. It includes data regarding the Anniversary Audit Process, annual screening for the Reserve, and medical status information. The Unit Annual Audit Roster is not a mandatory report, there are no audit requirements, and it may be requested at the option of the unit. The Unit Audit Roster includes the following data elements:

1. ACTIVE DUTY LAYOUT:

a. SSN

b. LNAME = Last Name
c. INIT = Initials

d. DATE RED COMPLETED = (To be completed by auditor)

e. DATE LES RECEIVED = (To be completed by auditor)

f. DATE LES COMPLETED = (To be completed by auditor)

g. DATE BAH(B) COMPLETED = (To be completed by auditor)

h. DATE BAH(V) COMPLETED = (To be completed by auditor)

2. RESERVE LAYOUT:

a. LNAME = Last Name.

b. INIT = Initials.

c. SSN = SSN.

d. RS = Record-Status-Code.

e. ANNDTD = Anniversary-Date.

f. LAST SCREEN INFO REA = Screening-Reason.

g. LAST SCREEN INFO RES = Screening-Result.

h. LAST SCREEN INFO DTD = Screening-Date.

i. DOB = Date-of-Birth.

j. LAST PHYSICAL INFO DTD = Date-of-Last-Physical.

k. LAST PHYSICAL INFO DTDCERT = Date-of-Physical-Certification.

l. LAST PHYSICAL INFO PHYRSK = Physical-Risk-Code.

m. SRB OQR MED = SRB/OQR/Health Record Location Flag.

n. VAS INFO REC = Date BIR/BTR received (to be completed by auditor).

o. VAS INFO AUD = Date BIR/BTR audited (to be completed by auditor).

p. VAS INFO UD = UD Number and date BIR/BTR audit information was reported (to be completed by auditor).

q. PLT CODE = Platoon-Number.

r. CRCR CERTDT = CRCR-Certification-Date.

120307. UNIT PAY ENTITLEMENTS ROSTER

This roster provides the commander with the means to monitor selected MCTFS pay related items and provides forecasted pay for mid and end of the month paydays. This roster lists all personnel in the RU for gains and losses reported on a UD that completed processing prior to the date the roster was created. Names will appear in alphabetical sequence without regard to grade. The unit is not required to audit this roster; however, if this roster is audited, it may reduce the amount of manual payments, which must be authorized by the commander and, as a result, will provide more accurate and timely pay for every Marine in the unit. A MCBul 7200 series provides a listing of update and extract (U&E) cutoff dates for each scheduled payday. Pay transactions reported and processed prior to the U&E cutoff date will be reflected in the paycheck of the next scheduled payday. To ensure the validity of forecasted pay amounts, this report should be requested the day after the completion of the first U&E of the month. The roster includes the below data:

1. SSN = SSN.

2. LAST NAME = Last-Name.

3. INT = Initials.

4. PRS GRD = Present-Grade-Code.

5. PAY STAT = Prime-Pay-Status-Code.

6. POE CODE = Prime-POE-Code.

7. DSSN = Prime-Disb-Office-DSSN-Code.

8. D S = Duty-Status-Code.

9. R E R = Planned-Reenl-Ext-Retire-Flag.

10. E C C = ECC-EAS-Flag.

11. ECC DATE = Expiration-Of-Current-Contract.

12. EAS = Expiration-Of-Active-Service.

13. NR EX = Current-Extension-Number.

14. TOT MO EXT = Total-Length-All-Extensions.

15. DATE LAST EXT = Extension-enlist-Effect-Date.

16. M S = Marital-Status-Code.

17. D E P = Dependent-Certification-Code.

18. B A H = BAH-Flag-Code.

19. Q T R = QTR-Code.

20. B A S = BAS-Code.

21. CMA DATE = Clothing-Replacement-Allow-Dt.

22. AFADBD = Armed-Forces-Act-Du-Base-Date.

23. PEBD = Pay-Entry-Base-Date.

24. TIME LOST FLAG = Time-Lost-Flag.

25. EST PAY MIDMO = First-Normal-Pay-Day-Amount.

26. EST PAY EOM = Second-Normal-Pay-Day-Amount.

120308. EDUCATION DATA REPORT

This report allows RU's to verify information on service schools, MCI courses, and off-duty education courses.

120309. UNIT CAREER PLANNING ROSTER

This roster provides the commander with information to monitor career planning data elements. It lists all personnel in the unit in ascending EAS sequence.

120310. REENLISTMENT LETTERS REPORT (MOBCOM)

This report along with accompanying reenlistment letters will be used by the MOBCOM unit supervisors to manage reenlistments in the IRR, MTU, and SMCR (individuals maintained by MOBCOM).

120311. SGLI ACTION REPORT FOR MTU MEMBERS (MOBCOM)

This report contains information on SGLI for MTU members and is to be used by the MOBCOM MTU supervisor to manage SGLI for MTU members.

120312. LES PRODUCTION ERRORS REPORT

This report is necessitated by the implementation of state tax deduction from reservist's pay. Only the following two error descriptions will require action and other error descriptions should be ignored:

1. When the message "STATE TAX CODES DO NOT AGREE IN MASTER RECORD. REPORT TTC 435" appears, verify the Marine's legal tax residence on the DD Form 2058 in the OQR/SRB. If appropriate, report TTC 435 000 per Chapter 8.

2. When the message "STATE TAX PLAN/EXEMPTIONS DO NOT AGREE IN CMF. REPORT TTC 302" appears, verify the plan (M or S) and number of exemptions on the Marine's IRS Form W-4 for state tax. If appropriate, report state tax plan/exemption correction by reporting TTC 302 000 per Chapter 8.

MCTFS REPORTS SUB MENU SELECTION SCREEN

```
TJBPRPTS                                                          XX/XX/XXXX
 XXXXXX                 MCTFS UNIT REPORTS SUB-MENU                 XX:XX:XX
 PRINT                                     PRINT
 OPTION   DESCRIPTION      PARAMETERS      OPTION   DESCRIPTION   PARAMETERS
 ************************************      **********************************
 A - COMP SCORE WORKSHEET   1,(2,3,4,5)    J - BASIC INDIV RECORD  1,(2,3,4,5)
 B - PROJ COMP SCORE WRKSHT 1,(2,3,4,5)    K - BASIC TRAIN RECORD  1,(2,3,4,5)
 C - CAR RET CR REPORT      1,(3,5)        L - TBIR AND TBTR       1,(2,3,4,5)
 D - ANN RET CR RPT (CUR YR)1,(3,5)        M - TBIR,TBTR,TROS,TRED
 E - ANN RET CR RPT (PR YR) 1,(3,5)            TEDU,CRCR,
 F - UNIT FRGN LANG REPORT  1,(2,3)           ARCR (CUR YR)       1,(2,3,4,5)
 G - MCAAT RANDOM AUDIT RPT 1,(6)
 H - UNIT MARKSMANSHIP RPT  1
 I - UNIT RIFLE REPORT      1              PARMS -- (DO NOT USE FOR MULT SSN'S)
                                           1 - RUC:
OPTION:          MULTIPLE SSN'S: N (Y/N)   2 - COMPANY CODE:     (ACTIVE ONLY)
SELECT REPORT DESTINATION BELOW:           3 - PLATOON:
 LOCAL NETWORK PRINTER ID: XXXXXXX         4 - LSSN:             (ACTIVE ONLY)
 DESTINATION ID:     (ENTER ??? FOR ID'S)  5 - ANNV MONTH:    (RESERVIST ONLY)
RECEIVING RUC:                             6 - #RANDOM SSNS:      (MCAAT ONLY)
ADD'L ROUTING INFO:                        7 – REMARK #:
                                           8 – COHESION INFO:
 PF1 - HELP            PF3 - EXIT TO MAIN MENU        PF8 - MORE PRINT OPTIONS
```

FIGURE 12-1 REPORT OPTION SCREEN (1)

MCTFS REPORTS SUB MENU SELECTION SCREEN (CONT)

```
TJBPRPTS                                                          XX/XX/XXXX
XXXXXX                 MCTFS UNIT REPORTS SUB-MENU                  XX:XX:XX
PRINT                                     PRINT
OPTION   DESCRIPTION           PARAMETERS OPTION   DESCRIPTION      PARAMETERS
****************************************  ************************************
N - TBIR,TBTR,TROS,TRED                   U - PROM TRAINING ROSTER     1,(2,3)
    TEDU, CRCR, ARCR (CUR YR),            V - ANNUAL AUDIT ROSTER      1,(4)
    PERF EVAL,DIARY RETR,                 W - PAY ENTITLE ROSTER       1,(2,3)
    CARSEA,                  1,(2,3,4,5)  X – CAREER PLANNING RPT      1,(2,3)
P – RECORD OF EMERGENCY      1,(2,3,4,5)  y – SUMMARY OF REMARK        1,7(2,3)
Q - RECORD OF SERVICE        1,(2,3,4,5)  Z – COHESION INFORMATION     (1,8)
R - EDUCATION DATA           1,(2,3,4,5)  1 – PERSONNEL TEMPO RPT      1,(2,3)
S - VERIFICATION ROSTER      1,(2,3)
T - SSN/PERSONNEL ROSTER     1,(2,3)      PARMS -- (DO NOT USE FOR MULT SSNS)
                                          1 - RUC:
OPTION:          MULTIPLE SSN'S: N (Y/N)  2 - COMPANY CODE:     (ACTIVE ONLY)
 SELECT REPORT DESTINATION BELOW:         3 - PLATOON:
 LOCAL NETWORK PRINTER ID: XXXXXXX        4 - LSSN:             (ACTIVE ONLY)
 DESTINATION ID:     (ENTER ??? FOR ID'S) 5 - ANNV MONTH:    (RESERVIST ONLY)
 RECEIVING RUC:                           6 - #RANDOM SSNS:      (MCAAT ONLY)
 ADD'L ROUTING INFO:                      7 – REMARK #:
                                          8 – COHESION INFO:
*** ERASE LOCAL NETWORK PRINTER ID TO RECEIVE PRINT AT DESTINATION ID ***
PF1 - HELP            PF3 - EXIT TO MAIN MENU        PF7 – SCROLL BACKWARD
```

FIGURE 12-2 REPORT OPTION SCREEN (2)

SECTION 4: MCTFS BASIC INDIVIDUAL RECORD/BASIC TRAINING RECORD AUDIT PROCESS

120400. BIR AND BTR AUDIT REQUIREMENTS

1. Occasions for Audit. A BIR and BTR will be printed for audit of active duty and reserve component Marines on the occasions set forth below:

a. Whenever the Marine is joined chargeable by a RU, attached DUINS in excess of 20 weeks or returned from TAD, FAP or deployment 31 days or more.

b. To coincide with the triennial audit requirement.

c. Whenever the commander considers that an additional audit is necessary.

2. Action by the RU. The RU will conduct the join process audit or triennial audit, correct the discrepancies, and file the updated BIR and BTR in the SRB/OQR per the instructions contained in paragraph 120104 above.

3. Intermediate Commander's Responsibilities. The intermediate commander of reserve units will publish standard screening criteria that will include procedures for soliciting BIR/BTR related information from reservists under their command. The active duty site commander/I-I/supervisor will ensure that the RU establishes procedures to ensure the timely, audit, and correction of triennial, join, and requested BIRs/BTRs.

4. Audit Procedures are as follows:

a. The audit will be accomplished to ensure accuracy, completeness, currency, and consistency of the BIR, BTR, SRB/OQR, and any source documents available to the Marine or the unit.

b. Accuracy of these records can best be determined through interview with the individual Marine. Therefore, the audit will be conducted during an interview with the Marine. The RU commander will designate an officer, Lance Corporal/GS-4 or above, in writing to conduct the audit/interview. The Marine will acknowledge the audit/interview by signing the BIR and BTR. When the Marine is not located at the unit and traveling the distance would create a hardship, telephone or other means of communication should be used to accomplish the audit. The auditor who conducts the interview will sign the BIR and BTR. When the Marine is not available, the BIR and BTR will be signed by the auditor who will indicate that the Marine was not available and the reason for nonavailability. The method for signature will be as follows: first name, middle initial, and last name for both auditor and Marine.

c. Tables 12-1 and 12-2 contain checklists of all data elements displayed on the BIR/BTR, with corresponding reference paragraphs and MCTFS screens. The RU will use these checklists to conduct BIR/BTR audits. Codes used on the BIR/BTR are followed by a brief English statement where space permits. When auditing the BIR/BTR the auditor must bear in mind that the BIR/BTR is prepared from the CMF. If the UD entries have been reported on or after the production date they will not be reflected on the BIR/BTR. Auditors will use MCTFS to account for data reported after the preparation date.

5. Corrective Action

a. Information printed on the BIR and BTR is generated from information in the CMF computer record. Therefore, UD entries will be used to report additions, deletions, changes, missing, or erroneous data on the BIR or BTR. When an incomplete item appears on the BIR or BTR, the complete information must be reported on the UD. Certain items in officer and enlisted records can be corrected only by the CMC or MISSO. Discrepancies noted in these items will be reported to the CMC or MISSO. RU's must ensure that the correspondence to the CMC or MISSO includes the following information:

(1) Information in the MCTFS as shown on the BIR or BTR.

(2) Information contained in the RU's records and/or the Marine's SRB/OQR.

(3) When applicable, if the correct information is different from that contained in the SRB/OQR, provide additional information to assist in research. For example, if a Marine states that a service school has been completed but the SRB/OQR does not indicate completion and the Marine does not have a copy of the diploma or a certificate of completion, include this information in the request for assistance, in addition to the title of the course/date completed.

b. Annotations. The auditor will annotate the BIR/BTR with the correct information when an error is detected. The absence of annotations may indicate that the BIR/BTR was not audited. Auditors will also insert information for blank items and annotate items for which none is an appropriate response as "None." If an item is not applicable to the Marine being audited, the auditor will insert "N/A". The auditor will use standard 8-digit dates; e.g., 19980607. When the audit is completed the auditor will write the UD number(s) and UD date(s) for the UD’s, which reported corrections on the completed BIR/BTR.

c. Errors in the SRB/OQR records will be corrected per the instructions in MCO P1070.12.

d. Pay Account. Discrepancies noted as a result of the CO's audit of the LES will be corrected by appropriate UD entry. Those discrepancies that require action by the FO (See DFAS-KC 7220.31-R) will be reported to the servicing FO for appropriate action.

6. The BIR and BTR are printed locally when auditing for individual Marines. If printouts of the computer records are needed for the entire unit, such as prior to deployment, they will be requested via the CICS MENU.

7. The audited or triennial audited BIR will be filed on the left side of the Service Record. The unit is no longer required to maintain a paper copy of the audited BTR in the Service Record.

ACTIVE DUTY/RESERVE

I CERTIFY THAT MY ELIGIBILITY FOR ENTITLEMENT TO BASIC ALLOWANCE FOR HOUSING HAS/HAS NOT CHANGED SINCE MY LAST CERTIFICAITON/UPDATE.

SIGNATURE	DATE	DEPN ZIP IF APPLICABLE
_____	_____	_____

RESERVE

I CERTIFY THAT I HAVE BEEN INFORMED ABOUT THE MOBILIZATION DELAYS/EXEMPTION PROGRAM AND ASSOCIATED POLICIES. I FURTHER CERTIFY THAT MY RETIREMENT OR DISABILITY PENSION STATUS HAS NOT CHANGED. IF MY STATUS HAS CHANGED, I HAVE COMPLETED THE NECESSARY FORMS.

CERTIFICATION:

MARINE:_____ DATE:_____ AUDITOR:_____ UD NUM:_____

Figure 12-3-—Example of Certification requirements for both AD and RES

TABLE 12-1.--BIR AUDIT ITEMS

HEADING AS IT APPEARS ON THE BIR.

1. HEADER INFORMATION

SSN SSN should be the same as shown on Form 0A-702.1: Social Security Card.	MCTFSPRIM: Chap 4, Sect 1 SRB: DD FORM 4 OQR: NAVMC 763 MCTFS: ALL DISPLAYS
NAME Name should be the same as shown on Form 0A-702.1: Social Security Card.	MCTFSPRIM: Chap 4, Sect 1 SRB: DD FORM 4 OQR: NAVMC 763 MCTFS: ALL DISPLAYS
PRES-GRADE The grade of the Marine. In the case of Officers and Staff NCOs this information is entered by the CMC (MMPR)	MCTFSPRIM: Chap 7, Sect 8 MCTFS: ALL DISPLAYS
RUC The RU code of the unit to which the Marine is joined.	MCTFSPRIM: Chap 6, Sect 2 SRB/OQR: NAVMC 118(3) MCTFS: ALL DISPLAYS
PLT CODE The platoon number assigned.	MCTFSPRIM: Chap 6, Sect 7 MCTFS: ALL DISPLAYS
COMPANY CODE The company code assigned.	MCTFSPRIM: Chap 6, Sect 7 MCTFS: ALL DISPLAYS

TABLE 12-1 CONTINUED--BIR AUDIT ITEMS

TRNGRP The code that denotes the member's reserve category, the amount of training required, and the associated pay group for the level of training the member is authorized.	MCTFSPRIM: Chap 6, Sect 6 SRB/OQR: NAVMC 118(3) MCTFS: ALL DISPLAYS
RECSTAT The code that denotes if a Marine is an active duty or inactive status within a RUC.	MCTFSPRIM: Chap 6, Sect 6 MCTFS: ALL DISPLAYS
R-RECSTAT The code that denotes the change in a member's record through the processing of normal statements.	MCTFSPRIM: Chap 6, Sect 6 MCTFS: ALL DISPLAYS
COMP CODE The code that denotes what component of the Marine Corps or other branch of the Armed Forces an individual is in as determined by their most recent enlistment contract or appointment acceptance record.	MCTFSPRIM: Chap 6, Sect 6 SRB: DD Form 4 or NAVMC 763 MCTFS: ALL DISPLAYS
R-COMP CD The code that denotes the branch of service and reserve, retired, or active status of a member.	MCTFSPRIM: Chap 6, Sect 6 SRB: DD Form 4 or NAVMC 763 MCTFS: ALL DISPLAYS

2. CONTRACT INFORMATION

EAS	MCTFSPRIM: Chap 3, Sect. 3; Chap 5, Sect. 5 SRB: DD FORM 4 OQR: SWAG/ORDERS MCTFS: ENLM, TBIR, MMOB, RT01CDOS, QCAC, RECS, SEPC, SEPS, TQER, QCRE
ECC	MCTFSPRIM: Chap 3, Sect. 3, Chap 5, Sect. 5 SRB: DD FORM 4 OQR: SWAG/ORDERS MCTFS: CDOS, ENLM, QCAC, RECS, SEPC, SEPS, TBIR, TQER, VEAP, MMOB, RT01

EOS	MCTFSPRIM: Chap 3, Sect. 3, Chap 5, Sect. 5 SRB: DD FORM 4 OQR: SWAG/ORDERS MCTFS: ENLM, MMOD, QCRE, RECS, SEPC, TBIR, MMOB, RT01

RESERVE ECC	MCTFSPRIM: Chap 3, Sect 3 SRB: DD Form 4 OQR: NAVMC 763 MCTFS: TBIR, QCRE, RT01, ENLM, MMOB

DATE OF ENL/ACCEPT The DOE is the ED the current enlistment started. In the cases of officers this date is the ED their current officer status started. The following dates could appear for officers: Date accepted Reserve Commission, Date accepted Regular commission, Date accepted appointment as LDO, or Date accepted temporary appointment.	MCTFSPRIM: Chap 5, Sect 5 SRB: DD FORM 4 OQR: NAVMC 763 MCTFS: ENLM, TBIR, RT04QCRE, RECS, RT03, SEPC

AF ACT DU BASE DATE This date will be computed from prior service information recorded on DD Form 1966, DD Form 214, or NAVMC 763 in the SRB/OQR. On the NAVMC 763 only periods of service in a Regular component may be considered as continuous AD. The NAVMC 763 cannot be used to determine periods of AD while in a Reserve component.	MCTFSPRIM: Chap 5, Sect 5 SRB: DD FORM 1966 OR 214 OQR: NAVMC 763 OR DD FORM 214 MCTFS: CSHW, CSPW, ENLM, QCAC, RECS, RT01, SEPC, TBIR, TROS

PAY ENTRY BASE DATE	MCTFSPRIM: Chap 5, Sect 5 SRB: DD FORM (4), 1966 OQR: NAVMC 763 MCTFS: MMOB, ENLM, TROS, CDOS, COMM, CSPW, QCAC, QCRE, RECS, RT01, RT07, RT08, RT09, SEPC, TBIR, TQER

DATE OF ORIG ENTRY DEAF: (DATE ORIGINALLY ENTERED ARMED FORCES)	MCTFSPRIM: Chap 5, Sect 5 SRB: DD Form 1966 OQR: NAVMC 763 MCTFS: TBIR, ENLM, QCRE, RECS, RTO1, RT08, RT09, SEPC

TABLE 12-1 CONTINUED--BIR AUDIT ITEMS

LENGTH CURR ENL (YRS)	MCTFSPRIM: Chap 3, Sect 3 SRB: DD Form 4 MCTFS: ENLM, RECS, TBIR
LENGTH CURR ENL (MOS)	MCTFSPRIM: Chap 3, Sect 3 SRB: DD Form 4 MCTFS: ENLM, RECS, TBIR
LENGTH CURR EXT	MCTFSPRIM: Chap 3, Sect 3 SRB: NAVMC 321A MCTFS: ENLM, SEPC, TBIR
NO EXT CURR ENL Extension data pertaining to extensions of the current enlistment.	MCTFSPRIM: Chap 3, Sect 3 SRB: NAVMC 321A MCTFS: ENLM, D116, S116
TOTAL MONTHS EXT	MCTFSPRIM: Chap 3, Sect 3 SRB: NAVMC 321A MCTFS: ENLM, D116, S116
EFF DTE CURR EXT	MCTFSPRIM: Chap 3, Sect 3 SRB: NAVMC 321A MCTFS: ENLM, D116, S116, CDOS, QCAC, SEPC, TBIR
MONTHS LAST ENL EXT	MCTFSPRIM: Chap 3, Sect 3 SRB: NAVMC 321A MCTFS: ENLM, D116, S116
TIME LOST CURR ENL	MCTFSPRIM: Chap 7, Sect 4 MCTFS: S905, D905, ENLM
SOURCE OF INT ENTRY MIL SER	MCTFSPRIM: Chap 4, Sect 5 MCTFS: ENLM, TBIR

TABLE 12-1 CONTINUED--BIR AUDIT ITEMS

SOURCE OF ENTRY	MCTFSPRIM: Chap 4, Sect 8 MCTFS: ENLM, TBIR, COMM, QCAC, QCRE
COMPONENT CODE	MCTFSPRIM: Chap 6, Sect 7 MCTFS: ALL DISPLAYS
STR CAT	MCTFSPRIM: Chap 6, Sect 7 MCTFS: QCAC, ACRE, RECS, RT01, TOUR, TBIR, QCRE
RESERVE COMPONENT CODE	MCTFSPRIM: Chap 6, Sect 7 MCTFS: DISPLAYS
DATE ACCEPTD FIRST COMMISSION	MCTFSPRIM: Chap 5, Sect 6 MCTFS: OFFD, RT01, TBIR, QCRE
DOD TRNGRP	MCTFSPRIM: Chap 6, Sect 7 RESERVE COMPONENTS COMMON PERSONNEL DATA SYSTEM (RCCPDS) DODI NUMBER 7730.54 MCTFS: ENLM, TBIR
TRAINING GRP	MCTFSPRIM: Chap 6, Sect 7 MCTFS: ALL DISPLAYS
DU STATUS	MCTFSPRIM: Chap 4, Sect 4 MCTFS: QCAC, RECS, RT01, SEPC, TOUR, TBIR
DU LIMIT/ED	MCTFSPRIM: Chap 4, Sect 4 MCTFS: D125, S125, RECS, RT01, TOUR, TBIR

TABLE 12-1 CONTINUED--BIR AUDIT ITEMS

START MANDATORY DRILL	MCTFSPRIM: Chap 4, Sect 5 MCTFS: ENLM, MGIB, TBIR
END MANDATORY DRILL	MCTFSPRIM: Chap 4, Sect 5 MCTFS: ENLM, MGIB, TBIR
DATE OF BASIC ELIG	MCTFSPRIM: Chap 5, Sect 15
PROGRAM ENLISTED FOR	MCTFSPRIM: Chap 4, Sect 8 MCTFS: ENLM, QCRE, TBIR
BONUS PEF	MCTFSPRIM: Chap 4, Sect 8 MCTFS: ENLM, QCRE, TBIR
MGIB-SR STATUS	MCTFSPRIM: Chap 5, Sect 15 MCTFS: TBIR
ACTIVE DUTY MGIB STATUS	MCTFSPRIM: Chap 5, Sect 15 MCTFS: MGIB, TBIR
DESIG MIL PILOT	MCTFSPRIM: Chap 5, Sect 6 MCTFS: ACIP, TBIR
6 YEARS OBL START	MCTFSPRIM: Chap 5, Sect 15 MCTFS: TBIR
OFFICER CANDIDATE CODE/EFF DATE	MCTFSPRIM: Chap 4, Sect 9 MCTFS: OFFD, TBIR

TABLE 12-1 CONTINUED--BIR AUDIT ITEMS

3. SERVICE INFORMATION

PRES GRADE/DOR The present grade and DOR for that grade.	MCTFSPRIM: Chap 7, Sect 8 MCTFS: GRAD
SEL GRADE/DATE	MCTFSPRIM: Chap 7, Sect 8 MCO P1200.7 (MOS MANUAL) MCTFS: GRAD, TBIR
PROM RESTR STAT CD	MCTFSPRIM: Chap 4, Sect 7 MCTFS: GRAD
PROM RESTR STAT DATE	MCTFSPRIM: Chap 4, Sect 7 MCTFS: GRAD
T/O NUMBER/LINE NUMBER	MCTFSPRIM: Chap 4, Sect 8 MCTFS: TOUR, TBIR
WORK STATION	MCTFSPRIM: Chap 6, Sect 7 MCTFS: TBIR, TOUR
BILLET DESCRIPTION	MCTFSPRIM: Chap 4, Sect 8 MCTFS: D922, TBIR, TOUR
PEN/RCN The program element number (PEN) is on the unit’s table of manpower requirements. The responsibility center number (RCN) for the RUC/MCC must be obtained from the fiscal/supply officer. Discrepancies in the table’s information on the UVR should be forwarded to the CMC (MIS).	MCTFSPRIM: Chap 6, Sect 6 MCTFS: QCAC, RECS, TBIR, TOUR

TABLE 12-1 CONTINUED--BIR AUDIT ITEMS

DCTB The date that the current tour of duty at the present MCC began.	MCTFSPRIM: Chap 5, Sect 5 MCTFS: TOUR, TBIR, PERS, RT05, CDOS, QCAC, RT01, TBIR, TOUR, TQER
DATE JOINED PRES UNIT The date that the current tour of duty at the present RUC began.	MCTFSPRIM: Chap 5, Sect 5 MCTFS: TOUR, TBIR, PERS, RT05, COMM, MMOB, QCAC, RT04, RBIR, TOUR
DATE JOINED SMCR	MCTFSPRIM: Chap 4, Sect 5 MCTFS: TOUR, TBIR, PERS, RT05, RT04, TBIR
GEO LOC CODE/GEO LOC DCTB This code identifies the present geographic area in which the Marine is stationed for the purpose of determining how long the Marine has been stationed in that area. GEO-LOCN DCTB indicates the year-month that the Marine was joined to a unit within a given geographic area. This information can be changed only by the CMC (MM).	MCTFSPRIM: Chap 5, Sect 5 MCTFS: TOUR, TBIR, PERS, RT05, RT01, TBIR
COMBAT SERV CODE	MCTFSPRIM: Chap 4, Sect 8 MCTFS: TOUR, TBIR
LAST COMBT TOUR	MCTFSPRIM: Chap 5, Sect 5 MCTFS: TOUR, TBIR
OFF REMOVAL DATE	MCTFSPRIM: Chap 4, Sect 5 MCTFS: TBIR, OFFD, RT04, RT07, RT08, RT09

TABLE 12-1 CONTINUED--BIR AUDIT ITEMS

CO DATE	MCTFSPRIM: Chap 4, Sect 9 MCTFS: TOUR, TBIR, PERS, RT05, TOUR
LAST SEP/DISCH DATE/REASON	MCTFSPRIM: Chap 10 MCTFS: TOUR, TBIR, QCRE, RT01, RT03
PMOS	MCTFSPRIM: Chap 5, Sect 9 MCTFS: QCRE, QCAC, CSHW, MMOB, RECS, RT01, TMOS, SEPCCDOS, CSPW, INBD, TBIR
BMOS	MCTFSPRIM: Chap 5, Sect 9 MCTFS: CDOS, MMOB, QCAC, QCRE, TBIR, TMOS, TQER
SMOS	MCTFSPRIM: Chap 5, Sect 9 MCTFS: TBIR, TMOS
JMOS/JMOS ED	MCTFSPRIM: Chap 5, Sect 9 MCTFS: TBIR, TMOS
ADMOS	MCTFSPRIM: Chap 5, Sect 9 MCTFS: TBIR, TMOS, CDOS, MMOB, QCAC, QCRE, RECS, SEPC
ACDU RUC/MCC	MCTFS: ALL DISPLAYS
RESERVE RUC	MCTFSPRIM: Chap 11, Sect 3 MCTFS: QCAC, QCRE, RT01, TBIR, TOUR
MOB MCC	MCTFSPRIM: Chap 11, Sect 3 MCTFS: MMOB, RT01, TBIR

TABLE 12-1 CONTINUED--BIR AUDIT ITEMS

1TADRUC – RUC/MCC The RUC/MCC of the first unit to which the Marine is attached for TAD.	MCTFSPRIM: Chap 6, Sect 4 MCTFS: TBIR
2TADRUC – RUC/MCC The RUC/MCC of the second unit, which the Marine is attached for TAD.	MCTFSPRIM: Chap 6, Sect 4 SRB/OQR: NAVMC 118(3) MCTFS: TBIR
ANNIVERSARY DATE	MCTFSPRIM: 40506 MCTFS: TOUR, TBIR, PERS, RT05, QCRE, RT04, RT01, RT08, RT09, TBIR, TBTR
FAPRUC The RUC of the unit and the MCC of the command to which the Marine is assigned for the period of FAP.	MCTFSPRIM: Chap 6, Sect 4 MCTFS: TOUR, TBIR, PERS, RT05, QCAC
RESERVE MCC	MCTFSPRIM: Chap 11, Sect 4 MCTFS: TOUR, TBIR, RT01, QCAC, QCRE
*FORMER RUC *	MCTFS: TOUR, TBIR, MMOB, RT01, CDOS, COMM, QCAC, QCRE, RECS, SEPC
*FUTURE RUC *	MCTFSPRIM: Chap 6, Sect 5 MCTFS: TOUR, TBIR, MMOB, RT01, CDOS, COMM, QCAC, QCRE, RECS, SEPC
IND LOC CODE The individual location should reflect the current actual physical location of the Marine; for example, state and county or country.	MCTFSPRIM: Chap 4, Sect 4 MCTFS: TOUR, TBIR TQER, RECS, RT01

TABLE 12-1 CONTINUED--BIR AUDIT ITEMS

DEPLOY RET DATE/DEPLOY STAT Identifies the date of a complete deployment of 5 or more months or the expected date of return for the current or next deployment. Identifies specific Marines in a deployable unit who are committed or actually deployed and who are normally precluded from reassignment or transfer.	MCTFSPRIM: Chap 9, Sect 10 SRB/OQR: NAVMC (118(3) MCTFS: TOUR, TBIR
ROTATION TOUR DATE The rotation tour date is only reported for Marines at duty stations outside the U.S.	MCTFSPRIM: Chap 5, Sect 5 SRB/OQR: NAVMC 118(3) MCTFS: TOUR, TBIR, RT01, TQER, QCAC
OVERSEAS CONTROL DATE	MCTFSPRIM: Chap 5, Sect 5 MCTFS: QCAC, TBIR, TOUR
LAST PHYS EXAM	MCTFSPRIM: Chap 4, Sect 2 MCTFS: TBIR, MISC, QCRE
LAST PHYS CERT	MCTFSPRIM: Chap 4, Sect 2 MCTFS: TBIR, MISC, QCRE
RESERVE UNIT JOIN DATE	MCTFSPRIM: Chap 5, Sect 5 MCTFS: CDOS, QCRE, RT04, TBIR, TOUR

4. PERSONAL INFORMATION

DATE OF BIRTH The date of birth will appear as year, month, and day.	MCTFSPRIM: Chap 4, Sect 1 MCTFS: CDOS, MMOB, PERS, QCAC, QCRE, RT01, RT07, RT08, RT09, SEPC, TQER, VEAP, RECS
CITIZENSHIP The citizenship will contain either the citizenship status or the country of origin.	MCTFSPRIM: Chap 4, Sect 1 MCTFS: PERS, RECS, TBIR

TABLE 12-1 CONTINUED--BIR AUDIT ITEMS

ETHNIC CODE	MCTFSPRIM: Chap 4, Sect 1 MCTFS: PERS, RECS, TBIR
RACE CODE	MCTFSPRIM: Chap 4, Sect 1 MCTFS: PERS, QCAC, RECS, TBIR, VEAP
RACE AGGREGATE CODE	MCTFSPRIM: Chap 4, Sect 1 MCTFS: PERS, TBIR
POPULATION	MCTFSPRIM: 40108 MCTFS: TBIR
RELIGION	MCTFSPRIM: Chap 4, Sec 1 MCTFS: PERS, TBIR
HOME OF RECORD The home of record will contain the county and state. In the case of a home of record outside the 50 states, only the country will be shown.	MCTFSPRIM: Chap 5, Sect 3 MCTFS: CDOS, ENLM, RECS, SEPC, TQER, VEAP, TBIR
COUNTRY OF ORIGIN	MCTFSPIRM: 40107 MCTFS: TBIR
CIVILIAN ED LEVEL The level, certification, and major subject of civilian education completed.	MCTFSPRIM: Chap 5, Sect 14 MCTFS: D147, QCAC, SEPC, TEDU, TMOS, TBIR
CERT/MAJOR	MCTFSPRIM: Chap 5, Sect 14 MCTFS: D147, QCAC, SEPC, TEDU, TMOS, VEAP
BLOOD TYPE	MCTFSPRIM: Chap 4, Sect 2

	MCTFS: MISC, TBIR

TABLE 12-1 CONTINUED--BIR AUDIT ITEMS

SEX	MCTFSPRIM: Chap 4, Sect 1 MCTFS: INBD, PERS, QCAC, RECS, RT01, SEPS, VEAP, TBIR
HOME PHONE/WORK PHONE	MCTFSPRIM: Chap 4, Sect 1 MCTFS: PERS, RT05, TBIR, QCRE, TBIR
STREET ADDRESS	MCTFSPRIM: Chap 5, Sect 3 MCTFS: MMOB, PERS, QCRE, RT05, TQER
CITY ADDRESS/STATE	MCTFSPRIM: Chap 5, Sect 3 MCTFS: PERS, QCRE, RT05, TQER, MMOB, TBIR
ZIP-CODE	MCTFSPRIM: Chap 5, Sect 3 MCTFS: PERS, QCRE, RT05, TQER, MMOB, TBIR
ADDRESS VALIDATION	MCTFSPRIM: Chap 5, Sect 3 MCTFS: MMOB, PERS, QCRE, TBIR
GOOD CONDUCT MEDAL AWARD DATE	MCTFSPRIM: Chap 5, Sect 1 SECNAVINST: 1650.1 SRB: NAVMC 118(12) MCTFS: AWDS, TBIR
AFR MED 10-YEAR AFRM AWARD DATE	MCTFSPRIM: Chap 5, Sect 1 MCTFS: AWDS, TBIR
SMCR MED 4-YEAR SMCR MEDAL-COMMENCEMENT DATE	MCTFSPRIM: Chap 5, Sect 1 MCTFS: AWDS, TBIR
	MCTFSPRIM: Chap 4, Sect 1

DUTY PREF	MCOP1080.20 MCTFSCODESMAN MCTFS: TBIR, TOUR

TABLE 12-1 CONTINUED--BIR AUDIT ITEMS

5. RECORD INFORMATION

RECORD STATUS	MCTFSPRIM: Chap 6, Sect 7 MCTFS: ALL DISPLAYS
RESERVE RECORD STATUS	MCTFSPRIM: Chap 6, Sect 7 MCTFS: ALL DISPLAYS
DISPUTED DATE/DATA	MCTFSPRIM: Chap 4, Sect 5 MCTFS: TBIR, TOUR
LAST SCREENING/REASON	MCTFSPRIM: Chap 4, Sect 7 MCTFS: PERS, TBIR
SCREENING RESULT	MCTFSPRIM: Chap 4, Sect 7 MCTFS: PERS, TBIR

6. DEPENDENTS INFORMATION

MARITAL STATUS	MCTFSPRIM: Chap 4, Sect 1 MCTFS: DEPN, QCAC, QCRE, TBIR, VEAP
DEPN CERT CODE	MCTFSPRIM: Chap 5, Sect 7 MCTFS: CDOS, DEPN, QCRE, TBIR
DEPN GEO LOC CODE The first three bytes of the ZIP code for the area where the dependents are located.	MCTFSPRIM: Chap 5, Sect 7 MCTFS: DEPN, TBIR
SERVICE SPOUSE SSN	MCTFSPRIM: Chap 4, Sect 6 MCTFS: DEPN, TBIR, TQER

TABLE 12-1 CONTINUED--BIR AUDIT ITEMS

SERVICE SPOUSE CODE	MCTFSPRIM: Chap 4, Sect 6 MCTFS: DEPN, TBIR, TQER
SERVICE SPOUSE DATE	MCTFSPRIM: Chap 4, Sect 6 MCTFS: DEPN, TBIR
TOTAL NUMBER DEPENDENTS Identifies the number of dependents requiring transportation at Government expense for PCS moves.	MCTFSPRIM: Chap 4, Sect 6 MCTFS: DEPN, QCRE, TBIR
BAS/COMRATS Type of subsistence allowance being paid to the Marine.	MCTFSPRIM: Chap 8, Sect 2 MCTFS: CDOS, QCAC, RECS, TBIR, TOUR
DATE DEPN LOC BEGAN The date the Marine physically locates dependents entitled to transportation in an area different from the previous location.	MCTFSPRIM: Chap 5, Sect 7 MCTFS: DEPN, TBIR
CUSTODY STATUS CODE	MCTFSPRIM: Chap 4, Sect 6 MCTFS: DEPN, TBIR
SPECIAL POWER OF ATTORNEY	MCTFSPRIM: Chap 4, Sect 6 MCTFS: DEPN, TBIR
DEPN DOB REL/LOCATION The dependent’s date of birth, relationship to the Marine, and county/ state codes of the dependent’s location.	MCTFSPRIM: Chap 5, Sect 7 MCTFS: CDOS, DEPN, TBIR

TABLE 12-2.--BTR AUDIT ITEMS

1. UNIT TRAINING

PFT/DATE/SA/SCORE/CLASS	MCTFSPRIM: Chap 5, Sect 12 MCTFS: CSHW, CSPW, TBTR, TMOS
BST/EST/DT PERFORMED/ATTEMPTED/SCORE	MCTFSPRIM: Chap 5, Sect 12 MCTFS: TBTR, TMOS
WEIGHT CONTROL STATUS/DATE	MCTFSPRIM: Chap 4, Sect 3 MCTFS: D113, S113, MISC, TBTR
MIL APPEARANCE STATUS/DATE	MCTFSPRIM: Chap 4, Sect 3 MCTFS: D114, S114, MISC, TBTR
WT CNTL QY/MILAP QY	MCTFSPRIM: Chap 4, Sect 3 MCTFS: MISC, TBTR
HIV-III TESTED	MCTFSPRIM: Chap 4, Sect 2 MCTFS: PERS, TBTR
HIV-III LECTURE DATE	MCTFSPRIM: Chap 5, Sect 12 MCTFS: TBTR, TMOS
DRIVER IMPROVEMENT	MCTFSPRIM: Chap 5, Sect 12 MCTFS: TBTR, TMOS

TABLE 12-2 CONTINUED-—BTR AUDIT ITEMS

DRUG LECTURE DATE	MCTFSPRIM: Chap 5, Sect 12 MCO: 5100.19 MCTFS: TBTR, TMOS
LEADERSHIP TRAINING/DATE	MCTFSPRIM: Chap 5, Sect 12 MCTFS: TBTR, TMOS
SECURITY LECTURE DATE	MCTFSPRIM: Chap 5, Sect 12 MCTFS: TBTR, TMOS
WATER SURVIVAL CODE	MCTFSPRIM: Chap 5, Sect 12 MCTFS: MISC, TBTR
WATER SURVIVAL REQUAL DATE	MCTFSPRIM: Chap 5, Sect 12 MCTFS: MISC, TBTR
GAS MASK SIZE/TYPE	MCTFSPRIM: Chap 4, Sect 1 MCTFS: MISC, TBTR
GAS CHAMBER DATE	MCTFSPRIM: Chap 5, Sect 12 MCTFS: TMOS, TBTR
HELMET SIZE	MCTFSPRIM: Chap 4, Sect 1 MCTFS: MISC, TBTR
CURRENT RIFLE QUAL DATE/SCORE/CLASS CD	MCTFSPRIM: Chap 5, Sect 13 MCTFS: TMOS, TBTR, WPNS, D135

TABLE 12-2 CONTINUED-—BTR AUDIT ITEMS

CURRENT PISTOL QUAL DATE/SCORE/CLASS CD	MCTFSPRIM: Chap 5, Sect 13 MCTFS: D134, TBTR, TMOS, WPNS
DISTINGUISHED DATE	MCTFSPRIM: Chap 5, Sect 13 MCTFS: TBTR, TMOS, WPNS, D130, D131, D132, D133, D134, D135
PET DATE	MCTFSPRIM: Chap 5, Sect 13 MCTFS: WPNS, TBTR, WPNS, TMOS, D134, D135
EXCEPTION/DATE	MCTFSPRIM: Chap 5, Sect 13 MCTFS: TBTR, WPNS, TMOS, D134
EXPERT RIFLE QUALIFICATION	MCTFSPRIM: Chap 5, Sect 13 MCTFS: D135, TBTR, TMOS, WPNS
EXPERT PISTOL QUALIFICATION	MCTFSPRIM: Chap 5, Sect 13 MCTFS: TBTR, TMOS, WPNS
RIFLE FIELD FIRING DATE	MCTFSPRIM: Chap 5, Sect 13 MCTFS: TBTR, TMOS, WPNS
ITS	MCTFSPRIM: Chap 5, Sect 13 MCTFS: TBTR, TMOS, WPNS

TABLE 12-2 CONTINUED-—BTR AUDIT ITEMS

2. SERVICE TRAINING

SECURITY INVESTIGATION/TYPE Refer to MCO P1080.20 for a current list of the security clearance agency, investigation, and eligibility codes.	MCTFSPRIM: Chap 4, Sect 1 MCTFS: MISC, TBTR, QCRE
BACKGROUND INVESTIGATION COMP DATE	MCTFSPRIM: Chap 4, Sect 1 MCTFS: TBTR, QCRE
ADJUDICATION DATE	MCTFSPRIM: Chap 4, Sect 1 MCTFS: MISC, TBTR
SECURITY/CLEARANCE HELD	MCTFSPRIM: Chap 4, Sect 1 MCTFS: MISC, TBTR, QCRE
SECURITY/AGENCY CODE	MCTFSPRIM: Chap 4, Sect 1 MCTFS: MISC, TBTR
SECURITY/REQUEST CODE	MCTFSPRIM: Chap 4, Sect 1 MCTFS: MISC, TBTR
SECURITY/ELIGIBILITY CODE	MCTFSPRIM: Chap 4, Sect 1 MCTFS: MISC, TBTR
PLACE OF BIRTH/STATE/COUNTY	MCTFSPRIM: Chap 5, Sect 3 MCTFS: MISC, TBTR
INTELLLIGENCE TRAINING HOURS	MCTFSPRIM: Chap 5, Sect 12 MCTFS: TBTR, TMOS

TABLE 12-2 CONTINUED-—BTR AUDIT ITEMS

LEVEL 1 ANTITERRORISM TRAINING	MCTFSPRIM: Chap 5, Sect 12 MCTFS: TBTR

3. SERVICE SCHOOLS/SPECIAL SKILLS

SERVICE SCHOOLS CODE/YEAR Formal service schools, which the Marine has completed, and the year of completion. If an 'A' appears in the YR column, it indicates that the Marine is currently attending the school.	MCTFSPRIM: Chap 5, Sect 10 SRB/OQR: NAVMC 118(8a) MCTFS: TBTR, TEDU, D136, TSCL

4. TEST SCORES

CLAS/ASGN TEST-TYPE/DATE/RAW SCORES If any classification test information is missing or incomplete, corrective action will be taken as follows: (1) forward to the CMC (MA) certified true copy of one of the source documents referenced above, or (2) if the above listed source documents are not available, or if they do not contain all of the raw test data, schedule the Marine for retesting per MCO P1230.5. If a retest is necessary, processing and audit procedures should be conducted as specified under the special classification tests noted above. Current classification testing information within the MCTFS is imperative since classification test scores are a vital prerequisite for reenlistment, lateral moves, commissioning programs, etc., and because test scores not resident in a Marine's MCTFS record are not considered "Official Scores of Record", and therefore cannot be used for classification and assignment purposes.	MCTFSPRIM: CMC (MA), Chap 5, Sect 8 MCO 1230.5 SRB/OQR: DD Form 1966/1 (Accession data) MEPCOM Form 609 or 714 ADP DD Form 1304.12K MCTFS: TBTR, TEST

TABLE 12-2 CONTINUED-—BTR AUDIT ITEMS

ARMY RADIO CODE When special classification tests are administered, the answer sheets are forwarded to the appropriate MCRD or CMC (MA) by the Classification and Testing Facility for processing. Once the answer sheets are received at the MCRD they are machine-scored and the results are processed into the MCTFS. The normal process time for these events will be between 15 and 20 days.	MCTFSPRIM: Chap 5, Sect 8 AIMMS, CMC (MA), MCO 1230.5 MCTFS: TBTR, TEST
ELEC/DP TEST When special classification tests are administered, the answer sheets are forwarded to the appropriate MCRD or CMC (MA) by the Classification and Testing Facility for processing. Once the answer sheets are received at the MCRD they are machine-scored and the results are processed into the MCTFS. The normal process time for these events will be between 15 and 20 days.	MCTFSPRIM: Chap 5, Sect 8 AIMMS, CMC (MA), MCO 1230.5 MCTFS: TBTR, TEST
DLAB SCORE/DATE The score and date on which a Defense Language Aptitude Battery test was given.	MCTFSPRIM: Chap 5, Sect 8 AIMMS, CMC (MA), MCO 1230.5 MCTFS: TBTR, TEST
LANGUAGE When special classification tests are administered, the answer sheets are forwarded to the appropriate MCRD or CMC (MA) by the Classification and Testing Facility for processing. Once the answer sheets are received at the MCRD they are machine-scored and the results are processed into the MCTFS. The normal process time for these events will be between 15 and 20 days.	MCTFSPRIM: Chap 5, Sect 8 AIMMS, (CMC entry), MCO 1230 MCTFS: TEST, TBTR

SECTION 5: DIARY FEEDBACK REPORT

120500. CYCLE FEEDBACK REPORTS

The cycle feedback reports provide the RU commanders with the means to monitor the status of information that has been reported on the UD, entered by the CMC, or computer generated. By taking action on these reports the unit commander can ensure the accurate and timely update of the MCTFS.

120501. UD STATISTICS REPORT (DSR)

1. The DSR provides a means of tracking the current status of UD's. It also provides a means of monitoring accepted, rejected, and total number of action statements processed in the MCTFS cycle for each UD, and it provides a means to determine if the RU is printing the DFR's in a timely manner after each cycle completed processing. The DSR is reflected as PART I of the DFR.

2. The following information appears on the DSR:

a. The date the report was printed.

b. The RUC of the unit for which the report is printed.

c. The column headings in the body of the report refer to the following:

(1) **DIARY NO**. Number of the UD.

(2) **UD STA**. Indicates the current status of the UD. The status will be open (OPN) for those UD's being prepared but not yet certified. It will be certified (CER) when the UD has been certified by the CO, but has not been transmitted by the ISMD to the DFAS-KCC. UD's in a certified status may be decertified and changes made to the UD. When the status appears as processed (PRO) the UD has been transmitted to DFAS-KCC for processing.

(3) **UD ACU**. An asterisk will appear in this column when the UD has been prepared by the MISSO.

(4) **UD DATE**. The date of the UD as assigned by the UD preparer.

(5) **DATE OPENED**. The date that the preparer first started the UD.

NOTE: Reports for UD/MIPS units will not show actual dates opened and certified. Instead the UD date will appear for date opened. The date certified will be the date the UD is signed.

(6) **CYCLE NO**. The number assigned to a MCTFS processing cycle at DFAS-KCC. Each cycle run during a calendar year is numbered sequentially. The first cycle of a calendar year is numbered 001.

(7) **CYCLE START**. The date the UD was transmitted from the ISMD to DFAS-KCC.

(8) **CYCLE FINISH**. The date that the MCTFS cycle completed processing.

(9) **TRANSACTIONS ACCEPTED**. The number of transactions on the indicated UD that completed processing and the information updated the CMF.

(10) **TRANSACTIONS REJECTED**. The number of transactions on the indicated UD that failed to complete processing.

(11) **TRANSACTIONS TOTAL**. The total number of transactions that were reported on the UD.

d. The summary report totals the number of UD's displayed on the DSR and also breaks them down by their current status.

120502. DIARY FEEDBACK REPORT (DFR)

1. The DFR is retrieved electronically. There is no requirement to print the DFR but it may be printed, if desired.

a. The DFR is a single report consisting of five parts:

(1) The DFR cover page,

(2) Part I-Diary Statistics Report (DSR),

(3) Part II-Rejected Transactions,

(4) Part III-Advisories/Purex/Messages, and

(5) Part IV-Transactions of general information (no administrative action required).

b. The DFR is available for printing, if desired, from the “local” OLDS Master Menu, and can be requested with or without a cycle number.

2. If a specific cycle is not requested all available cycles will be displayed for the RU. Figure 1-7 is a flowchart of the UD Feedback Report Process. The DFR provides the following:

a. Diary Feedback Report Cover Page. The cover page contains the basic unit and cycle information.

(1) For OLDS users: select Option E from the OLDV Master Menu, with or without a cycle number. The requirement to place an ink signature on certified unit diaries is rescinded. All other filing and maintenance requirements contained in the MCTFSPRIM remain in effect.

(2) UD/MIPS users: The requirement to manually annotate the smooth paper version of the Unit Diary with the cyclic statistic data of cycle, accepted, rejected, and total transactions (CART) on the Diary Transmittal Letter is rescinded. This procedure is now completed by electronic means via the Collection Server and the EDFR load process.

(a) The requirement to print and sign the EDFR is rescinded due to electronic capabilities within UD/MIPS.

(b) The requirement to print and place an ink signature on certified unit diaries is rescinded.

(c) The requirement to print and file a hard copy of the certified Unit Diary is rescinded. The Unit Diary is to be “Archived” (Electronically filed) to server, CD-ROM, or other electronic media storage device. These electronic files (Archives) are to be retained per disposition instructions contained in paragraph 20110 of this manual. For detailed instructions regarding Archive/Retrieval of Unit Diaries, refer to the instructions contained within the UD/MIPS User Manual. Additional guidance may be obtained from your servicing MISSO.

b. Transactions reported by the CMC, which are of interest to the RU.

c. Rejected UD transactions and description of the reason rejected.

d. Computer-generated messages resulting from accepted transactions.

e. Messages resulting from purification programs processed against the CMF.

f. All CMC "flow through" transactions.

g. Automated composite score information.

h. Transactions reported by the previous unit, which fail to post to the CMF.

i. Transactions reported by a TAD or FAP unit and MISSO's.

3. A sample DFR is shown in Figure 12-4. The DFR is in five parts, an explanation of each part is as follows:

a. The DFR cover page contains basic unit and cycle information.

b. **Part I (UD STATISTICS REPORT)**. This part will reflect UD statistics of all UD's that processed in the cycle requested. If no cycle is requested, Part I will contain all UD's processed for that RUC. The column definitions in this part of the DFR are the same as defined in paragraph 120501.

c. **Part II (REJECTED TRANSACTIONS)**. This part contains any rejected transactions as a result of the RU's input, by cycle requested. If no cycle is requested, Part II will contain all rejected transactions for all UD's processed as reflected on the DSR. The following information appears on Part II of the DFR:

(1) The RUC of the unit for which the report is generated.

(2) **SSN**. SSN of the Marine. SSNs are listed in ascending sequence.

(3) **UD/PAYROLL NUMBER**. The number assigned to the UD that initially reported the transaction.

(4) **UD/PAYROLL DATE**. The date of the UD reporting the transaction.

(5) **EFF DATE**. The ED reported on the UD.

(6) **ACT DATE**. The action date reported on the UD.

(7) **DO RUC**. Not used.

(8) **CYC NR**. The MCTFS cycle number in which the transaction failed to process.

(9) **ADVISORY ERROR**. The alphanumeric code for the English message is listed showing whether the transaction failed during the format and edit or the poster portion of the MCTFS cycle. Provided for research.

(10) **LAST NAME**. The Marine's last name and initials.

(11) **TTC**. The TTC and the English statement, which was reported on the individual Marine.

(12) **ADC-NR**. The file number assigned to this particular advisory message and the English description of the rejection.

d. **PART III (ADVISORIES/PUREX)**. Part III will reflect the rejected transactions/ advisories occurring not as a result of the RU's input; i.e., PUREX, COM GENERATED, HQMC RUC, etc., in the cycle requested. If no cycle is requested, Part III will contain all ADVISORIES/PUREX messages for all UD's processed as reflected on the DSR. The following information appears on Part III of the DFR:

(1) **SSN**. SSN of the Marine. SSNs are listed in ascending sequence.

(2) **REPORTING ADVISORY RUC**. The number assigned to the UD that initially reported the transaction.

(3) **UD/PAYROLL NUMBER**. The number assigned to the UD that initially reported the transaction. Computer-generated and purification routines are shown as 00888 followed by the year, for example 008898.

(4) **UD/PAYROLL DATE**. The date of the UD reporting the transaction.

(5) **EFF DATE**. The ED reported on the UD.

(6) **ACT DATE**. The action date reported on the UD.

(7) **CYC NR**. The MCTFS cycle number in which the transaction was processed or failed to process.

(8) **LAST NAME**. The Marine's last name.

(9) **TTC**. The TTC and the English statement, which was reported on the individual Marine.

(10) **ADC-NR**. The file number assigned to this particular advisory message and the English description of the message.

PART IV (ADVISORY TRANSACTIONS). Part IV contains data elements (1) through (7), above. Additionally, it contains:

ADV TTC. The TTC and English statement which was reported on the individual Marine.

ADV CD. The advisory code.

ANALYST CD. Unused.

120503. AUDIT REQUIREMENTS FOR THE UD FEEDBACK REPORT

1. General Information. The DFR will be viewed on the date the cycle becomes available except for cycles becoming available over a weekend or holiday. In these cases, the DFR will be viewed on the first working day after the weekend or holiday. Each MCTFS cycle will be accounted for. The DFR will be audited and corrective action taken within 5 working days from the date the report is generated. In order to accurately audit the DFR, it must be addressed by parts. The following audit requirements are provided as applicable to those parts:

a. **Part I** will contain all unit UD's that processed in the requested cycle. If the DFR is requested without a cycle number, Part I will contain all UD information on the DSR for that RUC. The transactions total for each UD will be compared to the total number of action statements on the Transaction Counter Page of the UD. Instructions for annotation can be found in paragraph 20112.

b. **Part II** contains error messages generated from UD's submitted by the RU. Therefore if no UD's are processed for the cycle requested, or if there are no rejected transactions listed on Part I, there will be no action required. If there are rejected transactions on Part II, the following action is required.

(1) Each transaction listed on the report will be audited to determine why the transaction failed to process correctly. The error message printed below the transaction gives a brief reason for the failure and should be used as a starting point for research. Once the reason for the error is known, the appropriate correction procedures can be taken.

(2) Each error will be annotated with the corrective action taken, to include UD number and date of the UD that reported the corrective action. Those errors previously corrected by the UD entry but not yet posted to the CMF will appear on the new DFR. These errors, which were corrected and annotated on an earlier DFR, need not be annotated on subsequent reports.

(3) Request assistance from your regional MISSO when unit efforts to take corrective action fail or when the unit has questions concerning error messages.

c. **Part III** contains advisory messages generated from several different modes of input and are not connected to a particular UD submitted by the unit. Therefore, a unit may not have submitted a UD for several days and still have advisory messages posting to Part III of the DFR for cycles processed during the period that no UD's were submitted. Advisory messages will be available for approximately 20 days. If there are advisory messages on this part, the following action is required:

(1) Each advisory message will be annotated with the corrective or appropriate action taken. Those messages requiring UD action will also be annotated with the UD number and date of the UD reporting the corrective action. Only those advisory messages not requiring any type of action will be annotated with NAR (No Action Required). In those cases where UD action is not required, annotate corrective action; for example, letter sent to the CMC, DO, etc.

(2) Caution must be taken to ensure that each advisory message is analyzed on its own merit. Information regarding composite score data elements, composite scores, PUREX routines and messages from HQMC or from the Department of the Navy Central Adjudication Facility (security clearance action) is often times looked upon as routine in nature. The action doesn't stop at the UD section, further action may not be complete until the advisory message is passed to the Service Record Section, the S2, S3 Training Section or the Marine's individual company commander, or even a personal interview with the Marine.

Request assistance from your regional MISSO when unit efforts to resolve advisory messages fail or when the unit has questions concerning advisory messages.

d. Part IV gives a ‘heads up’ to the unit that something has occurred that may affect that unit. It will also contain all self-reported RED transactions that may require further action.

2. The "Diary Feedback Report Summary” view provides the status of all EDFR Cycles downloaded to UD/MIPS. This window is defaulted to display all cycles downloaded, in cycle order, descending. The Diary Feedback Report Summary can be filtered by Cycle Status by selecting one or more check boxes in the View group box. For **EXAMPLE**, a user can view all EDFRs in an "Open" status by selecting only the checkbox labeled "Open". From the Diary Feedback Report Summary screen, users can access an EDFR cycle by highlighting the cycle then clicking the "Edit" Button. Users, other than Preparers, can access an EDFR by highlighting a cycle then clicking the "Review" Button. The user ELSIG determines the button's text as either, "Edit" or "Review".

3. The "DFR Cycle Notes” view is utilized to create and apply a note, which will apply to the entire EDFR cycle. The DFR Cycle Notes view is accessed via the Diary Feedback Report Summary by clicking the button labeled “Status/Notes”. A Certifier can change the EDFR cycle status in this window by selecting the appropriate status in the "Status" dropdown list.

4. The "Diary Feedback Cycle" view contains the traditional four-part DFR. The Diary Feedback Cycle view is accessed via the Diary Feedback Report Summary by clicking the button labeled "Edit" or "Review". The diary Feedback Cycle will contain four Tabs labeled, Part I, Diary Statistics Report, Part II, Rejected Transactions, Part III, Advisory/PUREX, and Part IV, Advisory Transactions. The column headers, on each tab page, are sort filters that are activated by double clicking the header. Only one column header can be used for each sort; nested sorts are not possible. The following functionality is available within each part of the DFR:

a. **Part I**: Users may create and apply a note that will apply to a specific diary. To do so, highlight a Diary and double click it. This will open a view labeled, "Diary Notes". From this view, the user may type a note and apply the note by clicking the "Save" button.

b. UD preparers may create and apply corrective unit diary entry(s) to DFR transactions in Parts II, III, and IV by highlighting the transaction and double clicking the highlighted transaction. This will open the Unit Diary module and allow the reporting of the corrective action. After the corrective action is complete, a history statement will be automatically applied to the diary transaction and the corrective action taken will be annotated on the respective EDFR transaction.

c. **Part II, Part III** transactions can also be filtered. The "Filter By" dropdown list box allows the user to select user-defined filters from either a Functional Area of Responsibility (FAR) or Work Group.

d. "Flag Codes" denote the status of EDFR transactions. The below Flag Codes apply to Parts II and III:

(1) 'O'- Open. The transaction has not been worked and has no notes against it.

(2) 'N'- Open, with Notes. The transaction may be partially worked.

(3) 'W'- Worked. A user has put notes against it (either with or without a corrective action) and there is no other action needed.

(4) 'R'- Rejected. A user has annotated notes to the transaction and put it in a Worked status, but the Certifier rejected it. Only a Certifier has the capability to put a transaction in Rejected status.

(5) 'C'- Certified. A user has annotated notes to the transaction and put it in a Worked status, and the Certifier has put the transaction in Certified status. At this time, no other notes can be made against the transaction. EDFR transactions can only be changed to a certified status by an ELSIG, which is authorized to certify an EDFR transaction.

5. The "Transaction Detail" view may be accessed by selecting and double clicking a DFR transaction from Part II, or Part III. This view will display a single EDFR transaction and provide options to view EDFR cycle notes, apply an EDFR transaction status, and apply an EDFR transaction note. Also, The "Diary Entry" button will be available to Preparer ELSIGs. When selected, this button will open the Unit Diary module where a diary entry may be created and applied to the selected DFR transaction. The unit diary English statement is automatically displayed on the Transaction Detail view in the Current User Notes window. The EDFR information (i.e., Cycle Number) is automatically applied to the diary entry's historical statement. All notes added to the transaction are displayed in the window's DFR Notes box.

6. The EDFR transaction status will automatically change to a "Worked" status if a note is applied or a diary entry is reported on a Part II or Part III transaction. The Flag column header will display an 'N' to reflect a worked status. Preparers can change the transaction status from “Worked” to “Open”. The Preparer must select the "Save" button to save all changes and maintain the "Worked" status. The appropriate flag will show in Part II or Part III as 'O' and 'W', respectively. Certifying ELSIGs can change an EDFR transaction status from "Open" to "Worked" if a note is applied to the transaction. Also, they may change and save a transaction status from "Rejected" to "Certified", again if a note is applied to the transaction.

7. Admin RUC's may produce an EDFR for subordinate RUC's. A dropdown box containing the available subordinate RUC's is located on the EDFR Toolbar. By selecting a subordinate RUC from the list, the user will gain access to the EDFR for the selected RUC. If the RUC has no subordinate RUC's, they will not see the dropdown list.

8. Loading the EDFR is accomplished by selecting the "Load DFR" option on the "Tools" dropdown list located on the Toolbar. The "Load DFR" option will load the DFR file to the user's database. The procedures for requesting and downloading the Electronic DFR file are as follows:

a. Once a MCTFS Cycle completes, the user must utilize CICS SELECTION MENU ITEM, ‘TCV RUC QUALIFIED DOWNLOAD’ OPTION ‘E’ DIARY FEEDBACK REPORT (ORACLE FORMAT) the user must input both the 5 digit RUC and 3 digit requested cycle number, i.e., RUC XXXXX CYC XXX. Once submitted, a data set will be created that contains the Electronic Diary Feedback Report (EDFR) cycle information. Contact your local MISSO to obtain the correct dataset name.

b. Download procedure for the EDFR mirrors the procedure for the TRECON process with the exception of the data set name.

9. The EDFR can also be accessed via the Toolbar, under the "Tools" dropdown list;

a. Export DFR Notes. Exported DFR notes may be loaded into another computer’s UD/MIPS database.

b. Import DFR Notes. Used to import previously exported DFR notes.

c. Functional Areas of Responsibility (FAR). This utility creates a filter of functional areas. A FAR is an entity (individual or section) that performs specific operations and duties; for example, Training Clerk, Joins Section, and Separations Branch. TTC-SEQs associated with that entity's responsibilities are assigned to a user-defined name. This name is later used when the EDFR is sorted or selected by FAR.

d. Work Distribution Definitions are defined by diary number block vice TTC-SEQ numbers. A Work Group is responsible for the transactions that fall under the defined diary number block, for example Diaries 1 through 100.

10. Filing Requirements

a. “Archive DFR” archives a Certified DFR when it is complete. When the DFR is archived, it is stored electronically to a diskette, hard drive or server. The cycle is no longer stored in the database and can no longer be viewed through the electronic DFR module, unless it is not archived. A DFR that has not been archived is recovered into the UD/MIPS database. Its status appears as Closed on the Diary Feedback Report Summary window.

b. “Delete DFR” deletes a DFR from the user's database.

c. “Recover Archived DFR” recovers a previously archived DFR. Recovered DFRs will have a Cycle Status of Closed. Certifying ELSIGs may change this status to Open via the Status/Notes button.

d. The On-line method of retrieving the DFR will no longer exist for Administrative RUC’s, which begin with "45XXX" or "46XXX". Downloading the EDFR data set will be the only method available for retrieving the DFR.

e. The DFR will be generated electronically each time a cycle completes processing. If no UD's processed for a cycle, it should be indicated on Part I, and there are no Part II rejected transactions or Part II messages, review the DFR and comply with instructions 12b and 12c below.

f. The CO/OIC or certifying officer will verify the completion of the DFR by electronic signature and date. THIS WILL CERTIFY THAT ALL CORRECTIVE ACTION HAS BEEN COMPLETED.

g. The DFR will be archived and retained for the current year plus one.

h. No requirement exists to print, audit, or otherwise maintain DFR’s or other MCTFS reports for units reported to “zero strength” while the unit remains at zero strength. DFR’s for cycles prior to and including the cycle during which the unit was reported to “zero strength” will be maintained by the parent command. Normal DFR maintenance will resume in the cycle the unit is reported from “zero strength”.

120504. GENERAL INFORMATION ABOUT ADVISORY MESSAGES

1. There are several items related to the MCTFS that must be understood before the RU's can use the DFR effectively. In some cases a statement that is valid and correct will be rejected. The reason usually is because information in the Marine's computer record is not compatible with the new information being reported. The following examples reflect some of the items that can be rejected as a result of the situations indicated above:

a. A statement reporting start of foreign duty pay will be rejected if the individual location does not reflect a duty station that qualifies for foreign duty pay.

b. A statement reporting RTD will be rejected if the Marine's computer record does not reflect an overseas duty station.

c. Report the information required to update the Marine's computer record. The statement should be dated at least 1 day prior to the date of the statement to be corrected. This ensures that it is processed in the proper sequence.

2. Entries reporting the gain or return of individual computer records; for example, JOIN, ATT, JOIN FAP, FR TAD/FAP are designed to work independently. Join entries will be accepted and will remove a computer record from the rolls of the previous RU. Attaching entries will cause computer records to appear on the rolls of a TAD command in a TAD status, even though the TO TAD entry has not been processed. FROM TAD/FAP entries will remove computer records from the rolls of the TAD unit, even though the ATT/TERM entry has not been reported. A transfer/join entry will automatically terminate any TAD/FAP status in the computer record, even though the appropriate "TERM" entries have not been reported. This processing will cause any subsequent entries reported by the TEMP/FAP RUC to fail if reported after one of these transactions has been reported and/or processed out of chronological sequence. For example, the more timely reporting and processing of a FR TAD entry by the parent command will cause a subsequently processed "ATT TERM" entry by the TAD command to fail since that computer record is removed from TAD status and from the TAD command's rolls by the FR TAD entry; a join entry processed prior to a transfer entry from the former command will move the computer record to the gaining command's rolls and generate a "REPORT TRANSFER, JOINED BY XXXXX" message. In this instance, only a transfer entry will process.

3. All codes reported on the UD are automatically verified during cycle processing against various tables (i.e., Tables 01, Tables 71, etc.) that are contained within the computer. These tables contain all valid codes for use in MCTFS and are designed to filter out invalid codes and code combinations. These tables are updated frequently, and it is possible that a code may be changed on the tables before it is changed in MCO P1080.20. Should a reported entry "FAIL TABLES EDIT" and, upon verification against MCO P1080.20, appear to be valid, the MISSO must be notified immediately.

4. Most reported items are edited against other data contained in the CMF to determine compatibility. When a reported entry fails due to incompatibility, it will be returned to the RU's ADR. Accompanying the reported statement in many instances will be the data element that the entry was edited against. This data element will appear following the letters "ED" which does not mean Effective Date, but "Extracted Data."

5. Join. When a join statement is accepted by the CMF, all subsequent transactions will also be processed.

6. Initial Join. When a Marine is being joined at the initial (first) duty station after entry or reentry into the Regular Establishment, it is essential that the statement INIT JOIN (rather than JOIN) be reported. At the time the Marine is joined by the initial duty station, it is possible that the accession record will not have been obtained. If the RU inadvertently reports a JOIN (rather than INIT JOIN), the statement may be rejected because there is no record on the CMF, or because the record is in a separation status from a previous enlistment or period of AD. If this occurs, the join should be re-reported as an INIT JOIN.

7. Transfers. When a transfer statement is accepted, a "due-in" computer record for that Marine is created for the receiving command. The computer record will be available when the receiving unit submits a join entry. Unresolved errors will be automatically forwarded by the system to the new command/unit. These transactions appear on the TRF.

120505. ENTRIES SUBMITTED BY HEADQUARTERS MARINE CORPS.

1. A change submitted by HQMC constitutes authority to change the SRB/OQR of the Marine to whom the transaction pertains. This action must be accomplished to ensure consistency between information in the SRB or OQR and the MCTFS record.

2. There are certain data elements pertaining to officers that are designated as HQMC input only and will not be reported on the UD. These items are listed in paragraph 120405.6.

3. The following instructions relate to HQMC-entered changes:

a. HQMC information shall be recorded in the SRB/OQR of the Marine to whom the transaction pertains, if appropriate. If an authority is required for the SRB/OQR entry, use the DFR cycle number and the action date for the transaction as indicated on the report.

b. Change of station information entered by HQMC that appears does not constitute authority to issue orders or transfer the Marine. All orders information that is entered by HQMC will be followed by official correspondence that will contain all of the information needed to effect the change of station.

4. MCTFS computer programs permit HQMC to forward HIST: statements to RU's requesting verification of suspect data elements contained in the master record. These statements will appear on the DFR. RU's must verify the data element and submit UD entries as appropriate.

5. For some data elements, a complete eight-digit date is not available at HQMC. When this occurs, the HQMC transaction will contain the correct year and month. The day portion of the date will be 01. If the SRB/OQR contains a more accurate date (14 March 1998) the RU will report the correct information on the UD.

6. Below are instructions for reporting individual data elements and certain actions not specifically covered in other chapters. There are reporting codes listed which are provided as a management tool for ease of transition for utilization of the MCTFSPRIM. **The MCTFSCODESMAN is the official authority for codes that will be reported in MCTFS**. Certain data elements in the MCTFS computer record are controlled by HQMC and cannot be changed by field RU's. All discrepancies in these data elements (such as differences between OQR/SRB and BIR/BTR) will be reported to CMC (code indicated below). If the HQMC entry (excluding dates other than the items shown below) reported incorrect information, report the discrepancy to CMC (appropriate code from below) and provide all available information:

a. OFFICERS

DATA ELEMENT	CMC CODE
Active Naval Service Base Date	MMPR-1
Expiration of Active Service	MMOA
Expiration of Current Contract	MMOA
Component Code	MROA
Contract Legal Agreement	MMOA-3
*Permanent Grade	MMPR-1
Date of Permanent Grade	MMPR-1
*Present Grade	MMPR-1
Date of Present Grade	MMPR-1
Pay Entry Base Date	MMSB-10
Additional Military Occupational Specialty	MMOA
Service School Codes (In excess of 12)	MMOA

NOTE 1: *If this item is not in agreement with unit records, first determine if the officer's name appears on a selection list for promotion to the grade indicated. If the name does appear, no further action is required. If the name does not appear on the selection list, request verification of this/these items.

NOTE 2: For other than the initial assignment to AD upon appointment to a commissioned grade, EAS/ECC will be entered by the CMC (MMOA).

b. OFFICERS/ENLISTED

DATA ELEMENT	CMC CODE
Classification and Language Test Score Data	MA

7. Do not alter HQMC-originated transactions by submitting different information on the UD; except erroneous dates, which may be correctly reported if more accurate information is available to the RU (providing the date is not one of the items listed in paragraph 120405.6).

8. MCI enrollments/dis-enrollments/completions will appear on the RU's DFR when reported by HQMC. The unit is encouraged to verify off-duty education bonus points for LCpl's and Cpl's.

120506. FLOW THROUGH HISTORY STATEMENTS (ALL HQMC AGENCIES).

1. HIST: statements may be reported by any RUC at HQMC for the purpose of sending information to a Marine’s present RUC via the DFR. A regular HIST: statement format is used to forward information to the RUC.

2. HIST: statements may also be used to forward a message to a Marine’s CRUC by inserting an action statement before the regular history statement in the format shown below:

```
TTC 436 001        FOR HIST TO CRUC________|HIST:___________|
```

3. The use of this statement will forward the message to a senior reporting command, for example, a message concerning PCS orders for a Marine joined to MAG 14, 2d MAW (RUC 00014) may be forwarded to 2dMAW (CRUC 00201) by inserting 00201 in the CRUC field of the statement. Input of messages to the CRUC vice the RUC to which the Marine is joined is restricted to HQMC 548XX RUC’s.

120507. UNIQUE NOTIFICATIONS RELATED TO REPORTED EVENTS

1. Formal School Completions/Special Skills. The computer record can accommodate an unlimited amount of formal schools/special skills. An English description of the condition will follow the last line. The following **EXAMPLE** is provided:

```
(Statement reported on UD)        01 SCOL RHA COMPL
                                  02 RB163 RBE63 RKR64 CBC65
                                  03 TO166 T5067 T6868 XRH69
                                  04 ABC81 BCA82 CAB83 BAC84
```

2. Not Consistent With Data In Master Record. Some items that appear to be valid are rejected when they are edited against related data within the master record. To assist RU's in deciding how to resolve these errors, the DFR is designed to display the content of the CMR when an entry is rejected because of incompatibility with the CMR. RU's must examine the item that failed and the related information from the CMR to determine which is not correct. The information in the CMR will always appear on the line following the statement that failed and will always be preceded by "ED." The exact identification of the item that follows “EXTRACTED DATA” will be indicated in the English description of the error. The following **EXAMPLE** is provided: **064C9 1 01 ORIG ENTRY 19921214 ED 19921019.**

NOTE: 064C9 states that REPORTED DATE NOT COMPATIBLE WITH DATE OF BIRTH. The DOB in the computer record is 19921019, as shown following the “ED”.

3. Dependent Data. The computer record can accommodate 10 dependents. If an 11th dependent is reported the entry will be rejected. Immediately following this entry on the Advisory Report will be five additional lines, each containing two dependent entries. An English description will follow the last entry. The individual Marine must determine if any of the dependents should be deleted. The following **EXAMPLE** is provided:

```
01   DEPN ADD LS (19710515) 16323
02   WO400307163023LS19910922163023
03   LS580615163023LD19920710163023
04   LD600522163023LS19930201163023
05   LD620704163023LD19890813163023
06   LD640909163023LS19880607163023
```

Advisory message, "CANNOT ACCEPT NEW DATA. MASTER RECORD CONTAINS MAXIMUM. REPORT DELETE AND RESUBMIT LATEST ADDITIONAL ONLY."

NOTE: The dependent information from the record does not contain spaces. The following is provided to aid the RU's when reading this information:

```
                    02  WO  19750307  163  0  23  LS  19920922  163  0  23
Relationship ____________________________________________________
Date of Birth ___________________________________________________

Location (County) ___________________________________________________
Zero will always appear between the county and state ________________
Location (State) ____________________________________________________
```

120508. ENTRIES REPORTED BY ANOTHER UNIT

1. Transactions reported by a Marine's former unit that were processed after the Marine was transferred are not posted to the computer record. MCTFS will automatically forward these transactions to the Marine's future unit.

2. The transactions will be displayed with the English description "DATA ENTERED BY ANOTHER RUC NOT POSTED TO MMS MASTER RECORD. VERIFY/REENTER IF APPLICABLE." Refer to the UD entry that was reported by the former unit.

3. Since these entries have not been posted to the computer record, the RU commander is responsible for resubmitting the entries. SELECT GRADES are very common.

120509. COMMAND UD FEEDBACK REPORT

1. This report is prepared for a command assigned an MCC rather than for a specific RU. The command DFR will contain transactions or messages pertaining to members of the command or to Marines who are en route ("due in") and not yet members of specific RU within the command.

2. A computer-generated message is created when a Marine in a transfer status has not been joined by a RU within 3-5 days after the EDA. Any join entry will resolve an overdue status.

a. When this advisory message is received: "NO JOIN ACTION PROCESSED FR YR COMD FOR THE ABOVE RECORDS(S)", the command the Marine was transferred to (either intermediate MCC or final MCC, as appropriate) will initiate action to determine whether the Marine actually arrived/reported at the command when this advisory was received.

b. The following procedures are required:

(1) Verify orders and endorsements to confirm join (EDA) to the command.

(2) Contact the local DO to ensure the Marine is not being paid locally since the status is UA.

(3) If the Marine is located, ensure that the RU joins or rejoins as appropriate via UD and the local DO is notified.

(4) If the Marine has not reported to the command, the following action must be **immediately** initiated to confirm the transfer and process the Marine to desertion if appropriate:

(a) Refer to the Service Record, orders, modifications, or any other information in order to locate the transferring command.

(b) Originate a message, in the format shown in Figure 12-5, to the transferring command listed on the advisory.

(5) After confirming the transfer and ensuring the Marine is not at the command, the Marine must be administratively assigned to a RU and processed per Chapter 6. If the Service Record is not available, obtained OMPF from the CMC (MMSB-10) per MCO P1610.7.

3. The command DFR's will be annotated indicating the action taken on each overdue Marine, signed by the personnel officer and maintained on file for the current year plus one. A file containing messages, orders, or letters; for example, will be maintained on each suspected deserter until the case is resolved and the name no longer appears on the current command DFR.

4. The command DFR also lists records, which have been recently reaccessed per Chapter 3, for Marines at or “due in” to your command. If a record appears more than once on this report, action must be initiated to resolve the record. If the Marine is onboard, the RU must report an INITIAL JOIN. If the Marine is in the accession pipeline and not onboard, contact CMC (MMSB) for a copy of the Marine's orders and current enlistment contract. After ensuring the Marine was in fact ordered to your command and has not reported, process the Marine per Chapter 6.

120510. MISSING DFRS/REQUESTS FOR ASSISTANCE

1. DFR's that are either lost or destroyed can be reprinted up to 20 days after the cycle date.

2. **The RU will make every effort** to resolve errors and determine the required corrective action. All problems that cannot be resolved locally need to be reported to the MISSO as soon as possible. The MISSO will research the problem and provide assistance to the unit.

RUC: XXXXX

XX/XX/XX
CYCLE XXX

ON LINE DIARY

FEEDBACK REPORT

PART I	DIARY STATISTICS REPORT
PART II	REJECTED TRANSACTIONS
PART III	ADVISORIES/PUREX

ALL APPROPRIATE ACTIONS HAVE BEEN COMPLETED
IN ACCORDANCE WITH MCO P1080.40 (MCTFSPRIM)

_____

SIGNATURE (CO/BYDIR) DATE

Figure 12-4--UD FEEDBACK REPORT

PART I

DIARY STATISTICS REPORT
PART I

```
                      DIARY STATISTICS REPORT                        XX/XX/XXXX
  RUC: XXXXX                                                         CYCLE: XXX
  ********DIARY******* *******DATE****** ********CYCLE******** **TRANSACTIONS***
  NO.   STA ACU DATE   OPENED   CERTIFY  NO. START    FINISH     ACC   REJ   TOT
  00267 PRO   19990331 19990331 19990331 055 19990401 19990402     4           4
  00268 PRO   19990331 19990331 19990331 055 19990401 19990402     7           7
  00269 PRO   19990331 19990331 19990331 055 19990401 19990402     5     1     6
  00270 PRO   19990401 19990401 19990401 055 19990401 19990402    23     2    25
  00271 PRO   19990401 19990401 19990401 055 19990401 19990402     4           4
  00272 PRO   19990401 19990401 19990401 055 19990401 19990402     6           6
  00273 PRO   19990401 19990401 19990401 055 19990401 19990402    17          17
  * * * * * * * * * * * * * * * C O N T I U E D* * * * * * * * * * * * * * * * *

                              PART II
                      REJECTED TRANSACTIONS                          XX/XX/XXXX
  RUC/DSSN: XXXXX             DPI: 16                                CYCLE: XXX
  ---------------------------------------------------------------------------
              DIARY/PAYROLL   EFF      ACT      DO      CYC   ADVISORY   ANALYST
  SSN         NUMBER   DATE   DATE     DATE     RUC     NR     ERROR      CODE
  ---------------------------------------------------------------------------
  XXXXXXXXXX  00269 19990331  19980901 19990331 54870   055      53
  NAME: XXXXX                 XX
  TTC: 378 - DROP SPD KBK1 A RE 00 ED 19980901
  HIST:  ORIG SPD OF KGX2 FAILED TO HARD DROP SNM
  ADC-NR: 1756739 - RPTD DROP OF KBK1 IS INVALID FOR MEMBERS WITH A RESERVE
  OBLIGATION.
  ***************************************************************************
  XXXXXXXXXX  00265 19990331  19990314 19990314 54870   055      N
  NAME: XXXX                  XX
  TTC: 118 - 19990314 EXTENL CANC 03 EXT
  HIST:  RPT TO UPDATE ACDU ECC.
  ADC-NR: 1411735 - EXT MUST BE CANC IN SEQUENCE. MR REFLECTS THIS IS NOT THE
  LATEST EXT.
  ---------------------------------------------------------------------------
  XXXXXXXXXX  00269 19990331  19980901 19990331 54870   055      53
  NAME: XXXXX                 XX
  TTC: 378 - DROP SPD KBK1 A RE 00 ED 19980901
  HIST:  ORIG SPD OF KGX2 FAILED TO HARD DROP SNM
  ADC-NR: 1756739 - RPTD DROP OF KBK1 IS INVALID FOR MEMBERS WITH A RESERVE
  OBLIGATION.
```

Figure 12-4.--UD FEEDBACK REPORT (Continued)

```
                                   PART III
                          ADVISORIES/PUREX                          XX/XX/XXXX
RUC/DSSN: XXXXX               DPI: 16                                CYCLE: XXX
-----------------------------------------------------------------------------
            REPORTING     DIARY/PAYROLL     EFF      ACT      CYC ADV  ANALYST
  SSN       RUC           NUMBER   DATE     DATE     DATE     NR  CODE  CODE
-----------------------------------------------------------------------------
XXXXXXXXXX  00000         00888    19990331 19990313 19990331 055  42
NAME: XXXXXXXX            XX
TTC: WTF - DROP SPD MBK2 H RE 00 ED 19990313
HIST:  MBR DROPPED WITH WRONG SPD OF MBK3 VICE MBK2
ADC-NR: 1521871 - ACDU MUST BE ADJ IN HIST.
*****************************************************************************
XXXXXXXXXX  00000         00888    19990401 19990313 19990401 055  42
NAME: XXXXXXXX            XX
TTC: WTF - DROP SPD MBK2 H RE 00 ED 19990313
HIST:  RUC 54062 RPT WRONG SPD FOR RELAD.
ADC-NR: 1521876 - ACDU MUST BE ADJ IN HIST.
*****************************************************************************
* * * * * * * * * * * * * * * C O N T I U E D* * * * * * * * * * * * * * * *
```

Figure 12-4.--UD FEEDBACK REPORT (Continued)

FROM: (APPROPRIATE ORIGINATOR)

TO: (TRANSFERRING COMMAND)

INFO: MCMCC (IF EN ROUTE TO WEST/MID PAC)

UNCLAS//N01300//

COMMAND ADVISORY REPORT PROCESSING OF OVERDUE TRANSIENTS

A. DFR CYCLE_____DTD_____

B. MCO P1080.40

1. REFS A AND B REFER. FOL PERS LISTED ON DFR AS TRANS TO THIS COMD HAVE NOT RPT:

TRANSFERRING

EDA	RUC	ORDERS	SRB	NAME	SSN
19980902	30312	REQUIRED	REQUIRED	MARINE A B	987654321
19980811	30300	NO	NO	GUNNER B A	876543219

2. REQ THAT YOUR TRANS TO THIS COMD BE CONFIRMED. IF MAR HAS NOT DEPT YOUR COMD REQ THAT A JOIN ENTRY BE SUBMITTED AND THIS COMD ADVISED. IF TRANS TO THIS COMD CONFIRMED REQ FWD COPY OF PCS ORDERS AND SRB AS INDC ABOVE.

Figure 12-5--Sample message To Confirm Transfer of Overdue Transients

SECTION 6: QUALITY CONTROL REPORTS

120600. MCTFS DATA BASE AUDIT

The MCTFS database is routinely monitored by the MISSO-17 and the CMC analysts for erroneous and missing data. When deficiencies are discovered, reports that identify affected records are produced. In some cases, if deficiencies affect a significant number of records, the Kansas City (ITD) can correct them with a MCTFS utility program. In most cases deficiencies must be corrected by the RU. The reports included in this section regard MCTFS deficiencies that must be audited and corrected by the RU.

120601. RESERVE COMPONENTS COMMON PERSONNEL DATA SYSTEM (RCCPDS)

The RCCPDS is a data system managed by the DoD that contains official information from all the Services, including the USMCR. DoD uses RCCPDS data to budget and plan for the Reserve components and to report to Congress on the Reserve component's status. USMCR strengths and 134 different data elements are reported directly into RCCPDS from MCTFS every week. Data reported to RCCPDS must be from 95 percent to 100 percent accurate and complete. To ensure accuracy, the MCTFS database is constantly monitored and RCCPDS data deficiencies identified. Questions concerning any RCCPDS report should be referred to CMC (MIO).

120602. SPECIAL PURPOSE QUALITY CONTROL REPORTS

Occasionally MCTFS deficiencies, not otherwise covered in this section, and requiring immediate corrective action, are discovered. In this event special purpose quality control reports specifying corrective procedures will be mailed to RU's and intermediate level commanders by MISSO-17. The RU's will make the corrections specified upon receipt of the report. Intermediate level commanders will monitor corrective actions and provide assistance, if required.

SECTION 7: TIMELINESS MANAGEMENT REPORT

120700. INTRODUCTION

The TMR is provided to CO's as a **management tool** to assist in the evaluation of unit reporting performance. It is recommended the Personnel/Administrative Officer review the TMR with the CO. **There is no longer a requirement to have the TMR certified or to retain it in unit files.**

120701. TIMELINESS MANAGEMENT REPORT (TMR)

1. Previously known as the DMR, this tool provides the unit commander with information to assist in the analysis of unit timeliness. The timeline for the TMR has been modified to 0-5, 6-15, 16-30, 31-45, 46-60 and 60+ days. The signature block has been deleted.

2. Personnel Reporting Performance Summary. This part of the report displays the total transactions, total timeliness-rated transactions, the timeliness rate, total rejection, and rejection rate, for the unit being reported on for the current month. All on-line Marine Corps averages are also displayed.

a. Total Transactions. This is the total number of time-rated transactions listed below.

b. Time-Rated Transactions. This is the total number of time-rated transactions.

c. Timeliness Rate. This number measures the responsiveness in reporting selected action-dated statements on the UD. The time interval is based on the time from date of action to date certified. The timeliness rate is computed by multiplying the number of entries in each time interval by a weighted value that is decreased by .1 for each succeeding category and dividing by the total number of timeliness-rated transactions. The rate improves as reporting timeliness improves.

d. Total Rejections. The total number of rejections for all transactions.

e. Rejection Rate. The percentage of total rejected transactions, computed by dividing the total rejections by the total transactions.

3. Personnel Reporting Timeliness Information. The personnel reporting timeliness information is a breakout of timeliness-rated transactions by TTC and timeliness category. This report could reveal to the commander those specific transactions that are not reported timely. The format of the personnel reporting timeliness information is displayed below. The timeliness-rated TTCs are specified by their English descriptions. Totals and timeliness rates are given for each TTC and totals for each timeliness category are given for the current month.

a. The timeliness rating is for the statements with the following TTCs: 004, 013, 014, 020, 021, 031, 032, 052, 054, 056, 061, 062, 075, 076, 077, 081, 083, 096, 104, 105, 106, 107, 112, 113, 115 030, 118, 119, 122, 128, 130, 136, 137, 138, 139, 142, 143, 145, 146, 155, 157, 166, 167, 173, 175, 186, 187, 189, 190, 191, 193, 195, 196, 197, 233, 235, 257, 258, 259, 262, 269, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 287, 291, 292, 293, 294, 297, 306, 307, 310, 313, 315, 318, 322, 323, 325, 329, 330, 335, 357, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 371, 372, 374, 375, 378, 381, 384, 389, 390, 392, 394, 397, 398, 401, 440, 455, 456, 457, 458, 460, 461, 462, 496, 497, 498, 773, 801, 835, 841, 910.

b. Non-rated TTCs are as follows:

022, 192, 328, 334, 335, 481, 485, 785, 815, 922.

c. The Reporting Timeliness Rate is computed after timeliness-rated statements are sorted into the following categories:

Category	Definition
0-5 days	Those action-dated statements that are dated between 0 and 5 days before the UD certification date.
6-15 days	Those action-dated statements that are dated between 6 and 15 days before the UD certification date.
16-30 days	Those action-dated statements that are dated between 16 and 30 days before the UD certification date.
31-45 days	Those action-dated statements that are dated between 31 and 45 days before the UD certification date.
46-60 days	Those action-dated statements that are dated between 46 and 60 days before the UD certification date.
Over 60 days	Those action-dated statements that are dated over 60 days before the UD certification date.

d. The reporting Timeliness Rate will equal 1 times the number in the 0-5 days category, plus .8 times the number in the 6-15 days category, plus .6 times the number in the 16-30 days category, plus .4 times the number in the 31-45 days category, plus .2 times the number in the 46-60 days category, plus .0 times the number in the 60+ category, divided by the total number of timeliness-rated transactions. If no timeliness-rated transactions are submitted, then the timeliness rate will be recorded as 100.

e. Those TTCs submitted within 30 days of a join entry (excluding the Join TTC) do not count against the RU’s timeliness rate on the TMR.

TIMELINESS MANAGEMENT REPORT

DATE GENERATED: 14 April 2000, THROUGH CYCLE NR XXX
PERIOD-COVERED: 1-31 MARCH 2000
RUC: XXXXX UNIT TITLE: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
REF: MCO P1080.40 (MCTFSPRIM)

I. PERSONNEL REPORTING PERFORMANCE SUMMARY:

RUC XXXXX	TOTAL TRANS	TIME-RATED TRANS	TIMELINESS RATE	TOTAL REJECTIONS	REJECTION RATE
CURR MO:	314	243	98%	15	5%
PREV MO:	642	460	96%	12	2%
AVERAGE:	723	491	93%	39	5%

THE TMR IS PROVIDED TO COMANDING OFFICERS AS A MANAGEMENT TOOL TO ASSIST IN THE EVALUATION OF UNIT REPORTING PROCEDURES. A REVIEW OF THE TIMELINESS PERCENTAGE AND/OR REJECTION MSG OF EACH TRANSACTION LISTED PROVIDES THE COMMANDER INFORMATION TO ENSURE OPTIMUM INTERNAL CONTROL PROCEDURES CONSISTENT WITH THE UNIT'S TYPE, LOCATION, AND MISSION.

THE MARINE CORPS GOAL FOR UNIT DIARY REPORTING TIMELINESS IS 96%. THE TIMELINESS RATE IS COMPUTED BY ULTIPLYING THE NUMBER OF ENTRIES IN EACH TIME INTERVAL BY A WEIGHTED VALUE. THE REJECTION RATE IS COMPUTED BY DIVIDING THE TOTAL TRANSACTIONS REJECTED BY THE TOTAL TRANSACTINS PROCESSED.

REFER TO THE CURRENT EDITIONS OF MCO P1080.40 (MCTFSPRIM).

Figure 12-6—FORMAT OF THE TMR

TIMELINESS MANAGEMENT REPORT

RUC: XXXXX 1-31 MARCH 2000

II. PERSONNEL REPORTING TIMELINESS INFORMATION

ENG DESC OF TTC	NUMBER OF DAYS BETWEEN EVENT OCCURRENCE AND REPORTING EVENT OCCURRENCE AND REPORTING 0-5	6-15	16-30	31-45	46-60	60+	TOT STMTS	TOT RATE
ABSENCE	6	0	0	0	0	0	6	100%
ACDUTRA	20	0	1	0	0	0	21	98%
CR SUBS	18	0	0	0	0	0	18	100%
DRILLS PAID	183	1	4	0	0	0	188	99%
DRILLS UNPD	1	0	0	0	0	0	1	100%
DU CORRESP	0	0	0	0	1	0	1	20%
JOIN	1	0	1	1	0	0	3	67%
TRANSFER	4	0	0	0	1	0	5	84%
TOTAL TRANSACTIONS	233	1	6	1	2	0	243	98%

EVERY TRANSACTION REPORTED FOR THE MONTH IS NOT INCLUDED BECAUSE ALL TRANSACTIONS ARE NOT MEASURED FOR TIMELINESS.

Figure 12-6 FORMAT OF THE TMR (CONTINUED)

TIMELINESS MANAGEMENT REPORT

RUC: XXXXX 1-31 MARCH 2000

III. PERSONNEL REPORTING TIMELINESS INFORMATION FOR NON-RATED TRANSACTIONS

ENG DESC TTC	NUMBER OF DAYS BETWEEN EVENT OCCURRENCE AND REPORTING 0-5	6-15	16-30	31-45	46-60	60+	TOT STMTS

NO NON-RATED TMR TRANSACTIONS WERE PROCESSED THIS MONTH

THE NON-RATED TRANSACTIONS ARE PROVIDED FOR INTERNAL ADMINISTRATIVE USE AND ARE NOT INCLUDED IN TIMELINESS COMPUTATIONS.

Figure 12-6 FORMAT OF THE TMR (CONTINUED)