

Officer Appointments

CWO3 Chris Bare

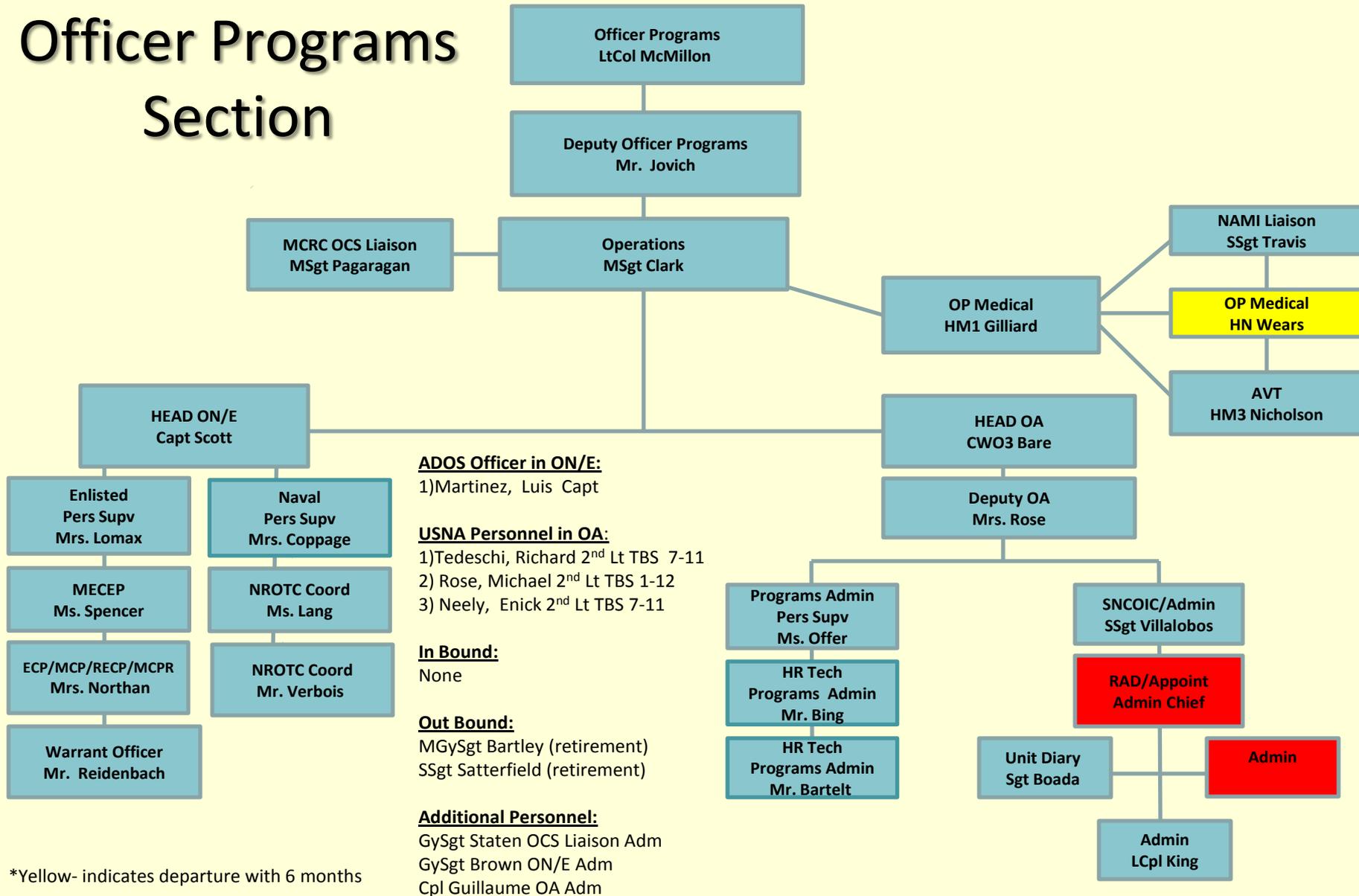
MOI Conference

July 2011

Overview

- Who is OA
- 120-Day Rule (Scroll)
- The Process
- MyPay
- PTAD

Officer Programs Section



OA Contacts

- CWO3 Bare - Head
- Mrs. Rose- Deputy
- SSgt Villalobos– OA Admin Chief
- Ms. Offer – HR Supervisor
- Mr. Bing – RFA Tech
- Sgt Boada – Admin Clerk
- Mr. Bartelt – RFA Tech
- Cpl Guilluame – Admin Clerk
- LCpl King – Admin Clerk

120-day Policy

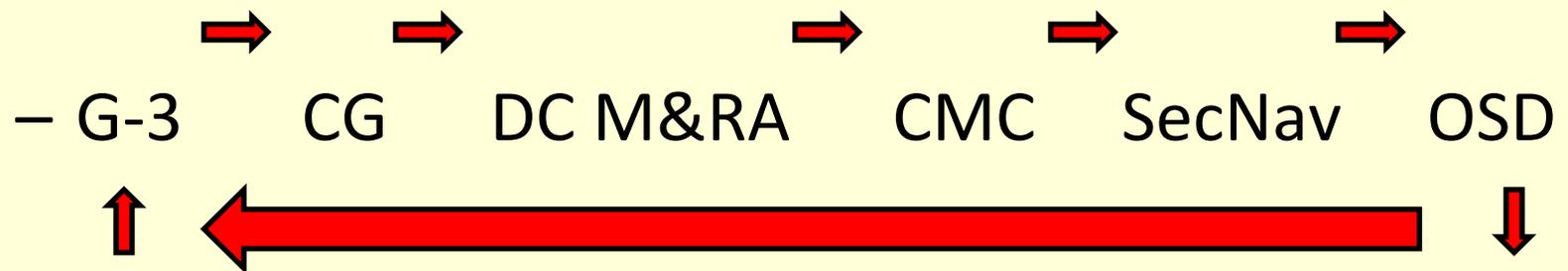
- MOI will submit Request For Appointment (RFA) 120 days prior to requested commission date
- Marine Corps Policy (MCO P1100.73, MPPM)
- CG MCRC FROST Call 014-09

120-day Policy (Why?)

- Candidates must be approved for an appointment by the President of the United States
 - Title 10 USC Sections 531 and 12203
 - Authority delegated to Secretary of Defense
- A candidate “requests” appointment
- CG MCRC nominates by placing on “scroll”

120-day Policy

- Names are pulled from MCRISS quarterly (MCRC ON/E places into MCRISS)
- Scroll is created
- MCRC sends scroll to OSD
- Routed



SCROLL PROCESS

- Scrolls: CG MCRC candidate nominations to the Secretary of Defense
 1. Every officer must be approved for a commission/appointment by POTUS
 - a. POTUS delegated the approval authority down to OSD in 1982
 - b. Regulation is Title 10, Sec(s) 531 and 12203
 2. SCROLL is pulled once a quarter
 3. MCRISS Disposition
 1. Projected Commission Dates must be accurate
 2. Program Category & Program Qualified
 4. The Scroll is generated by OA.
 5. This is the same process that officer promotions follow.
 - a. It takes 45-60 days for the scroll to get approved. Only qualified applicants/candidates are supposed to be scrolled.

All the services are asking that the scroll process be reviewed by the OSD staff. Goal is to eliminate the need for “hard” copy scrolls to be submitted. “Soft” copy would streamline the process and shorten the requirement by ~ 30 days.

WHY IS THE RFA SO IMPORTANT?

- Provides the source documents to verify a candidate/MIDN is mentally, morally and physically qualified to be an officer.
- It is the catalyst for the Marine's Official Military Personnel File (OMPF)

REQUIRED DOCUMENTS

- There are many required documents depending on the candidate's situation but here are a few of the standard documents :
 - **CHECKLIST**
 - ON/E Information Sheet– this document solicits information from the candidate; “yes” answers require additional documents
 - Current and past DD4s (contracts), DD214s, NGB form 22, release orders

REQUIRED DOCUMENTS

- Current service agreement
- Waiver approvals
- Certified copy of birth certificate or verification
- Certified copy of the SSN card (this is on the new checklist)
- BUMED/NAMI
- Test scores
- Clearance letter or JPAS screen showing current and valid security clearance

SPECIFICS

- “YES” answers on the ON/E Information Sheet require explanation and additional documents (police records, drug statements, DD785)
- Documents need to be **READABLE!** If you cannot read them, MCRC will not be able to read them!
- Ensure DD4s are valid, signed and in date order

PRIOR SERVICE

- If a candidate is prior service, all documents used to verify the prior service will be included in the RFA
- DD214s, NGB form 22, release orders, release message, DD4s

MCRC QC Process

- MCRC verifies if the applicant is mentally, morally, and physically qualified to accept a commission
 - Waivers
- RFA source documents reviewed
 - Readable?
 - Missing?
- Prior Service
 - PLC

MCRC QC issues

- Verification of academic status – need official transcripts in the RFA
- Missing DD 4s (enlistment contract) – cannot receive creditable service
- Missing documents that verify a “release” from prior service (DD 214s, NGB Form 22, DD 785)
- Citizenship – must show proof of US citizenship. Cannot receive a security clearance if a dual-citizen.

QC Issues

- “Certified True Copy” – you can only “certify true copy” a copy of an original official document. You must include the name and rank of the officer that is signing the document.
- An unofficial document that is stamped “Certified True Copy” is still an unofficial document that is now certified as unofficial!

QC Issues

- Missing or expired security clearances – verification of approved or “open” security clearance is required in the RFA.
- Verification of security clearance will be the JPAS screen. The screen should contain a case number in order to be valid.

TBS Process

- How does my Candidate/Midshipman get a class?
- 300 maximum load
 - 275 for MCRC (**this number is readjusting for FY12**)
 - 1925 seats possible limited to 1750 mission (FY 11 = 1650 active + 100 reserve slots)
 - 25 for TBS
 - Reservist (careerist/intersvc transfer)
 - RAD
 - Mike Company (Recycles/medical issues)
 - International Officers (normally 6 in each class)

TBS Process

(issues that can affect a class assignment)

- USNA issues
 - Mandatory assignment
- Lawyer issues
 - 10 per class
 - Bar failure goes Ground
- 33 % attrition at OCS (currently lower)
- Medical and Legal issues

TBS Process

- Source
 - MECEP/MCP
 - NROTC
- Program
 - Ground
 - Air
 - NFO
- Requested Appointment Date
- Special Request

TBS Process

- 1A: Oct – **MECEP**, PLC, **NROTC**
- 2B: Dec – Fall OCC, ECP, **NROTC**, PLC
- 3C: Mar – Winter OCC, ECP, **MECEP**
- 4D: Apr – **MECEP**, **NROTC**, PLC
- 5E: May – USNA, **MECEP**, MCP, **NROTC**, PLC
- 6F: Jun – USNA, **MECEP**, **NROTC**, PLC
- 7G: Sep – Summer OCC, **MECEP**, **NROTC**
- **FY12 = No 7-12. This will change FY12 class breakdown. OAWG is on 21 July.**

OA Commissioning Docs Process

- Verify commission date (RFA letter and MCRISS)
- Verify end of contract date based on service obligation
- Create and print NAVMC 763
- Create and print parchment (warrant)
- Create and print orders

OA QC Process

- **Final Screening** (what must happen prior to signing and mailing)
 - Mentally, Morally, and Physically Qual'd
 - Scroll – was he/she scrolled?
 - Documents - are all docs complete?
 - Policies - are there any new policies?
 - TBS - is the MIDN assigned to a TBS class?
 - MCRISS (input is currently completed by ON/E)

Commissioning Docs

- MCRC OA
 - Goal is 30 days for comm docs to be mailed
 - Last minute changes or ETPs prevent the 30 days from occurring which requires administering a commissioning ceremony with scanned or emailed docs.

Commissioning Docs Process

- MOI will audit the NAVMC 763 (Appointment Acceptance and Record) upon receipt
 - Instructions Memo (please read)
 - NAVMC 763
 - Parchment
 - Orders (received if reporting to TBS in the same FY of commissioning)
- Ensure dates are consistent with requested commissioning date
- If commissioning btwn 1 May and 30 June, DOR will always be the same as the DOR for the USNA class that graduates during that year.
- Prior to commissioning, the MOI MUST verify degree completion

Acceptable Proof of Degree/Degree Requirements

- Proof of Degree (POD) must accompany the signed NAVMC 763
- An official transcript, bearing the raised college seal, with a notation of graduation; or
- Certified true, legible copy of the degree awarded; or
- A letter bearing the college seal from an appropriate college official verifying that the applicant has satisfied all degree requirements and will be awarded that degree on a specific date.

Transcript Proof of Degree

examples of “not acceptable” PODs

WAR/REDFOW ST 1618-1793 HIST 4222 3.0 A- 11.1
SOC CONVT/FEMIN/MASCULIN WAST 2020 3.0 C 6.0
ATT 13.0 EARNED 13.0 GPAS 13.0 GPAPTS 36.10 GPA 2.777

----- FALL SEM 2007 BOULDER CAMPUS -----
COLLEGE OF ARTS & SCIENCES HISTORY
GLOBAL CHNG -EARTH SCI GEOG 3060 3.0 B+ 9.9
MILITARY HISTORY HIST 4146 3.0 B 9.0
ETHICS EVERYDAY LIFE 1 PHIS 1010 3.0 A 12.0
MULTICULTURAL HISTORICS WHTG 2020 3.0 B+ 8.9
ATT 13.0 EARNED 12.9 GPAS 12.0 GPAPTS 40.80 GPA 3.400

----- SPRING SEM 2008 BOULDER CAMPUS -----
COLLEGE OF ARTS & SCIENCES HISTORY
SEASIDE/BEACH/ROMAN/CHRS ENGL 3060 3.0 B- 8.1
WAR/SOC-WORLD WAR II ASIA HIST 2222 3.0 A 12.0
REVOL WAR & AMER REPUBLIC HIST 4218 3.0 B+ 9.8
AMERICAN HISTORY NAVY 4101 3.0 A 12.0
AMERICAN POLITICAL SYS PSYC 1101 3.0 B+ 9.9
UT-081
ATT 15.0 EARNED 15.0 GPAS 15.0 GPAPTS 51.90 GPA 3.460

----- SUMMER SEM 2008 BOULDER CAMPUS -----
COLLEGE OF ARTS & SCIENCES HISTORY
MICHEN/CONTEMPORARY LIT ENGL 3060 3.0 B+ 9.9
CLASS GRK POLY THOUGHT HIST 4041 3.0 A 12.0
CIVIL WAR/RECONSTRUCTION HIST 4315 3.0 B+ 8.9
BEGINNING SPANISH 1 SPAN 1010 (5.0) W 8.0
ATT 14.0 EARNED 9.0 GPAS 9.0 GPAPTS 31.80 GPA 3.533

----- FALL SEM 2008 BOULDER CAMPUS -----
COLLEGE OF ARTS & SCIENCES HISTORY
WW II IN ASIA & PACIFIC HIST 4109 3.0 A 12.0
MODERN MIDDLE EAST HIST 4328 3.0 B+ 9.9
1492 TO THE PRESENT
EVOLUTION OF WARFARE NAVY 3161 3.0 A 12.0
WAR/PEACE/STRAT DEFENSE PSYC 3123 3.0 B 9.0
BEGINNING SPANISH 1 SPAN 1010 5.0 C 10.0
ATT 17.0 EARNED 17.0 GPAS 17.0 GPAPTS 52.90 GPA 3.112

----- SPRING SEM 2009 BOULDER CAMPUS -----
COLLEGE OF ARTS & SCIENCES HISTORY
SEN-MODERN EUROPE HIST HIST 3012 3.0 B 9.0
NUTRITION, HEALTH/PERFORM ISHY 3420 3.0 C 6.0
LEADERSHIP AND ETHICS NAVY 4020 3.0 B 9.0
BEGINNING SPANISH 2 SPAN 1020 5.0 B- 13.5
ATT 14.0 EARNED 14.0 GPAS 14.0 GPAPTS 37.90 GPA 2.679

----- SUMMER SEM 2009 BOULDER CAMPUS -----
COLLEGE OF ARTS & SCIENCES HISTORY
SECOND YEAR SPANISH 1 SPAN 2110 3.0 D- 2.1
ATT 3.0 EARNED 3.0 GPAS 3.0 GPAPTS 2.10 GPA 0.700
DEGREE REQUIREMENTS COMPLETED FOR
BACHELOR OF ARTS

DEGREE CONFERRED:
BACHELOR OF ARTS AUG 9, 2009
BOULDER CAMPUS
COLLEGE OF ARTS & SCIENCES
MAJOR: HISTORY

CUMULATIVE RESULTS:
EX HRS CU HRS TOT HRS CRED HRS QDAL HRS QDAL PCT GPA
UNRAID SEM 40.0 95.0 135.0 95.0 190.00 3.953
*** END OF ACADEMIC RECORD ***

Transcript Data STUDENT INFORMATION
Name : [REDACTED]
Birth Date: [REDACTED]
Curriculum Information
Current Program
Bachelor Of Science
Program: Int'l & Comparative Politics
College: College of Arts & Sciences
Campus: Main Campus
Major and Department: Political Science, Government and Justice Studies
Major Concentration: Int'l & Comparative Politics

Transcript type: Web Unofficial Self-Service is NOT Official

DEGREE AWARDED
Awarded: Bachelor Of Science Degree Date: May 10, 2009
Curriculum Information
Primary Degree
Program: Int'l & Comparative Politics
College: College of Arts & Sciences
Campus: Main Campus
Major: Political Science
Major Concentration: Int'l & Comparative Politics

CERTIFIED TRUE COPY

Letter Proof of Degree

example of an acceptable POD



December 15, 2009

To Whom It May Concern:

This is to certify that K. A. B. has completed all requirements for a Bachelor of Arts Degree with a major in Criminology. The degree was officially awarded on December 11, 2009. About six-weeks after the graduation date, Ms. should be able to provide you with a transcript that will verify graduation. Until then, we ask that you accept this letter as verification that graduation requirements have been met.

If I can be of further assistance, please do not hesitate to contact me.

Sincerely,



Beatrice L. Smith
Director of Advising
and Student Services

BLS/kg

Other Issues

- New Lt calling MCRC with questions
 - Chain of Command
- Commissioning documents not returned in a timely manner. Please read instruction memo. If documents are not returned in a timely manner pay will be affected.

Unit Diary Process

- Commissioning Docs Returned
- Signed 763s
 - OMPF *most important*
 - Audited again
 - PROM BR
 - Sent to MMPR-1 for Blue Book and Lineal List
 - OQR
 - Right side of OQR
 - INDIV

Unit Diary Process

- Marine (MECEP, MCP)
 - Reported on UD by MCRC OA
- NROTC
 - MCRC sends to MARFORRES for ECCO Accession
- Filed in RFA
- TRICARE benefits cannot start until MCRC receives the 763 and POD.
- Lt is eligible to get an ID Card after MCRC receives the 763 and inputs into MCTFS
- The Lt should wait 7-10 days before attempting to get an ID Card (applies to NROTC)

Other Issues

- New Lt calling MCRC with questions
 - Chain of Command
- Commissioning documents not returned in a timely manner. Please read instruction memo. If documents are not returned in a timely manner pay will be affected.
- Once commissioned, the Lt continues to report to the MOI until he executes orders to TBS

MyPay Account

- Don't have one, get one
 - <https://mypay.dfas.mil/mypay.aspx>
- Without it – no pay

myPay Web Site - Windows Internet Explorer provided by Marine Corps Recruiting Command

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

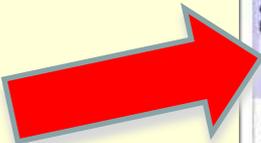
File Edit View Favorites Tools Help

myPay Web Site

myPay 

[Accessibility](#) | [Security](#) | [Privacy Notice](#) | [FAQ](#) | [System Schedule](#) | [System Usage](#) | [Contact Us](#) | [Facebook](#)

Account Access	Important Information	Quick Links																				
<p>Please Enter Login ID:</p> <input style="width: 100%;" type="text"/> <p style="text-align: center;"><input type="button" value="Go"/> </p> <p>Forgot your Login ID?</p> <p>Forgot or Need a Password?</p> <p>If you are a new customer OR haven't established a Login ID, enter your SSN below:</p> <input style="width: 100%;" type="text"/> <p style="text-align: center;"><input type="button" value="Go"/> </p> <p> It's about the customer!</p> <p style="text-align: center; font-size: small;"> Click Here for information on Protecting Your Personal Data </p> <p style="text-align: center;">Read Important Security Information before logging in</p>	<p>Do you need help establishing your Login ID and Password?</p> <p>click here to view step-by-step instructions for changing your myPay login credentials</p> <p>click here to watch the new and improved myPay video on YouTube</p> <p>2010 tax statement availability in myPay</p> <table style="width: 100%; font-size: x-small;"> <tr><td>Retiree 1099R</td><td>Now Available</td></tr> <tr><td>Annuitant 1099R</td><td>Now Available</td></tr> <tr><td>Reserve Air Force, Army, Navy W-2</td><td>Now Available</td></tr> <tr><td>Civilian employee W-2</td><td>January 6, 2011</td></tr> <tr><td>Army Non-Appropriated Fund W-2</td><td>January 11, 2011</td></tr> <tr><td>Army Student Loan Repayment Program</td><td>January 11, 2011</td></tr> <tr><td>Marine Corps Active & Reserve W-2</td><td>January 18, 2011</td></tr> <tr><td>Savings Deposit Program 1099RIT</td><td>January 21, 2011</td></tr> <tr><td>Active Duty Air Force, Army, Navy W-2</td><td>January 24, 2011</td></tr> <tr><td>Travel/Miscellaneous W-2</td><td>January 31, 2011</td></tr> </table> <p>Hot Topics</p> <p>Beware of email Scams</p> <p>Customers should be aware of a scam in which recipients receive an e-mail that claims to come from the Defense Finance and Accounting Service (DFAS). The email states that the customer's password has been established or changed with an attachment that contains malicious software (malware) that infects the intended victim's computers. To avoid malware do not click on any links, or open any attachments. Be vigilant and update your computer with antivirus software and patches.</p> <p>DFAS does send notifications when a Password has been established or changed in myPay from SmartDocs@dfas.mil. Emails from SmartDocs@dfas.mil do not contain attachments of any kind. Ensure that when you receive an email from DFAS that the email is being sent to an email address that you have registered with DFAS.</p> <p>LAST DAY TO FILE FOR RETROACTIVE STOP LOSS HAS BEEN EXTENDED TO</p>	Retiree 1099R	Now Available	Annuitant 1099R	Now Available	Reserve Air Force, Army, Navy W-2	Now Available	Civilian employee W-2	January 6, 2011	Army Non-Appropriated Fund W-2	January 11, 2011	Army Student Loan Repayment Program	January 11, 2011	Marine Corps Active & Reserve W-2	January 18, 2011	Savings Deposit Program 1099RIT	January 21, 2011	Active Duty Air Force, Army, Navy W-2	January 24, 2011	Travel/Miscellaneous W-2	January 31, 2011	<p>DFAS Resources:</p> <ul style="list-style-type: none"> • DFAS - Home • How do I get a new myPay Password? • myPay Assistance and Customer Support • myPay Trained agents • myPay Weekend Schedule • Pay Inquiries, Army Active, Navy (Active/Reserve), Air Force (Active/Reserve/Guard) • Pay Inquiries, Army National Guard • Pay Inquiries, Army Reserve <p>External Resources</p> <ul style="list-style-type: none"> • Adobe Reader • Army Retirement Services Office • RS Withholding Calculator (Form W-4) • Military Compensation - Retirement Calculators • Thrift Savings Plan • TreasuryDirect • United States Air Force - Home • United States Army - Home • United States Marine Corps - Home • United States Navy - Home • Veterans Affairs - Home • Veterans Affairs - Returning Service Members (ORFIOF)
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<p>NOTICE !!!</p> <p>On April 29, 2005, the Under Secretary of Defense Comptroller and the Under Secretary of Defense for Personnel and Readiness signed the new Policy for Electronic Wage and Tax Statements and Leave and Earning Statements. Click here for the Electronic Policy Memo.</p> <p>Effective July 1, 2005, all military members and Department of Defense (DoD) non bargaining unit civilian employees with a customized Password, who access myPay are consenting to receive only an electronic W-2 and Leave and Earning Statement (LES). Click here for more information on Electronic W-2s and LES.</p> <p>1099R Information</p> <p>Effective September 1, 2004, all current myPay military retired users who request or already have a myPay Personal Identification Number (PIN)/Password and access myPay are consenting to receive only an electronic 1099R. They may, however, elect to receive a hardcopy.</p>																						



PTAD for FY12

- There is no PTAD for FY12
 - Affects NROTC and PLC only

TBS Process

- Prior to TBS
 - Audit roster (OA sends out about 45 days prior to class rpt)
 - Orders issued
- Lt reports to TBS (TBS checklist located on TBS website)
- RFA kept at MCRC until TBS complete
- MCRC forwards to MMSB for creation of OMPF

OA Contact

- Phone
 - DSN: 278- 9439, 9440, 9441, 9449, 9450, 9451
 - Commercial:
 - (703) 784- 9439, 9440, 9441, 9449, 9450, 9451
 - FAX: (703) 784-9689
- Mail:
 - Commanding General
 - Marine Corps Recruiting Command (OA)
 - 3280 Russell Road
 - Quantico VA 22134

Questions?