

PERSONNEL ACCOUNTING SYSTEM

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PERSONNEL ACCOUNTING SYSTEM

PART A: REGULAR ESTABLISHMENT

SECTION 1: INTRODUCTION

16000 MARINE CORPS PERSONNEL ACCOUNTING SYSTEM

1. The U.S. Marine Corps Personnel Accounting System (PAS) is a system of standard procedures established for the reporting, recording, maintenance, and dissemination of military personnel information and statistics.

2. The present system is based on the precept of singular reporting; i.e., the principle that an item of information need be reported into the system only once and it will thereafter be available for most requirements relating to personnel, supply, or financial management.

16001 THE PERSONNEL ACCOUNTING SYSTEM AS A MANAGEMENT TOOL

1. To ensure effective personnel management, timely and accurate information must be available to all levels of command. Employing modern data processing methods and equipment, the personnel accounting system functions as a management tool, gathering and processing the data essential to the many management programs needed to plan for and maintain an efficient organization in the field and in reserve.

2. Use of the system information at Headquarters, U.S. Marine Corps includes: planning and execution of functions of procurement, training, distribution, assignments, classification, promotion, and separation of military personnel; preparation of budgets; procurement and distribution of supplies; and recording in permanent form, historical data of the Marine Corps.

3. For other levels of command, the system provides a source from which personnel information may be derived. Each level of command should, to the maximum extent practical, acquaint itself with the capability of the PAS to

provide personnel data for command use.

16002 ACCOUNTING ESTABLISHMENTS

1. For personnel accounting purposes, the Marine Corps is composed of two accounting establishments; namely:

a. THE REGULAR ESTABLISHMENT which consists of all personnel on active duty, including Reserve component H, K, and Q personnel on initial period of active duty for training; but excluding all other Reserve component personnel on active duty for training or on temporary active duty.

b. THE RESERVE ESTABLISHMENT which consists of all Ready, Standby, and Fleet Marine Corps Reserve personnel not on active duty; and all Reserve component personnel on temporary active duty or on active duty for training, except those Reserve component H, K, and Q personnel on initial period of active duty for training.

16003 ORGANIZATIONAL STRUCTURE

1. Reporting Units

a. Reporting unit is a term used to denote a unit diary-submitting activity. The reporting unit, usually established at the lowest administrative echelon at which service records are maintained (company, battery, squadron), maintains and reports personnel accounting information as pertains to individuals on the rolls of that activity. The Commandant of the Marine Corps determines the echelon at which reporting units shall be established.

b. Commanders of reporting units of the Regular Establishment are responsible for:

(i) The accurate and timely reporting of required personnel accounting information;

(2) The preparation of the system reporting document -- the Unit Diary (UD);

▶ (3) The reporting of data as required by "purification notices."

(4) The audit of the system personnel roster -- the Monthly Personnel Roster (MPR).

2. Intermediate Commands

a. An intermediate command is any echelon other than Headquarters Marine Corps which exercises administrative supervision over reporting units. Examples are: battalions, regiments, divisions, air groups, air wings, or other activities where several reporting units exist within a command.

b. Intermediate commands operate within the overall system as agencies of control and supervision, and are responsible for the punctual and efficient execution of system directives by reporting units under their administrative jurisdiction.

▶ c. By proper utilization of copies of unit diaries, and personnel rosters available from reporting units, and copies of reports and rosters available by request to the commander exercising personnel accounting jurisdiction, most personnel data required by intermediate commands is available

without further recourse to the reporting units.

3. Personnel Accounting Jurisdiction Commands

a. Commanders of certain designated commands which have automatic data processing capability (a data processing installation) are said to exercise personnel accounting jurisdiction. Although commanders assigned personnel accounting jurisdiction exercise administrative control and technical direction with respect to personnel accounting matters over the reporting units and intermediate commands within the jurisdiction, the assignment does not have any implications with respect to military command.

b. The assignment of personnel accounting jurisdiction carries the responsibility of requiring prompt and accurate reporting from reporting units within the jurisdiction, for the timely and correct consolidation and submission of personnel accounting information to the Commandant of the Marine Corps, and for the dissemination of system data as may be requested by intermediate commands and reporting units. The commander exercising personnel accounting jurisdiction is authorized and directed to take corrective action in cases of failure on the part of units to comply with reporting requirements.

c. Commands of the Regular Establishment are assigned personnel accounting jurisdiction as follows:

<u>Command</u>	<u>Activities Under Accounting Jurisdiction</u>
Commanding General Marine Corps Base Box # 17 Camp Lejeune, NC 28542	<ol style="list-style-type: none"> 1. FMF Atlantic (Air & Gnd) 2. MCB, Camp Lejeune, NC 3. MCS, Quantico, Va 4. MCAS, Quantico, Va 5. MCABs, Eastern Area 6. MCRDep, Parris Island, SC 7. HqBn, Hq, U.S. Marine Corps 8. MarSptBn, NSG 9. MB, 8th & I Sts., S.E. WASHDC 10. Marine aviation detachments 11. MARCORSup Acty, PHILA 12. MCSC, Albany, Ga 13. Security Forces, CONUS, East 14. Security Forces, Overseas, Atlantic 15. Marine Detachments Afloat, Atlantic 16. Staff & Flag Allowances, Atlantic 17. Landing Force Training Unit, Atlantic 18. H&HSqdn, and MARTDs, MARTC 19. Hq, and I&I Staff diary accounts of 1st, 4th, & 6th MCDs 20. Recruiting Station diary accounts which usually send recruits to MCRDep, PISC
<u>Command</u>	<u>Activities Under Accounting Jurisdiction</u>
Commanding General (For DPI #3) Marine Corps Base Camp Pendleton, Calif 92055	<ol style="list-style-type: none"> 1. FMF Pacific (Air & Gnd) 2. MCB, Camp Pendleton, Calif 3. MCB, Twentynine Palms, Calif 4. MCABs, Western Area 5. MCAS, Kaneohe, Haw 6. MCRDep, SDIEGO 7. MCSC, Barstow, Calif 8. MB, NS, TI, SFRAN 9. USMC Comp, NavAdvGru, Korea 10. Security Forces, CONUS, West 11. Security Forces, Overseas, Pacific 12. Marine Detachments Afloat, Pacific 13. Staff & Flag Allowances, Pacific 14. Landing Force Training Unit, Pacific 15. Hq, and I&I Staff diary accounts of 8th, 9th, 12th & 14th MCDs 16. Recruiting Station diary accounts which usually send recruits to MCRDep, SDIEGO

4. Headquarters, U.S. Marine Corps. The Director of Personnel, Marine Corps, under the direction of the Commandant, is responsible for the administration and management of the Personnel Accounting System. All correspondence relating to the system will be addressed to the Commandant of the Marine Corps (Code APB).

16004 HOW THE PERSONNEL ACCOUNTING SYSTEM OPERATES

1. The overall system consists of those processes whereby personal and military items of information from basic service records and related administrative papers are reported to a data processing installation (DPI). There, the information is processed into punched card and magnetic tape records. From these data processing records, detailed and summary reports and records may be quickly and accurately produced.

2. Reporting Personnel Data

a. From information entered in service records and other official papers, reporting units of the Regular Establishment prepare an IRC for each Marine shortly after his initial entry in the Marine Corps. The IRC is considered to be the basic work record of the PAS, for it is used to establish in the system, most of the personnel accounting information about the individual for which prepared.

b. The unit diary is a day-by-day record of occurrences to the reporting unit and its personnel. It is the basic source document of the PAS, and as such, must report all gains and losses to the system, as well as all changes to previously established personnel accounting information. As changes occur in a Marine's status, they are entered in the service record, on the IRC, and are then reported on a unit diary.

3. Processing the Data

a. At the DPI, information on the source documents is audited, converted to code as required, and recorded in punched card form. The cards provide the computer center with input data for the performance of magnetic tape file processing, the result of which is the creation of new or updated personnel accounting tape records. A copy of each new or updated record is forwarded to Headquarters Marine Corps, where the master Regular Marine Corps tape file is maintained.

b. At Headquarters Marine Corps, the master magnetic tape file is used to prepare numerous reports of personnel information and statistics for use by agencies within the Department of Defense, Department of the Navy, and Headquarters Marine Corps.

4. Audits and Controls

a. Although modern accounting techniques and equipment are employed throughout the system, mistakes are made in the reporting and processing of the personnel information. To prevent these errors from building up, methods of control have been established at every level within the system.

b. The reporting unit commander is charged with the responsibility of ensuring that the basic documents from which PAS information is derived, are correct; that personnel performing administrative duties are properly trained and adequately supervised, and that these personnel are impressed with the importance of knowing and carrying out all PAS directives; that late reporting is minimal; that careful audit of the personnel roster is made and that necessary corrections are reported promptly; and that the content of the IRC is maintained current.

c. Upon receipt of system documents at the DPI, members of the staff of the commander exercising personnel accounting jurisdiction subject the information to additional audits and checks to ensure that reporting is in

accordance with current instructions and that reported information appears to be valid. The reporting unit is advised of discrepancies for submission of correct information.

SECTION 2: INDIVIDUAL RECORD CARD

16025 DEFINITION

1. The Individual Record Card (IRC) is a summary card reflecting specific information used in the PAS. It is considered the basic worksheet of the accounting system in that it is used to establish the majority of items of personnel information.

16026 PURPOSE

1. To provide reporting units and intermediate commands a standardized visual file of data on personnel under their jurisdiction. The IRC serves as a unit locator and ready reference file of personnel data to reduce the necessity for continual searching through service records.

2. To provide an initial source of information from the reporting unit to the data processing installation.

3. The IRC file may serve as a basic work record from which pay record and service record book entries are kept current.

16027 FORMAT

1. The IRC is designed for use as a visual file and for extraction of personnel data at the data processing installation.

2. The original is a single leaf 8-by-10-inch card form with a single manifold (flimsy) copy and carbon attached as a snap-out. The snap-out copy is for the DPI. Additional copies as required for intermediate commands may be prepared by adding carbons and NAVMC 10447a-PD forms behind the snap-out form at time of preparation.

3. The original of the IRC has three sections:

Information Section--Front

Occurrences Section--Back

Other Information Section--Back

4. The DPI copy and the NAVMC 10447a-PD forms have an information section only, since the history of occurrences is not required at echelons furnished these copies.

16028 WHEN PREPARED

1. Individual Record Cards will be prepared in accordance with MCO P1000.5, Standing Operating Procedure (SOP) for Employment of Embossed Metal Plates in Marine Corps Personnel Administration.

16029 PREPARATION

1. The initial preparation of the information section of the IRC will be accomplished on a typewriter with black ribbon, except that in situations where no typewriter is available, entries may be printed in black ink or black pencil. Each block of the IRC must be completed; paragraph 16082 provides the necessary instructions concerning the entry of information by individual block number. If the information pertaining to any block is known to be "none" or "not applicable," enter a zero. Whenever the instructions state that an item is to be inserted for a specified category such as "enlisted only" or "reserves only," a zero must be entered for all other persons. Should an item of information be unknown at the time of preparation, enter the abbreviation UNK. When determined, report the data by unit diary entry.

a. The items of information will be placed as near the top of each block as possible, except that items of standard identifying information (Grade, Name, Service Number, Component/Class, and Primary MOS) will be placed in the lower portion of the blocks involved so as to be visible upon insertion of the card in the IRC file book. Official abbreviations may be used when making block entries.

b. Changes or corrections may be made by black pencil; do not prepare a new card merely because an item is to be changed or because an error is noted. Changes may generally be made by lining out (if typed) or erasing (if penciled) the old entry and inserting the new information in its place.

c. Certain commands are authorized to prepare IRCs by flexowriter. This method causes certain items to be printed in the shaded portion of the original copy. This printing should be disregarded.

d. Some IRC blocks do not require entry of data. These blocks may be used by reporting units to record items of local interest. However, the DPI copy must be detached before any such information is inserted on the original copy.

16030 USE--MAINTENANCE-- FORWARDING

1. The IRC's will be kept in metal file books which contain card pockets affixed to trunnion wires. The folded IRC is inserted into the card pocket with the standard identifying line of the IRC visible through the plastic strip on the lower edge of the pocket.

2. The IRC's will be filed in groups, as follows: Marine officers, Marine enlisted, other Armed Forces officers, followed by other Armed Forces enlisted; and within each group, the IRC's will be arranged in alphabetical sequence. In processing changes to IRC's the clerk removes the appropriate IRC from the file and writes or types in the occurrences section, the date, the diary entry to reflect the change in the system, and the diary number on which the entry will be shown. These IRC's are then set aside for use in preparing the next unit diary. After the unit diary is proofread, changes affecting the information section of the IRC's will be posted thereto.

3. The administrative chief must ensure that all papers effecting changes in reportable items are routed to the clerk in charge of IRC and unit diary preparation.

4. Plastic tabs of different colors are available for attaching to IRC's in order to indicate such categories as unauthorized absentees, sick, persons on TAD, etc. In this manner, totals of personnel not available for normal duty may be determined for strength reporting.

5. The other information section may be used to record such data as home address, barracks billet, telephone number, etc.

6. When personnel in the Regular Establishment are transferred, the IRC is removed from the file, the loss remark entered in the occurrences section, and the IRC is inserted under the front cover of the service record book or officer's qualification record and forwarded as part of the service records. In order that the unit may have a record for making the loss entry on the unit diary, and a convenient index of former members, a "skeleton" IRC or other record card may be prepared for use in diary preparation and eventual insertion in the "dead" file. This "dead" file card should show "standard identifying information" and the transfer in each case. When personnel are separated from the service, released to inactive duty or service records are forwarded to Headquarters Marine Corps, the IRC may be moved to the "dead" file after unit diary preparation.

7. Upon receipt of the IRC, the joining unit must carefully check each item of the IRC against the service record and make necessary corrections or changes. The joining remark on the unit diary should include any changes or corrections to the IRC as a result of this audit. Reporting units joining not chargeable students at formal schools may delay this audit a maximum of 15 days.

16031 ALPHABETICAL LISTING OF IRC BLOCK TITLES

1. <u>TITLE</u>	<u>IRC BLOCK NO.</u>	<u>PAGE NO.</u>
BAQ ENTITLEMENT	19	16-49
BILLET MOS	24	16-51
CITIZENSHIP	61	16-61
CIVILIAN EDUCATION	10	16-46
COMBAT SERVICE	72	16-65
COMMUTED RATIONS/SUBSISTENCE ALLOWANCE	18	16-48
COMPONENT/CLASS	56	16-61
▶ CONTRACT/LEGAL AGREEMENT	44	16-57
COUNTY HOME OF RECORD	35	16-56
CURRENT JOB DESCRIPTION	26	16-53
DATE ARRIVED U.S. DEP NOT PRESENT (ENLISTED)	71	16-63
DATE ARRIVED U.S. OSEAS DEP AUTH (OFF ONLY)	65	16-62
DATE ARRIVED U.S. OSEAS DEP NOT AUTH (OFFICER)	71	16-63
DATE CURRENT ACTIVE DUTY BEGAN	74	16-65
DATE CURRENT TOUR BEGAN	30	16-54
DATE FORM COMPLETED	81	16-66
DATE OF BIRTH	34	16-55
DATE OF ENLISTMENT	39	16-56
DATE OF PRESENT RANK	46	16-58
▶ DUTY LIMITATION	43	16-57
EXPIRATION OF ACTIVE SERVICE	20	16-49
EXPIRATION OF OBLIGATED SERVICE	15	16-47
EX-PRISONER OF WAR	73	16-65
FIRST ADDITIONAL MOS	52	16-59
GRADE	53	16-59
INCENTIVE PAY FOR HAZARDOUS DUTY INITIALS	32 2	16-55 16-44a
LAST OVERSEAS TOUR FMF	85	16-66
LENGTH OF CURRENT TERM	40	16-56
MONITORED COMMAND	21	16-50
NAME	54	16-59
PAY ENTRY BASE DATE	9	16-46
PERSONNEL ALLOCATION PLAN	23	16-50
PRIMARY MOS	57	16-61
PULHES	48	16-58

1. <u>TITLE</u>	<u>IRC BLOCK NO.</u>	<u>PAGE NO.</u>
RACE AND SEX	59	16-61
RELATIONSHIP, LOCATION, YR OF BIRTH OF DEP	87-131	16-66
RELIGION	41	16-57
REPORTING UNIT CODE	7	16-45
ROTATION TOUR DATE	25	16-51
SECOND ADDITIONAL MOS	45	16-58
SECURITY INVESTIGATION COMPL	3	16-44a
SECURITY INVESTIGATION TYPE	4	16-45
SERVICE NUMBER	1	16-44a
SERVICE NUMBER	55	16-60
SPECIAL AND PROFICIENCY PAY CATEGORY	28	16-54
STATE/COUNTRY HOME OF RECORD	37	16-56

All other blocks require no entries and may be used for recording items of local interest (see subpar. 16029.1d).

SECTION 3: UNIT DIARY

16050 DEFINITION AND PURPOSE

1. The unit diary is the reporting medium for the day to day history of the unit and its personnel, and serves as the permanent historical record of the unit in the Archives of the United States.

2. One of the basic purposes of the unit diary is to record changing information on units and individuals of the Marine Corps so that this data may be used in personnel accounting. All personnel assigned to the military jurisdiction of a unit will be accounted for by the unit diary. Changes of status or additions to existing records will be recorded and described on the diary.

3. Another purpose of the unit diary is to furnish military pay information to disbursing officers. Detailed instructions for reporting these data are contained in section 5, part A, of this chapter.

4. After preparation, the unit diary is distributed as follows:

a. Original and yellow copy to DPI. The DPI will forward the original to Headquarters, U.S. Marine Corps (Code DGH-1), where it will eventually be microfilmed for filing in the Archives of the United States. The yellow copy will be retained at the DPI.

b. Pink copy retained as reporting unit file copy.

c. Two copies to disbursing officer.

16051 FORMAT OF THE UNIT DIARY

1. The diary is divided into four sections; namely,

a. Heading--where basic identification of the document is indicated.

b. Body--where actual events and status changes are recorded.

c. Strength section--where balances of strength categories and the reporting unit numeric code are entered.

d. Authentication section--where the officer responsible for the accuracy and submission of the diary signs his name.

16052 UNIT DIARY PREPARED BY

1. The unit diary is normally prepared by the company, battery, squadron, or similar level of unit which is called the reporting unit. In some cases one reporting unit may be directed to assume the personnel accounting responsibilities for another organization or unit which has no administrative section.

2. At the times required by paragraph 16053, a separate unit diary will be prepared and submitted by or for each of the following units unless exempted specifically by Headquarters, U.S. Marine Corps:

a. Each company, battery, squadron, or separate platoon or detachment of the Fleet Marine Force.

b. Each Marine security establishment.

c. Units designated by commanding general or commanders at:

Marine Barracks, 8th and Eye Sts., S.E., Washington, DC

Marine Corps Base, Camp Lejeune, NC

Marine Corps Base, Camp Pendleton, Calif.

Marine Corps Base, Twentynine Palms, Calif.

Marine Corps Schools, Quantico, Va.

Marine Corps Recruit Depot, San Diego, Calif.

Each separate supply center, supply activity, or forwarding annex.

Marine Corps Recruit Depot, Parris Island, SC

d. Each company, Headquarters Battalion, Headquarters Marine Corps (plus certain special accounts covered in separate instructions).

e. Each troop training unit.

f. Each ship's detachment.

g. Each Marine Corps District will submit Headquarters diaries to account for HqMCD, recruiting service, and officer selection team personnel.

h. Each I & I staff to include regular and EAD personnel assigned.

i. Each Marine Air Reserve Training Detachment to include regular and EAD personnel assigned.

j. Each aviation squadron non-Fleet Marine Force.

k. Each Marine aviation detachment.

l. Each Marine signal detachment PhibForFlag.

m. Such other units, activities, or categories of personnel as may be directed by the Commandant of the Marine Corps.

n. A sub-unit of a company may be organized as a separate reporting unit when a group of persons are detached for duty in a location away from the company for a period of more than 30 days. (See subpar. 16054.10 for instructions as to when a sub-unit can or will be formed.)

3. In unusual circumstances, such as during combat operations, for ease of administrative operations, commands may group administrative personnel of several units and actually prepare unit diaries at one headquarters. Regardless of this grouping, separate unit diaries will be prepared for each of the types of activities listed above.

4. Changes in reporting unit level not authorized herein must be approved by the Commandant of the Marine Corps.

16053 UNIT DIARY: WHEN PREPARED--WHERE SUBMITTED

1. A unit diary will be submitted for each day during which known reportable items occur. Separate diaries are not required to cover changes occurring on non-workdays. In those cases, changes will be reported on a diary prepared the first workday following and dated for the previous day. Example: Occurrences on Friday, Saturday and Sunday may be reported on a diary dated for Sunday and prepared Monday. If desired, a diary may be prepared for each day. A diary is required for "NO CHANGE" days only as indicated below:

a. At least one unit diary per month is required. If no occurrences are reported throughout a month, a diary must be submitted for the last day of the month; enter "NO CHANGE" in the remarks section.

b. A diary must be submitted for the last day of the calendar year; if there are no occurrences, enter "NO CHANGE" in the remarks section.

2. "As of" occurrences are those which have happened on a date prior to the date for which the diary is being prepared. They may represent items about which the reporting unit had no knowledge at the time of occurrence. Such occurrences will be recorded when they become known. Do not attempt to back-date the diary.

3. The diary is prepared for the 24-hour period beginning at 0001 and ending at 2400. The diary will be submitted as soon after 2400 as practicable but not later than 1600 of the first working day following the period to be covered. The only exceptions to the preceding are contained in subparagraphs 16054.12f and 16054.12g and in no case will two or more diaries be prepared to cover different periods of time in the same day. Reporting units located on the same station as the DPI will ensure that their unit diaries are delivered to the DPI by 1600 of the first working day following the period covered; units not on the

same station will place the unit diary in the mail by that time. Commanders having personnel accounting jurisdiction may authorize specific deviation from this time limit in cases of units having an excessive change rate.

4. Submission of unit diaries shall be suspended when a reporting unit is at "zero" strength but not disbanded. At such time as personnel again join that account, diary submission will be resumed. Record of events entries report these occurrences. Upon resumption of diary submission, use the next consecutive number after the number shown on the diary which suspended submission. (See subpar. 16054.13j for special instructions for correction entries of units at zero strength.) Do not start with number "1" again, unless in a new calendar year.

5. The original and the DPI copy of unit diaries will be forwarded, by the most expeditious means available, to the commander who exercises personnel accounting jurisdiction over the reporting unit. When the distance involved requires more than one day for normal mail to reach the command,

airmail will be utilized provided it will result in earlier receipt at the command. Unit diaries are not to be folded for insertion into the envelope. The following information will be entered in the lower left hand corner of the envelope: "RU (here insert RU code) UNIT DIARY."

6. A reporting unit may be transferred from the accounting jurisdiction of one command to another. When this is to occur, the following procedure will be executed: enter a transfer of accounting jurisdiction record of events entry on the diary prepared for the effective date of such transfer, and submit this diary to the command which is losing jurisdiction. An additional copy of this diary shall be prepared and submitted to the command assuming jurisdiction.

16054 UNIT DIARY PREPARATION INSTRUCTIONS

1. The unit diary will be prepared from remarks previously entered in the occurrences section of the IRC's (see subpar. 16030.2). The diary must be prepared promptly, legibly, and accurately.

2. The unit diary will be prepared in quintuplicate. Additional copies for intermediate commands or other purposes should be prepared by inserting carbons and plain white manifold (flimsy) sheets behind the regular sets. Full use should be made of authorized abbreviations (see chap. 17); however, failure to abbreviate shall not be considered an error. Punctuation will be held to a minimum necessary to ensure clarity of the remarks.

3. The unit diary will be typed, using black ribbon. During combat or other circumstances when no typewriter is available, the diary may be prepared with black ink or black lead pencil. See subparagraph 9, below, for other special instructions for units in combat.

4. Heading

a. Enter the short title of the command to which the unit diary is to be submitted; e.g., Lejeune; Pendleton.

b. Enter the date for which the diary is being submitted (e.g., 15 Nov 63); not the date of preparation.

c. Enter the unit diary number. The numbering system consists of the assignment of consecutive numbers, commencing with number "1" for the first diary submitted during each calendar year. The complete number consists of the consecutive number followed by the last two digits of the year (e.g., 1-63). (See subpar. 16054, 12e, for special instructions in cases of redesignation/reorganization.) If a unit is preparing a diary for another unit, the reporting unit code of the preparing unit will be entered in the upper right-hand corner immediately above the diary number.

d. Enter the title of the unit as indicated on the effective table of organization or authority for activation. Sub-units and detachments will include the identity of the parent unit.

e. Enter the title and location of the permanently fixed base or station

at which the unit is assigned at the end of the diary period. Units having no fixed location, such as detachments afloat, will show the actual location at the end of the period covered, or the appropriate Navy or APO Number; "At sea China Sea," "At sea Atlantic Ocean," are appropriate. Names of cities, stations, countries, ports of call, or geographical areas are appropriate locational designators. A unit temporarily away from its regular location, such as a Fleet Marine Force unit on maneuvers, will show the temporary location above the permanent location. Fleet Marine Force expeditionary units will show the general area of operations, such as "Korea," "Lebanon," etc.

f. The unit diary will be classified in accordance with instructions contained in Department of Navy Security Manual for Classified Information (OP-NAVINST 5510.1B).

g. Each page of a multiple page diary shall contain all heading information. The abbreviation "(contd)" shall not be inserted after the diary number on diaries which exceed one page.

5. Body

a. The body of the unit diary is the section in which entries covering reportable items are shown. The actual remark is entered in the "name and remarks" column under the name or names to which it applies.

b. Entries are made under captions as appropriate. All of the captions do not necessarily appear on each diary, but those used will be arranged in the sequence shown below. Captions are typed in capital (upper case) letters. The following captions will be utilized.

RECORD OF EVENTS

EXCLUSIVE ENTRY

CORRECTION (this will always be followed by "SHOULD BE")

CHARGEABLE

NOT CHARGEABLE

ATTACHED

c. Captions will be indented five spaces from the left margin of the

name and remarks column. Double space between the last line of a previous entry and a following caption.

d. Name and service number are the only items of standard identifying information usually needed to identify diary entries for Marine Corps personnel; grade, primary MOS and component/class code need be entered only when reporting gain and loss entries. For other armed forces personnel, record in all entries, name, service number, grade, and component/class code. In the case of Navy personnel only, officer designator code or primary Navy enlisted classification code, as appropriate, shall be entered in the MOS column. Commencing at the left margin of the name and remarks column, enter the individual's surname in capital letters, first name, middle initial(s), and Jr., Sr., II, etc. Multiple-worded surnames shall be entered as one word; e.g., GONZALEZ-LOPEZ, MAC TAVISH, shall be entered as GONZALEZ LOPEZ, MACTAVISH. Names are to be entered under the appropriate captions in the following order: Marine officers, Marine enlisted, other officers, other enlisted. Within each group, the names will be entered in alphabetical sequence.

► e. The remark which tells what change of information is being effected is shown in the "name and remarks" column and is indented two spaces under the name. One remark may pertain to a number of individuals. In these cases, the appropriate identifying information of all the individuals affected

is shown above the single remark. This is called a "group entry." When such a group consists of 10 or more individuals, the use of an attached roster may be practical. (See subpar. 14, below.) Do not use rosters for group entries pertaining to less than 10 individuals, unless prescribed by specific instructions. If an attached roster is used, only the remark would be shown in the "name and remarks" column on the diary with a double space after the last preceding remark. If more than one roster is attached to one diary, each must be consecutively numbered and the remark for each must refer to the roster by number.

f. There may be cases when more than one remark must be shown for one individual or group, such as a change of MOS, a promotion, and transfer occurring at the same time. These remarks should be placed one after another under the names of individuals affected. This is called a "multiple entry." An individual's name should never appear more than once under the same caption on the unit diary.

6. Composition of Remarks

a. There are three basic categories of entries--Those pertaining to the reporting unit as a whole, which are called "record of events"; those which correct previously submitted erroneous information, which are called "correction entries"; and those entries pertaining to specific individuals. Entry composition varies widely, but there are certain instructions which apply generally.

b. Use of authorities-- In order that the diary may be a permanent historical record adapted to research, the authority for certain actions must be included in remarks. In showing the authority, refer to the Marine Corps Personnel Manual paragraph, where applicable, and the Marine Corps directive which is the basic authority for the action, as well as the senior authority which identifies the individual by name. Additionally, remarks showing separations from the service will, where applicable, include the U.S. Code and/or Public Law cited in the CMC letter, if any, which pertains to the cause of separation. See section 5, part A of this chapter for authorities required when reporting pay data. Personnel actions for which authority is required to be shown are:

(1) Actions requiring record of events entries.

(2) Appointment to officer grade or termination thereof.

(3) Assignment or termination of duty limitations directed by CMC.

(4) Changes to items on officer's appointment acceptance and record, enlistment contract and record, or record of induction.

(5) Delivery to civil authorities.

(6) Extension of enlistment or cancellation thereof.

(7) Name and service number changes.

(8) Promotion to grades above Cpl.

(9) Reductions.

(10) Separations.

(11) Transfers directed by CMC.

c. Use of dates and time--Date of change will be included in an entry only if the item occurs on a date other

than that for which the diary is submitted--an "as of" date. In these cases the date will be inserted after the initial word or phrase of the entry; e.g., Drop 15Mar60 tr to...When the same remark pertains to a number of individuals, with the exception of dates, a group entry may be utilized by showing the effective date to the right of each individual's name followed by appropriate entry; e.g., "Drop date indicated tr to....." Time of day will be recorded if appropriate. No event will be reported as having occurred at 2400. The time of occurrence will be reported as 2359 or 0001, as appropriate. A time reported alone in the diary is of the diary date. Dates entered in conjunction with other dates will be inclusive. Dates will be recorded as day, month and year; e.g., 15Mar60 or 10-13Mar60.

d. In preparing unit diaries, the primary purpose is to record the facts. Sample personnel accounting entries shown throughout this chapter are intended as a 'guide for reporting data and deviations therefrom are not considered erroneous if the required information is reported. It is not wrong to show more data than required but it is wrong to show less than called for therein. If cases not covered arise, follow the general policies outlined herein and construct a remark which states the facts as clearly and concisely as possible. However, it is emphasized that these instructions apply only to personnel accounting entries. Sample formats as shown in section 5, part A of this chapter must be followed when reporting pay data.

e. Semi-annually, as a result of publication of the MOS Manual change, computer centers will machine prepare conversion rosters listing individuals affected by the published changes. These rosters will be forwarded to units for completion and submission as an "attached roster" in support of the unit diary. If an individual listed on the roster has been transferred or separated, the name will be deleted from the roster, indicating reason for the deletion. The machine prepared listings

will be submitted as an attached roster to the unit diary even though all names appearing thereon may have been deleted. Diary entries will appear as in the following examples:

Chg MOSs of 8 Enl

See Attached Roster

or

Chg MOSs of 0 Enl

See Attached Roster

7. Completing the Strength Balances Section

a. The strength balances section is provided to enable reporting units and data processing installations to balance the effect of strength changes for

the reporting period against the total joined strength of the reporting unit. It informs intermediate commands of the numbers of personnel joined chargeable in each unit and how many of those are not available for duty. It shows the numbers of personnel joined to the unit but not chargeable against the authorized strength of that unit. The terms "chargeable" and "not chargeable" are further explained in paragraph 16079.

b. In the block above the strength titles in this section, enter the reporting unit code number on each page of the diary. This number is obtained from Headquarters Marine Corps by the DPI when a unit is activated.

c. On the line opposite "JD CHG" enter in the appropriate column the

total number of Marine officers, Marine enlisted, other service officers, and other service enlisted who are joined in the unit at the end of the date for which the diary is prepared and who are "chargeable." This is not just the total of those reported joined on that diary.

d. On the line opposite "JD CHG ABSENT-INCAP" enter the totals of personnel included in the first line who were not available for duty for various reasons. For example: sick, UA, TAD, or on leave.

e. On the line opposite "JD NOT CHG" enter the totals of personnel who are joined in the unit at the end of the date for which the diary is prepared and who are "not chargeable."

f. On the line opposite "TOTAL JOINED" enter the totals of all personnel who are joined in the unit at the end of the date for which the diary is prepared. This is the total of the lines "JD CHG" and "JD NOT CHG."

g. On the line opposite "ATTACHED" enter the totals of personnel who are attached to the unit (on TAD from other units or absentees awaiting disposition or certain reservists on active duty for training).

h. The totals entered in the strength balances section must reflect only those personnel who have been reported as joined or attached on the unit diary and who have not been subsequently dropped from the account.

i. A sample computation of strength balances follows: Upon activation totals for each line are determined by an actual count of personnel initially joined to the unit after determining the correct status of each individual. Thereafter, each balance is arrived at by adding or subtracting, as appropriate, the strength changes reported on each diary except leave occurrences for which the diary clerk must make adjustments even though there are no entries shown on the diary. For example, it is assumed that on 1 May a unit has 3 officers and 100

enlisted carried as chargeable, but of these 1 officer and 5 enlisted are on leave, 1 enlisted is hospitalized, 3 enlisted are confined, and 1 enlisted is on temporary additional duty as a student. In addition, the unit carries as joined not chargeable 1 officer and 8 enlisted in a variety of statuses. The strength balances for the 1 May diary are as follows:

MARCORPS

	<u>OFFICERS</u>	<u>ENLISTED</u>
JD CHG	3	100
JD CHG ABSENT- INCAP	(1)	(10)
JD NOT CHG	1	8
TOTAL JOINED	4	108
ATTACHED		

During 2 May, 1 officer joins, chargeable; 1 officer returns from leave; 1 enlisted confined is dropped from chargeable and assigned to not chargeable; 1 enlisted chargeable goes to unauthorized absence; 2 enlisted return from leave; and 2 enlisted not chargeable are returned to duty and made chargeable. The strength balances for 2 May are:

MARCORPS

	<u>OFFICERS</u>	<u>ENLISTED</u>
JD CHG	4	101
JD CHG ABSENT- INCAP	(0)	(8)
JD NOT CHG	1	7
TOTAL JOINED	5	108
ATTACHED		

j. Strength balances will be shown on the last page of multiple page unit diaries.

8. Authentication of Unit Diary

a. The unit diary shall be signed, in black ink, by the commanding officer or officer in charge of the unit for which

prepared; or by a subordinate officer when authorized by the commander or his superior to do so. (The requirements of subpar. 044572-1b, volume 4, Navy Comptroller Manual, apply when submitting copies of the unit diary to the disbursing office.) Inspector-instructors and Marine air reserve training detachment commanders may delegate to an Organized Marine Corps Reserve activity commander, authority to sign the I-I Staff or detachment unit diary during their absence. Diaries may not be signed by a person signing "For" the commander or other authorized signees.

b. Unit diaries which do not affect pay and allowances may be signed by an enlisted member when the unit has no officer on its rolls or when the only officer of an organization is officially absent. When an officer is not on the rolls or when the only officer of an organization is officially absent, unit diaries which affect pay and allowances must be forwarded to the next higher administrative echelon for signature.

c. The name, grade, and component of the commander will be typed on the bottom line of the authentication section. In those instances where the diary is signed by a delegated officer, the name, grade, component, and duty assignment of the subordinate, followed by the words "By direction of" shall appear above the name, grade, and component of the commander; e.g.,

FRED F. FOX Capt USMC CoExecO
By direction of
GENE D. DOE Maj USMC

When an officer temporarily succeeds to command, the name, grade, and component of this officer only shall appear, followed by the word "Acting." When a diary consists of more than one page, the authentication will be reflected on the last page only.

d. The date for which diary is being submitted and diary number, as well as the page number and total number of pages for that diary, will be inserted below the authentication section in the space provided.

9. Special Instructions for Units in Combat

a. Usually an administrative rear echelon is established to keep the records and actually prepare the required personnel reports. In this case, it is necessary for the unit commander to ensure that such reportable items as occur in the area of operation of the unit are submitted to the rear echelon for entry in the records and reports. The rear echelon assembles and coordinates this data and under the limitations of the situation, prepares the required reports as nearly in accordance with these instructions as possible. A special effort must be made to properly record and report all casualty occurrences.

10. Sections of Reporting Unit on Detached Duty (sub-units)

a. When a group of persons belonging to a reporting unit must be detached for duty in a location away from the reporting unit or are otherwise purposely separated from the parent unit for a period of more than 30 days, one of the following arrangements may be made:

(1) Temporary additional duty orders may be issued to the group to attach them to another unit for the period of the detached duty. In this case the unit to which they are attached will advise the parent unit, by letter or by endorsement to orders, of any occurrences regarding the members of the group which should be reported on the parent unit diary.

(2) The group may be transferred within command to another unit with which they will be serving for the period of this duty, especially if it is of extended duration or great distances of travel are involved. In such cases the transfer orders should specify retransfer of the same individuals to their original unit at the termination of the duty.

(3) A sub-unit of the parent unit may be activated as a reporting unit

provided the group is administratively self-sufficient; i.e., has personnel included who are qualified to execute personnel reports and submit unit diaries; or the organization with which the sub-unit is to serve is specifically charged in command orders to be responsible for proper submission of unit diaries for the sub-unit.

(4) Notwithstanding the criteria set forth herein, sub-units may be activated/deactivated, as required, in connection with unit transplacement-type programs.

b. If a sub-unit is activated, the diaries will be prepared as follows:

(1) The title will be shown as "Sub-unit # _____ (name of parent unit)."

(2) Sub-units of the same reporting unit will be numbered in sequence as activated.

(3) A separate unit diary account to include a separate reporting unit code will be established for each sub-unit activated. (For assignment of reporting unit codes, see subpar. 16054.7b.)

(4) If a parent unit has more than one sub-unit activated, any of the sub-units may be deactivated and reactivated and the sub-unit numbers of the others will not be changed.

(5) Reactivated sub-units will retain the reporting unit code previously assigned and, if deactivated and reactivated in the same calendar year, will resume the numbering sequences of their unit diaries.

(6) The persons originally to be included in the sub-unit diary account will be listed in the initial diary of the sub-unit, or on a roster attached thereto, and records of events entry will be made to indicate the activation of the account. A record of events entry will also be shown on the unit diary of the parent unit to reflect the activation and to record the number of

persons originally dropped assigned to the sub-unit. Individuals may move from parent unit to sub-unit and vice versa subsequent to the assignment of the initial group. The terms "Jdasg" and "drop reasg" will be used to describe movements from parent unit to sub-unit and from sub-unit to parent unit on the diary of the sub-unit. The terms "drop asg" and "jd reasg" will be used on the diaries of the parent unit to report such movements. The strength balances section will reflect these changes in the joined lines of the separate diaries. Personnel from other reporting units including other sub-units may be transferred directly to a sub-unit and joined on the sub-unit account without first being joined on the account of the parent unit and then being dropped assigned. Likewise, transfers of personnel may be effected from the sub-unit account of a parent unit to other reporting units.

(7) Individual record cards of personnel assigned to the sub-unit will be separated from the parent unit file and will accompany the sub-unit for maintenance and use in preparation of unit diaries. All movements of sub-units will be reported in record of events entries on the sub-unit diary; other instructions for diary preparation are as for normal reporting units. When the detached duty is terminated and all persons on the account of the sub-unit have been either reassigned to the parent unit or transferred elsewhere, a final sub-unit diary will be submitted reporting deactivation by record of events entry. The parent unit diary for the same date will also record this action by record of events entry, and such entry shall include a summary of the number of persons reassigned to the parent unit on the final day.

c. Sub-units will not be formed:

(1) For periods of less than 30 days.

(2) When temporary additional duty orders would be practical. In this connection, do not form a sub-unit if the parent unit would have to prepare the sub-unit diary.

d. Separate MPR's will be prepared and corrected for each sub-unit. The names of persons on the sub-unit MPR will not be included on the MPR of the parent unit. A copy of the sub-unit MPR may be furnished to the parent unit.

11. Submission of Supporting Documents

a. The following documents are submitted with the unit diary, when appropriate:

Individual Record Card

Enlistment Contract (Except for contracts prepared at Recruiting Stations)

Record of Induction

Agreement to Extend Enlistment

Attached Rosters

b. The duplicate copy of the enlistment contract and related papers, shall be submitted with the unit diary that reports the enlistment. Regular Establishment units effecting the enlistment of an individual in the Marine Corps Reserve not for active duty, are to forward the duplicate contract to the Organized Reserve unit, Marine Corps District Headquarters, or the Marine Air Reserve Training Command, as appropriate. The Regular Establishment unit will not join the individual by reenlistment on the diary in this case.

c. The agreement to extend enlistment shall be submitted as follows:

(1) Execution. The duplicate copy is submitted with the unit diary that reports the extension. The entry shall show the term of extension, the new EAS date, and the authority.

(2) Cancellation. The original copy is submitted with the unit diary that reports a cancellation of an extension agreement. The entry shall include the authority for cancellation and the readjusted EAS date.

d. The indication (IRC ATT), (ENL CONT ATT), (DUP AGR EXT ATT), (CANC AGR EXT ATT), (REC IND ATT), as appropriate, shall be shown on the diary whenever such forms are submitted in support of a diary entry. Normally, the indication should be shown as the last remark of the entry. However, in any case where the indication does not apply to all of the named individuals in a group entry, then separate indications shall be made following the names of those persons for which the term applies.

e. See subparagraph 14, below, for use of attached rosters.

12. Record of Events Entries

a. Record of events entries are required to record basic data concerning the history of the reporting unit or to report actions which equally affect all or a majority of the individuals in the unit.

b. The types of occurrences for which a record of events entry is required are as follows:

(1) Activation of a unit

(2) Redesignation of a unit or command (see subpar. 12e, below)

(3) Reorganization of a unit or command (see subpar. 12e, below)

(4) Whenever responsibility for diary preparation for a unit is transferred from one unit to another (to be shown on diary for which responsibility is transferred)

(5) Transfer of personnel accounting jurisdiction

(6) Attachment of a unit to another command for operational or administrative control.

(7) Unit reassigned to another command

(8) Unit transferred to another permanent station or to expeditionary duty overseas (see subpar. 12h, below)

(9) Unit ordered to temporary additional duty away from permanent station

(10) Unit participation in maneuvers or training exercises

(11) Embarkation, sailing, and/or debarkation of a unit (see subpars. 12f and 12h, below)

(12) Sailing of ship's detachments, flag and/or staff allowances (see subpar. 12g, below)

(13) Engagements in battle (include totals of day's casualties)

(14) Unit or command awarded decoration or citation

(15) Unit reduced to zero strength but not deactivated

(16) Discontinued as a reporting unit but not disbanded

(17) Deactivation of a unit

c. When a record of events entry is required, it will be the first entry in the body of the diary and will be headed by the caption "RECORD OF EVENTS." In those cases where some of the individuals are not equally affected by the record of events entry, an exclusive entry will be shown immediately following the record of events entry. An exclusive entry is headed by the caption "EXCLUSIVE ENTRY," below which is to be typed the required standard identifying information of personnel to be excluded, followed by the remark which describes the reason for their exclusion or which shows the varying data pertaining to these personnel.

d. Sample record of events and exclusive entries:

(1) Deactivation

RECORD OF EVENTS

Deactivated auth _____ All remaining pers less those under excl entry below tr to (unit) auth _____ This is final UD

EXCLUSIVE ENTRY

(List names of those not transferred to unit shown in record of events entry and show unit(s) to which they were transferred)

(2) Transfer of accounting jurisdiction

RECORD OF EVENTS

Pers acct juris tr to CG (command) auth _____ Next UD will be sub thereto

e. The name (title) of a reporting unit may be changed or the administrative structure of a command may be rearranged. Such actions are called "redesignations" or "reorganizations." These actions must be reported by a record of events entry on the unit diary and care must be exercised in regard to the numbering of unit diaries. When a unit is redesignated, the title may change to the extent that the unit could no longer be identified by, or connected with the former title and there exists a possibility that a new unit could be activated in the future under the former title. In such cases, a new reporting code number must be assigned to the unit under its new title and the unit diary numbering sequence must begin again with number one for the calendar year. An example of this is: 1st Evacuation Hospital Co, Fleet Marine Force, redesignated to 1st Separate Surgical Co, Fleet Marine Force. In cases of redesignation where a new diary numbering sequence is required, a record of events entry will be shown on the last diary under the old title and on the first diary under the new title:

(on last day under old title)

RECORD OF EVENTS

Redesig eff (date) to 1st Sep Surgical Co FMF auth _____ This is final UD

(on first day under new title)

RECORD OF EVENTS

Redesig fr 1st Evac Hosp Co FMF auth _____ This is initial UD

On the other hand, a unit redesignation may only involve such a change of title that continuous identity is not

interrupted. In these cases no new diary numbering sequence is required and the statements "THIS IS FINAL UD" and "THIS IS INITIAL UD" are omitted. Example of this is: Co "A," 1st Bn, 6th Mar (Rein), redesignated to Co "A," 1st Bn, 6th Mar. Other occasions where diary numbering continues, although titles change, is upon the occurrence of transplacement battalions shifting personnel accounting in redesignation between units of the 1st Marine Division (Rein) FMF and the 3d Marine Division (Rein) FMF. Example:

(on last day under old title)

RECORD OF EVENTS

Redesig to H&SCo 3dBn 3dMar 3dMar Div(Rein) FMF auth _____

(on first day under new title)

RECORD OF EVENTS

Redesig from H&SCo 1st Bn 1st Mar 1stMarDiv(Rein) FMF auth _____

The headquarters unit of a command which has subordinate reporting units will show redesignation for the command in addition to showing redesignation of the headquarters unit. When reorganization occurs enough information should be shown in the record of events entry of headquarters unit to provide a complete history of changes in the organizational structure of the command; e.g., "MB _____ reorganized auth _____ as follows:

From: (Unit title)
(Unit title)
(Unit title)

To: (Unit title)
(Unit title)
(Unit title)
(Unit title)

All personnel in (show new titles of units) will be carried on one UD pre-

pared for MB _____ RU Code _____ This is final UD."

(Do not use "This is final UD" when UD numbering sequence does not change.)

f. Record of events entries covering embarkation and/or sailing of units other than ships' detachments, flag and/or staff allowances are to record the fact of embarkation, the ship on which embarked, the purpose for which embarked, and/or the sailing date. Units embarked aboard a ship must prepare a unit diary for the day of sailing. This requirement is for the purpose of permitting a later determination of precisely which personnel were on board at the time of sailing. The sailing diary must report all personnel occurrences possible to include those which took place prior to time of sailing. Any reportable personnel occurrences after the time of sailing will be reported on the unit diary for the following day. If all members of the unit embark on the same ship, only the record of events entry is required to report embarkation and in such cases, do not show names on the diary or attached rosters. If some members of the unit remain in the rear echelon, or embark on another ship, the record of events entry is followed by an exclusive entry to account for these personnel. (This exclusive entry may refer to an attached roster of the personnel if there were 10 or more.) If sections, or platoons of the unit embarked on different ships, the record of events entry is made to cover the major portion of the unit which embarked in a single ship and under the exclusive entry will be shown the ships on which the other parts of the unit embarked, using parts of the embarkation roster as attached rosters to the diary if practicable. An example of the last case follows:

RECORDS OF EVENTS

Emb APA _____ and sailed fr MHNC for FMFLant
Mane Caribbean area auth _____
See excl entry below

This covers largest portion of the unit (names not shown)

EXCLUSIVE ENTRY

2 off 16 enl emb LST _____ and sailed fr MHNC for
FMFLant Mane Caribbean area auth _____
See roster #1 att

Smaller groups of the unit
on different ships (names
shown on UD or on attached
rosters)

17 enl emb LST _____ and sailed fr Wilmington NC
for FMFLant Mane Caribbean area auth _____
See roster #2 att

ABRAMS James L 354980
BONSON James Jr 1234984
GREEN Edgar L 398849
Emb USS _____ and sailed fr MHNC for FMFLant
Mane Caribbean area auth _____
SMITH Raymond A 937456
On lv
WILSON Robert C 255762
On TAD

Entry to show personnel
on leave and TAD at the
time of sailing

g. Record of events entries covering sailing of ships' detachments, flag and/or staff allowances are required to record the date of sailing and the personnel who are absent at the time of sailing. If all members of the unit are actually aboard at the time of sailing, do not show their names on the diary nor on rosters attached to indicate those who are actually aboard. The record of events will show "This is a sailing diary. No absentees." If some members of the unit remain ashore at the time of sailing the record of events entry is followed by an exclusive entry to show those who are absent. (This exclusive entry may refer to an attached roster of the personnel if there are ten or more.) Note that this exclusive entry must list all personnel not actually aboard the vessel regardless of whether they have been previously reported in an absence status. The reason for absence will be stated in an abbreviated manner. This diary must also report all occurrences which caused personnel to be absent at the time of sailing even though some of these occurrences would normally be reported on the diary for the following day; e.g., departure for leave on the day of sailing. An example of a sailing diary that reports no absentees follows:

RECORD OF EVENTS

This is a sailing diary no absentees
(Authority is not required for this record of events entry) _____

An example of a sailing diary that reports absence of personnel follows:

RECORD OF EVENTS

This is a sailing diary see exclusive entry below (Authority is not required for this record of events entry)

EXCLUSIVE ENTRY

ECKLER Donald F	1481900
ZOON Peter C	1540984
On lv	
WILKINSON George F Sr	545065
On TAD	
XAVERIUS Lee S	283698
Sk USNH Portsmouth Va	
ZUMM Hight	1531647
To lv commencing (date)	
(To account for personnel departing for leave to commence the following day)	

h. Whenever a unit enters on or returns from sea duty or foreign duty the record of events entry covering such movement will include the notation "To SEADU" or "To FORDU" and "Fr SEADU" or "Fr FORDU." This will pertain to the unit and to all personnel not excluded under the exclusive entry. (Individual entries for entitlement to special pay for sea duty or foreign duty or incentive pay for hazardous duty will be reported on unit diaries as provided in pars. 16077.3i and 16111).

13. Correction to Unit Diaries and Supporting Documents

a. During preparation or at any time prior to submission of a unit diary or IRC, corrections of errors discovered will be made by lining out the erroneous items and inserting the correct information above or after the lined out item on all copies. Do not erase. Such corrections on the unit diary will be initialed by the authenticating officer in the left hand margin.

b. When errors in a unit diary, an IRC, or an MPR are discovered after these records have been submitted, a correction entry will be made on the next diary submitted. Changes in enlistment contracts or other basic records directed by the Commandant of the Marine Corps are not to be considered as matter for correction entries on unit diaries, but will be reported as changes of information in the normal manner.

c. Correction entries appearing on unit diaries will be headed by the word "CORRECTION" indented five spaces from the left margin, followed on the same line, in parentheses, by the reference number of the diary or document on which the error was committed. If it is necessary for a unit which has been redesignated and assigned another reporting unit code to correct a unit diary submitted prior to the redesignation, the former reporting unit code must be included with the reference number of the unit diary to be corrected (e.g., UD #98-60 RU 12450). If the reference is to be a multiple page diary, include the page number on which the entry to be corrected appears. If the error was on an individual record card, insert "(IRC)"; if on a monthly personnel roster, insert "(MPR) for (date)." Enough of the erroneous entry will be shown to identify it, with the erroneous part underlined. This will be followed by "SHOULD BE" on a separate line, indented five spaces from the left margin. On the following line insert the correct information or appropriate explanation of the erroneous entry, underlined. Several corrections to the

same source document can be made under one correction caption; however, leave a blank typing space after each correction entry.

d. Erroneous correction entries

(1) When a reporting unit discovers that a correction entry previously reported on the unit diary is in itself incorrect and the original entry was correct the following procedure will be followed:

(a) Submit a correction entry deleting the previously shown correction entry as erroneous. This entry should also state that reporting of the original entry was correct.

(2) When a reporting unit discovers that a correction entry previously reported on the unit diary is in itself incorrect and the original entry was also incorrect the following procedure will be followed:

(a) Submit a correction entry deleting the previously shown correction.

(b) Submit another correction entry correcting the original unit diary.

(3) When a reporting unit discovers that an individual has a duplicate unit diary joining entry in the same reporting unit, the following procedure will be followed in submitting correction entries:

(a) Submit a correction entry deleting the duplicate "join" entry by including the unit diary number of the duplicate (erroneous) join entry following the word "CORRECTION." Following the words "SHOULD BE DELETED AS ERRONEOUS" add the unit diary number of the initial (correct) joining entry.

CORRECTION (UD #36-66)
15Feb66 Jd fr ServCo ServBn MCB
CamPen

SHOULD BE
Deleted as erroneous Prev Jd on UD
#29-66

e. A corrected copy of a completed diary will be submitted to replace one previously submitted only at the direction of the Commandant of the Marine Corps or at the request of the commander having personnel accounting jurisdiction of the unit concerned. Do not indicate that the resubmitted document is a resubmitted or duplicate copy. See section 5, part A of this chapter for instructions when resubmitting disbursing copies of the unit diary.

f. Corrections to the strength balance discovered after the submission of the diary need not be made the subject of a diary entry. The balance on the next diary to be submitted will include the effect of the correction and an asterisk (*) will be inserted in the box containing the words "GRAND TOTAL." Corrections will be made, however, to cover erroneous dates, numbers or unit designation in the heading of a previous diary.

g. If a unit diary entry is deleted as erroneous, the information which was changed by that entry must be reestablished at the same time.

h. Some sample correction entries follow:

CORRECTION (UD #35-63)
FORMAN Edward M 326182
Ch EOS to 20Dec62

SHOULD BE
Deleted as erroneous reestab
EOS as 14Mar66

JONES James J 1043562 Cpl 0311 A

SHOULD BE
JONES John Edward Jr 1043562 Sgt
0369 A

CORRECTION (IRC)
KERRIGAN Richard T 080420
PEBD shown as 03Feb43

SHOULD BE
03Feb48

CORRECTION(MPR for 31May63)
ROBERSON Willie G 082777

First add MOS shown as "None"

SHOULD BE
0130

i. Section 5, part A of this chapter contains instructions for reporting corrections to pay data on the unit diary.

j. If it becomes necessary to resume diary submission for a unit which is at zero strength for the purpose of reporting correction entries, prepare a diary in the normal manner with a record of events entry stating that submission of unit diaries is resumed for (date) only to report corrections to previously reported information.

k. To report corrections for units which have been disbanded or deactivated, initiate correspondence to the Commandant of the Marine Corps (Code DGH-1) reporting the corrections.

14. Use of Attached Rosters to Unit Diaries

a. Reporting units may save considerable typing time and effort by the use of rosters in the form of transfer orders or other documents which were prepared originally for other purposes. In cases where the same roster applies to 10 or more persons for which an entry or entries are to be made on a unit diary, the roster may be attached to the unit diary as a source of the standard identifying information which would otherwise be required (unless otherwise directed by specific instructions) in the body of the diary.

b. To be suitable for use as an attached roster, the following conditions must be met:

(1) Each page of the roster must be completely legible and suitable for microfilming as a permanent record.

(2) Each page should be of the same dimensions as that of a unit diary or an MPR whenever possible.

(3) Each page must contain the following information: unit title, reporting unit code, consecutive number and date of the diary to which attached, and, if more than one roster is being attached to any one diary, each roster must contain a consecutive number based on the sequence in which shown in the body of the diary. Each page of the attached roster must be page-numbered in the same manner as is the unit diary.

(4) The roster must show the same items of standard identifying information that are required on the unit diary. Whenever possible, the arrangement of the information and the sequence of names should be shown on the roster in the same manner as on the diary. Transfer orders are acceptable as attached rosters provided such orders are prepared in accordance with current directives.

(5) A copy of the roster will be attached to each copy of the diary.

(6) See section 5, part A of this chapter for additional information concerning the utilization of attached rosters for reporting pay data.

c. The entry appearing in the "name-remarks" column of the unit diary will include the remark only, and refer to the attached roster. When such an entry is made, skip one typing line after the previous entry and begin the remark at the left margin, with all subsequent lines also commencing at this margin. Example:

Jd 18 enl fr 1st Recruit Trng Bn MCR Dep
PISC See roster #1 att

When the personnel involved come from more than one reporting unit, it will be necessary to indicate on the attached roster the reporting unit from which each one is joined. In such cases, the remark on the unit diary would indicate only the command from which joined.

d. In the event 10 or more individuals are involved in transfers to different commands but the individuals

are clearly defined on a single document, that document may be used as an attached roster. For example, a command transfers 25 men from one reporting unit to different destinations and all the men appear on one transfer order but in groups according to their destination. The entry would appear as follows:

Drop tr 9 enl to MCB CamLej (MCC)
for du auth _____ EDA _____

Drop tr 10 enl to MB NB NORVA
(MCC) for du auth _____ EDA _____

Drop tr 6 enl to MB NB PHILA (MCC)
for du auth _____ EDA _____

See roster attached

15. Accounting for Flag and/or Staff Allowances

a. Personnel filling billets which are established as flag or staff allowances are identifiable by their monitored command codes and for personnel accounting purposes are joined chargeable for administrative control by a ship's detachment, by a Marine Barracks or Detachment nearest their location, or by Company "B", Headquarters Battalion, Headquarters Marine Corps. If a flag officer has both a flag allowance and a staff, Marine personnel of both will be covered by the same diary entry.

b. The joining or transferring of a flag and/or staff allowance will be cause for a record of events entry to reflect this occurrence to include the allowance monitored command code, the name of the unit administratively joined from or transferred to, and in the case of ships, the location at the time of joining or transfer. Example:

RECORD OF EVENTS

Flag Alw Cdr Carr Div 7 (MCC 496) jd
fr MB NAS ALAMEDA at NAS NORIS

Flag Alw Cdr Carr Div 7 (MCC 496) tr
to MB NAS ALAMEDA at NAS
ALAMEDA

c. Personnel joined or transferred as a member of a flag and/or staff allowance will be shown under chargeable (par. 16077 refers), to include remarks "joined for admin control" and "retain MCC" and the itinerary between units. Example:

CHARGEABLE

Jd fr MB NAS ALAMEDA for admin control asg du with Flag Alw Cdr Carr Div 7 retain MCC 496 27Sep enr Govt Acft fr NAS ALAMEDA arr NAS NORIS 27Sep embarked 0830 at NAS NORIS

Drop tr to MB NAS ALAMEDA (MCC 251) for admin control asg du with Flag Alw Cdr Carr Div 7 (MCC 496) auth _____ at NAS ALAMEDA no trav inv (drop at home port) or (at FLTACT

SASEBO enr Govt Acft fr NAS ATSUGI) EDA (date).

16. Reestablishment of Information Within the System

a. From time to time, a DPI may cause information to be dropped from the data processing records. This may be due to auditing processes or to erroneous system procedures. Subsequently, the DPI will request the reporting unit to "reestablish" correct information in the system for these items. In complying with such requests, the reporting unit will report the necessary information on the next unit diary submitted. Commence the remark with the abbreviation Reestab, followed by the item being reestablished; e.g., Reestab date curr acdu began as 17Apr42.

SECTION 4: SPECIFIC INSTRUCTIONS FOR REPORTING PERSONNEL DATA

16075 GENERAL

1. This section contains instructions for reporting individual personnel information and actions. This section includes:

a. Instructions for reporting gains and losses to the reporting command and to the Marine Corps-joinings (including determination of accounting status), transfers, separations, and attachments.

b. Descriptions of items recorded on the IRC and how to report IRC information on the unit diary.

c. Instructions for reporting into the Personnel Accounting System data not included on the IRC.

16076 GAINS

1. A "gain" is the addition of an individual to the strength of a reporting unit. The gain to the unit may also represent a gain to Marine Corps strength. This would be true in cases of enlistment, reenlistments, inductions, or appointment as an officer. A gain occurs under two conditions as indicated by the individual's status - by joining or by attachment. To determine whether a gain is a joining or an attachment, consider the purpose for which the individual enters the administrative jurisdiction of the command in relation to the following:

► a. Individual would be JOINED if in the following status:

Duty

Initial active duty for training tour - 6-month ADT program Reservist on EAD

Duty under instruction (student)

Awaiting separation (discharge or release from active duty)

Recruit training

Record purposes only

Temporary duty

► b. Individual would be ATTACHED if in the following status:

Temporary additional duty under instruction

Temporary additional duty (TAD)

Apprehended or surrendered absentee or deserter from another command

Reservist on active duty for training or temporary active duty (other than INITIAL period of active duty for training 6-month ADT program)

Endorsement of orders or awaiting transportation to or from United States in connection with leave while regularly joined to an overseas unit or en route from an overseas unit to a unit within CONUS

2. An individual who is to become a member of the unit is joined, while an individual who belongs to another unit is attached. The unit to which an individual is joined is responsible for reporting all occurrences concerning that individual regardless of his physical location. The unit to which an individual is attached must report on the unit diary the fact that he is attached from his parent unit and later that he is detached and returned to his parent unit or other disposition made of him. In addition, any reportable items which involve pay data while on TAD must be reported. (See section 5, part A of this chapter for detailed instructions relative to submitting pay data on attached personnel.) All reportable items which occur to an individual during the time of attachment must be reported to the parent unit by endorsement on the individual's orders or by separate letter. Administrative Action (NAVMC 10274-ADM), may be used for informing parent units of occurrences for attached personnel. When personnel are performing duty

such as on repeated travel orders, the parent unit should ensure that these individuals are instructed to furnish that reporting unit with information necessary to complete unit diary entries.

3. It should be noted that there is a difference between temporary duty (TEM) and temporary additional duty (TAD). A person assigned to a reporting unit in response to temporary duty orders is joined because he is performing a specific duty assignment while in transit between permanent duty stations. A person assigned to a reporting unit in response to temporary additional duty orders is attached because he is already accounted for by his current permanent station. In some cases personnel on change of station orders will be directed to perform temporary duty at a location where there is no Marine Corps reporting unit on rolls of which they could be joined. Orders of such personnel will direct them to forward, upon reporting to the temporary duty location, a copy of orders, with all endorsements, to the command to which they will report upon completion of temporary duty. This command will join them as of the date of reporting at the temporary duty location, and show proceed, delay, and travel subsequent to departure from last permanent station.

16077 JOINING ENTRIES

1. For personnel accounting purposes, the first action a unit can take in regard to a new member is to join him. Nothing can be reported for that individual until he has been joined in the unit "account."

2. A joining indicates that an individual has entered the administrative jurisdiction of the reporting unit and/or command. The individual is considered to have entered the administrative jurisdiction of the reporting unit on the date he reports to the major command for duty. Therefore, the date of joining will be reported as the date following the last day counted as proceed, delay, or travel, as appropriate,

even though processing through the major command to the reporting unit takes more than one day. Do not indicate "awaiting assignment" or "en route from Hq" to account for elapsed time for processing from the major command to the reporting unit. "Entering the administrative jurisdiction of the reporting unit" occurs when:

a. An individual physically reports for duty in accordance with competent orders.

b. Reliable information is received that an individual has been hospitalized, apprehended by civil or military authorities, or died while en route to report in accordance with competent orders.

c. An individual fails to report on the due date specified in competent orders and information mentioned in subparagraph 2b, above, has not been received.

d. A directive of higher authority requires a joining without the presence of the individual.

3. Facts a Joining Entry Must Show

a. Cause. If other than aftertransfer; e.g., Jdreenl, Jd acc appt, and Jdfr des.

b. Dates of joinings

(1) The date of joining is the day after transfer when no proceed, delay, or travel is involved, such as on joinings for record only or joinings within command except as noted in subparagraph 3b(2), below. When a person reports under orders involving proceed, delay, and/or travel time the date of joining is the date following the last day counted as proceed, delay or travel, as appropriate.

(2) In the event a person reports to a unit on the day of transfer from last unit, and the unit to which reporting sails that same day, the joining will be reported on the sailing diary. In this instance the transfer and joining are

reported the same day. The joining entry will indicate the date of transfer from last unit. This procedure will ensure that all personnel actually on board a ship are accounted for prior to sailing. Example:

Jdfr SeaScol MB Norfolk NSyd
Portsmouth Va (tr fr last unit (date))

◆ c. Purpose for which joined

(1) If joined for other than regular or usual duty with the unit; show: Jd stud _____ crs; Jd for dis; Jd recruit.

(2) If joined to serve sentence of general court-martial show normal joining items and the sentence of GCM, including total loss or pay and allowances applies (or does not apply).

NOT CHARGEABLE

Jd 29Nov63 fr HqCo 6thMar 2dMarDiv
FMF CamLej Cnfd SSGCM total loss of
pay and alw applies (or does not apply)
Reestab PEBD to _____ (date)
EAS to _____ (date) Admin Error
Ch PAP line Code to 3 Ch Billet MOS
to O

(3) The purpose for which joined, if other than regular duty with the reporting unit, will enable the analyst at the DPI to establish the proper strength category.

d. Reporting unit from which joined - not just the command. This is to facilitate tracing the individual's history in the permanent files. The reporting unit from which joined is defined as the reporting unit which last joined the individual (include joined for record purposes only) as indicated by endorsement on his orders, even though the service record contains no entries by that reporting unit.

e. Account for the time since date of transfer. This includes proceed, delay, travel, and anytime hospitalized or in hands of civil authorities. If oceanic surface or air transportation is utilized show mode of transportation (i.e., GovtAir, MerAir, USS _____)

embarked upon, the place and date embarked, and date and place of debarkation.

f. Authority for the action is required only in the case of joining by acceptance of appointment or commission as an officer or joining from desertion on authority of the Commandant of the Marine Corps.

◆ g. If the individual is joining for duty in a billet IN the Reserve program (either SWAG or EAD) or for active duty under a SWAG agreement but not assigned to the Reserve program, as indicated by official orders, show "ResProg," "SWAG(ResProg)," or "SWAG" as appropriate, at the end of the remark.

◆ h. If the individual is joining for duty after the successful completion of a period of temporary duty under instruction at a school for which the Commandant of the Marine Corps allocated quotas, the joining entry will reflect a change of MOS if appropriate, if such change was not already accomplished by the last reporting unit.

◆ i. Social security number, date enlisted, pay entry base date. Whenever a Marine is joined at the first duty station after entry into the Regular Establishment, this data must be reported on the unit diary prepared by the first duty station. If the social security number is not known, then date of submission of Form SS-5 must be reported. If the joining occurs as a reenlistment with a break in service of more than 24 hours, the joining remark must include grade to which reappointed, date of rank and authority for reappointment, and clothing maintenance allowance data. Section 5, part A of this chapter contains detailed instructions for reporting joinings at the first duty station after entry into the Regular Establishment.

◆ j. In addition to reporting items noted above upon joining, the following items of information recorded on the IRC are frequently subject to change

as a result of transfer and joining at a new unit:

Subsistence/Commuted Rations

Monitored Command Code

PAP Line Code

Billet MOS

Current Job Description

Special/Proficiency Pay

Incentive Pay for Hazardous Duty

Date Arrived U.S. from Overseas where Dependents were Authorized (officers only)

Date Arrived U.S. from Overseas where Dependents were not Authorized (officers)

Date Arrived U.S. from Overseas without Dependents (enlisted)

Dependents' Location

Rotation Tour Date

The joining remark on the unit diary should include any changes or corrections to the IRC if information is available upon joining. Detailed instructions for submitting changes to items recorded on the IRC are contained in paragraph 16082 of this chapter. See subparagraph 16030.7 for instructions for auditing IRC upon receipt from transferring unit.

4. Normally, persons are joined when they report for duty in person and not upon routine receipt of service records. For example, SSgt Negat is transferred from Marine Corps Base, Camp Pendleton, to Marine Barracks, Washington, D.C. He is authorized proceed time, 15 days delay, and travel time by automobile. His service records are forwarded by mail and will reach Marine Barracks, Washington, D.C., ahead of him. Upon receipt of the service records, Marine Barracks, Washington, D.C., does not join Negat.

He is joined when he reports for duty at the end of his proceed, delay, and travel time. (See subpar. 3b, above.) Any actions that Marine Barracks, Washington, D.C., takes concerning Negat are not recorded on the diary until he is actually joined. The entry would be as follows:

Jdfr HqCo H&SBn MCB CampPen
1-4Feb60 pro 5-19Feb60 Del 20Feb-
3Mar60 trav

5. When persons en route under orders between stations become hospitalized, apprehended by civil or military authorities for alleged offenses, or die, the military activity or organization becoming aware of the facts will notify the command to which the individual was ordered to report. This notification should be made by message, if possible, and furnish all available data including estimated duration in case of hospitalization. Upon receipt of such notification, the command to which the individual was ordered to report will:

a. In case of death, join the individual as of the date of death and drop as died the same date (a composite entry).

b. In other cases, if the due date has not arrived, join the individual and include appropriate data as to status. Appropriate entries for such cases would be:

Jd 15Mar60 fr Co C 1stBn 8thMar
2dMarDiv 11-14 trav Drop 15Mar60
died auto acdt not result of trng
1525 Arroyo Calif

Jdfr Co A HqBn HQMC 1-4Feb60
pro 5-22Feb60 Del ICHA since
23Feb60 at CHGO

Jdfr MB NAD Hastings Nebr 10-15Feb60
trav admitted USNH GLAKES this date

6. When an individual does not report by the due date stated in competent orders and his absence is not accounted for, he shall be joined on the diary for the next day, under the caption "NOT CHARGEABLE," and shown to

CHAPTER 16--PERSONNEL ACCOUNTING SYSTEM

16077

unauthorized absence with information as to proceed, delay, travel time, and commencement of unauthorized absence. At the same time the transferring command shall be contacted for confirmation of orders. Example:

NOT CHARGEABLE

Jd for rec only fr CoA 1stBn 1stMar
1stMarDiv while UA(AWOL) Failed to

comply with 1st MarDiv SO 1-63 1-7
Jan63 Del 8-9Jan63 trav To UA(AWOL)
since 0001

a. If the transferring command states that the orders were canceled or modified to the extent that the individual will not join the command as originally ordered, the joining entry will be deleted as erroneous.

► b. If the orders were not modified or canceled and the individual reports after the date due to be joined and prior to being declared a deserter, he will be reported on the diary prepared for the date of reporting under the caption "CHARGEABLE" or "NOT CHARGEABLE" according to his originally intended status at the command. The remark will include appropriate data as to the termination of absence. Examples:

CHARGEABLE

To chg fr UA(AWOL) 0946surr at comd discp act pending

NOT CHARGEABLE

To not chg awtg sep fr not chg UA(AWOL) surr to SP JAX 1045 del this Bks by SP 1542 discp act pending

► c. If the individual reports after being dropped as a deserter, he will be rejoined from desertion under the caption "CHARGEABLE" or "NOT CHARGEABLE" according to his original intended status at the command. The remark will include apprehension or delivery data. Example:

Jdfr des (show surrender, apprehension or delivery data and disciplinary status)

7. In paragraph 16076, a type of joining "for record purposes only" is listed. Persons in this category are those who are transferred to the unit for administrative convenience while hospitalized, confined, in hands of civil authority, or for other purposes as directed. The joining date in this case is the day after the date of transfer. Example:

Jd for rec only fr MB NAD Earle NJ while sk USNH Bethesda Md

Jd 21Jan60 for rec only fr MB NB NORVA while IHCA Jersey City NJ

► 8. Joining entries are required to re-establish an individual in the PAS upon immediate reenlistment following discharge; upon appointment of an enlisted person as an officer; and upon reversion of an officer to enlisted status.

See paragraph 16081 for detailed instructions concerning these actions.

► 9. Initial Entry Into the Marine Corps

a. When an individual first enters the Marine Corps by appointment as an officer, he is joined by acceptance of the appointment. Example:

Jdby acc perm appt as (grade) USMC (or MCR) to rk fr (date) auth _____ PEBD (date) SSNo _____

b. Entry into the Regular Establishment by initial enlistment or induction, or continuous or broken reenlistment, is effected by recruiting stations only. The unit diary remark will be a multiple entry showing the gain and the transfer to the recruit depot or other station as appropriate. In the case of reservists who are enlisted for immediate active duty, the remark will include the term "asg EAD." Examples:

Jdenl and drop tr 12 enl USMC to MCRDep PISC see roster #1 att (ENL CONT ATT)

Jdenl asg EAD and drop tr 15 enl MCR to MCRDep PISC see roster #2 att (ENL CONT ATT)

Jdind and drop tr 14 enl USMC-SS to MCRDep PISC see roster #3 att (IND REC ATT)

10. Assignment to Extended Active Duty

a. When a reservist is assigned to extended active duty, the first unit of the Regular Establishment to which he reports will include the fact of assignment to EAD in the joining remark together with the date EAD commenced (joining date less authorized travel time taken), and the date of expiration of EAD. This is required to identify this joining as a gain to the enlisted active duty strength of the Marine Corps. Example:

► Jdfr EnlVolRes 8th MCD asg EAD 21Jan60 EAS 20Jan62 21-24Jan60 trav

11. Joinings for Further Assignment or Transportation

a. Persons who report to a Marine activity for further assignment or further transportation while en route between permanent duty stations will not be joined with the following exceptions:

(1) Casuals awaiting assignment or transportation in excess of 10 days from date of reporting will be joined.

(2) Casuals in a disciplinary status will be joined.

(3) Casuals reporting for reassignment from a hospital or who are hospitalized for a period in excess of 10 days will be joined.

b. Endorsement to orders of casuals who report for further assignment or transportation and are not joined must indicate that the individual was not joined on rolls of activity to which reported for further assignment or transportation. This will enable the permanent duty station to report a complete itinerary including time spent awaiting assignment or transportation.

c. Persons who report for further assignment or transportation and are not joined will not be shown as attached.

12. Returns from Desertion

a. Subparagraph 16077.6 sets forth the procedure for joining individuals who fail to report for duty as ordered.

b. When a deserter surrenders or is delivered to the command from which he absented himself, he will be joined with the date of joining as the date he physically reports or is delivered to the original command. The joining remark will include apprehension or delivery data. Example:

Jdfr des fr UA(AWOL) (time & date)
when aprnd by _____ del under
Gd restricted ATL SPCM _____

c. When a deserter surrenders, or is delivered, to a command other than

the command to which assigned prior to commencement of the period of absence and he is issued orders to return to his original command, he will be joined by his original command on the date he physically reports in compliance with the issued orders. The joining entry should show time and place of surrender, delivery or apprehension and account for the time elapsed since surrender, delivery, or apprehension until the individual reports to the original command in compliance with orders. Example:

Jdfr des fr UA(AWOL) (time & date)
when aprnd by _____ issued orders and
transportation to report to _____ not
later than (time & date)

d. When a deserter who was issued orders to report to the command to which assigned prior to commencement of the period of absence fails to report immediately upon completion of the travel as directed by competent authority, he will be joined on the date he was due to report in compliance with issued orders and immediately shown as dropped by desertion as indicated in the following example:

Jdfr des fr UA(AWOL) (time & date)
when aprnd by _____ issued orders and
transportation to report to _____ not
later than (time & date) Drop des UA
(AWOL) since (time & date) when failed
to report in compliance with orders
SR ret

e. A deserter who surrenders or is delivered to a command other than the one from which he absented himself is shown under the caption: "ATTACHED." When a deserter is attached, he will be dropped from attached status if issued orders to return to his original command; or if the Commandant of the Marine Corps directs the command to join him. He will be joined from desertion referencing the Commandant of the Marine Corps' directive and the fact that he had been carried as "Attached." Example:

Jdfr des auth CMC ltr _____ restricted
AOH (Had been att - see UD #75-60)

f. When deserter surrenders or is apprehended at a command other than the command from which he absented himself and is subsequently delivered to another command for joining as directed by the Commandant of the Marine Corps, he will be joined on the date of delivery. Example:

Jdfr des auth_____ Fr UA(AWOL) (time & date) when aprnd by_____ Cnfd (date & place) awtg del under Gd (dates) Enr under Gd (dates)

13. Absentees and deserters who surrender or are apprehended, or delivered to recruiting stations will be attached on the Headquarters unit diary prepared for headquarters MCD personnel.

14. Some sample joining entries follow:

Jd 21Jul60 for rec only fr HqCo HqBn MCS QUANT while sk USNH GLAKES

Jd for dis (or rel fr acdu) fr MD USS SARATOGA

Jd stud Ord Scol fr MB NB NORVA 10-14 Jun60 trav

Jdfr ServCo ServBn MCB CamPen Has been att, see UD #10-60

16078 ATTACHING ENTRIES

1. Persons who report to an activity of the Regular Establishment for one of the reasons shown under "ATTACHED" in paragraph 16076 are reported under the caption "ATTACHED" on the unit diary. This is to verify the person's presence at the unit for purposes of the permanent record, for pay, ration, and billeting information.

2. The caption "ATTACHED" will be the last caption on the unit diary. Remarks shown under this caption will show the reason for the attachment and the reporting unit to which the individual belongs and pay data information as required. When the period of attachment ends, show the purpose completed and fact of return to the parent unit. See section 5, part A of this chapter for

additional instructions for reporting pay data on attached personnel.

3. Sample attaching and detaching remarks:

For TAD stud Ammunition Technician
Crs fr HqCo HqBn CamPen

To 8th Mar 2dMarDiv FMF CamLej
TAD compl (or instn_____ Scol compl)

For acdutra (or tempacdu) fr 9th
MCD

Des (or absentee) fr MCAS CherPtsurr
this post 0915 10Feb60. Ret MCAS
CherPt under Gd

Acduetra compl ret to 9th MCD

4. If a unit moves, such as during maneuvers and personnel are attached to that unit, no remarks are necessary under the caption "ATTACHED."

5. If the orders of a person who is attached are modified to the effect that he is to join the unit, the joining entry will end with the words "had been att _____ see UD# _____."

16079 ACCOUNTING STATUS-- STRENGTH CATEGORY

1. There are two accounting statuses within the Personnel Accounting System, "Chargeable" and "Not Chargeable." Personnel joined chargeable count against the authorized allowance/manning level of the monitored command. (See subpar. 16082.21 for description of monitored command.) Personnel joined not chargeable do not count against the authorized allowance/manning level of the monitored command. Chargeable and not chargeable personnel are further identified in the system by "strength categories" which specifically indicate the nature of the individual's status in the command. Accounting status is indicated upon joining by placing the entry under the caption "CHARGEABLE" or the caption "NOT CHARGEABLE" on the unit diary. Strength category is determined by an analyst at the Data Processing Installation from information shown in the

joining entry. Therefore, each joining entry must indicate purpose of joining if for other than regular duty.

2. To determine the accounting status, consider the purpose for which the individual was assigned to the monitored command in relation to the following:

a. CHARGEABLE--personnel who are assigned to and joined by a monitored command for duty. Chargeable personnel may be in one of the following statuses:

- (1) On duty.
 - (2) Formal school instructor.
 - (3) On TAD in excess of 30 days not as student.
 - (4) On TAD as student (see note).
 - (5) Personnel attending local command schools, on the job training, or assigned duty under instruction on a TAD basis (see note).
- b. NOT CHARGEABLE--personnel in the following statuses:
- (1) Individual Combat Trainee; deferred Individual Combat Trainee.
 - (2) Assigned to aviation replacement unit.
 - (3) Assigned to ground replacement unit.
 - (4) Awaiting trial by or serving sentence of a general court-martial.
 - (5) Recruit.
 - (6) Hospitalized over 30 days while in a unit not combat committed.
 - (7) Hospitalized battle casualty; or as a result of non-battle injury or illness incurred while attached to a combat committed unit.

(8) Joined from another monitored command for hospitalization other than as a casualty.

(9) Joined from another monitored command for separation or retirement.

(10) Joined from another monitored command for administration of discipline.

(11) Joined from another monitored command for further transfer or awaiting transportation to a different monitored command.

(12) In hands of civil authorities over 30 days.

(13) Joined as student (see note).

(14) Awaiting assignment by HQMC after being in a hospitalized status.

(15) En route individually or in a replacement/rotation unit to or from a combat committed unit.

(16) Missing.

(17) Captured.

(18) Missing in action.

(19) Interned.

(20) Six months training or critical skills programs.

(21) Joined to fill billets designated for FMF Personnel Assistance Program.

▶(22) Involuntarily held special or summary court prisoners.

NOTE: Student is defined as attending a school or course of instruction conducted by the Marine Corps or other military or civilian agencies to which quotas are established, obtained and assigned by CMC.

3. Any change in the accounting status of the individual must be reported by unit diary entry; i.e., personnel become chargeable to the reporting unit and to the monitored command if a not chargeable status is terminated while a member of that command; personnel in one chargeable/not chargeable category may change to another chargeable/not chargeable category while a member of the same command.

4. It is emphasized that personnel reporting to a monitored command for duty must be joined chargeable upon reporting even though the command headquarters may assign these personnel to a casual company or other unit while awaiting further assignment within the monitored command.

5. Chargeable members of the command who become special or summary court prisoners remain chargeable during the entire "awaiting" and "confinement" periods, even though transferred from one unit to another within the same monitored command.

6. When an instructor or student is ordered to TAD in excess of 30 days, the status of instructor or student will take precedence.

7. Individual combat trainees, deferred individual combat trainees, and replacements will continuously be identified as such in accordance with subparagraph 16082.26 and current CMC directives.

8. Changes of strength category from not chargeable to chargeable would normally be accompanied by a change in PAP Line code, and Billet MOS. These changes should be reported, if available, at the time that change in strength category is reported.

9. Some sample unit diary entries:

CHARGEABLE

To chg fr sk USNH Bethesda Md Asg
PAP Code C Asg Billet MOS 3049

NOT CHARGEABLE

Jd 10Jan63 for rec only fr MTCO
ServBn MCB CamLej while sk USNH
St Albans NY

To not chg ATL GCM

Fr not chg hosp indef to not chg FFA
by HQMC

Jd stud Avn Elec Tech Crs fr _____

▶ To not chg SSGCM total loss of pay &
alw applies (or does not apply)

16080 LOSSES (DROPS)

1. Entries reporting losses are called "drop" entries because the individual is "dropped" from the account and from the strength of the unit. Drop entries always commence with the word "Drop." Losses occur as a result of transfers, discharges, retirements, resignations, releases from active duty, deaths, desertions, terminations of appointment, and closing of enlisted accounts to accept temporary appointments.

2. The prompt reporting of losses is extremely important to the proper functioning of the Personnel Accounting System. Delay in the reporting of losses causes false strength totals to exist. If an individual is discharged and the separation is not reported, he continues to be included in the strength of the Marine Corps.

16081 DROP ENTRIES

1. Transfers

a. The remark reporting a transfer will show the following: The date of transfer, if it is other than the date of the diary; the Marine Corps reporting unit or command to which transferred and the Monitored Command Code (MCC) for that unit or command (not required on reassignment within the same MCC). If transfer is for further assignment the remark should show the intermediate command and its Monitored Command Code (MCC) followed by the final destination and Future Monitored Command Code (FMCC).

(1) The purpose for which transferred: for duty; for duty under instruction; for separation; for replacement training; or, for record only.

(2) The authority for transfer should be the "senior" directive which

names the individual (not required on intracommand reassignment).

(3) The estimated date of arrival at new command; date of arrival is computed by adding to the effective date of transfer the proceed time, authorized delay, and travel time (computed as to mode of travel; i.e., train, auto, ship, plane, or combination thereof). When the exact date cannot be determined use the best possible estimate. This estimated date of arrival (EDA) is not required on intracommand transfers or where no proceed, delay or travel time is involved.

b. If the transfer occurs upon completion of a school, the word "student" will appear after "drop" and the remark will end with fact of completion of or failure to satisfactorily complete the course.

c. On transfers which are effected by forwarding service records only and the individual is sick in a hospital, on leave, confined, etc., the remark will include this fact.

d. Some sample transfer entries follow:

Drop tr to MB NB PHILA (MCC) for du auth _____ EDA _____

Drop tr by SR to MB NTC GLAKES (MCC) for rec only while sk USNH GLAKES auth _____

Drop stud tr to MCS QUANT (MCC) auth _____ WpnTech Scol compl (or unsat compl)

Drop 15Jul63 tr to MCS QUANT (MCC) for du as instr Ord Scol auth _____ EDA _____

Drop 25Aug63 tr to MCB CAMPEN (MCC) for TEMCON process Dec63 ReplBn auth _____ EDA _____ FFT for du as repl 3dMarDiv (FMCC) EDD _____ EDA _____

Drop tr to Co B this Bn for du

e. In the event a transfer indicates temporary duty at an intermediate com-

mand, the remark will indicate the estimated date of departure from the intermediate command in addition to the EDA at final destination.

2. Discharges:

a. If the drop entry is to report a discharge, the remark will show the word "Drop" followed by:

(1) The date of discharge, if it is other than the date of the diary.

(2) The type of discharge; i.e., HonDis, GenDis, UnDis, BCD, DD, dismissal (officer).

(3) The formal reason for discharge (see chap. 13); e.g., resgd, EofE, EofI, hardship, dependency, etc. In cases of discharge for the convenience of the Government, the abbreviation CofG must be followed by the specific reason for separation. In cases of discharge for physical disability, indicate whether separated with or without severance pay.

(4) The authority for discharge; e.g., the Marine Corps Personnel Manual paragraph, and/or other applicable general directive, and, if one exists, the specific correspondence naming the individual.

(5) Leave settlement data as follows: If cash settlement is made, show number of days UL settled; e.g., 12 days UL sett by cash. If the leave balance is zero, or if balance is dropped, show "No UL." If leave balance is carried forward, so indicate; e.g., 24 days UL carried fwd. If individual has UL balance on date of separation but cash settlement is not made pending verification of leave balance by HQMC, indicate "UL not sett."

(6) Reenlistment indication as follows: For enlisted personnel, indicate whether individual was (RR) or was not (NRR) recommended for reenlistment. This shall be shown irrespective of the fact that the reason for separation precludes immediate reenlistment. Except when a reenlistment entry is shown on the same diary, indicate the

individual's intention concerning reenlistment by showing one of the following statements whenever the individual has been recommended for reenlistment and the reason for separation does not preclude immediate reenlistment: "Will reenl USMC," "Will reenl MCR," or "Will not reenl." For personnel discharged from the Regular Establishment who are enlisted/reenlisted for duty in the Reserve Establishment, show "Enl MCR (inact), asg (MCR unit/command to which asg)" as part of the drop entry; do not report the usual type reenlistment entry.

b. In any case where a reenlistment is effected within the same reporting unit immediately following discharge, both the loss and the gain actions shall be shown on the diary for the date on which the reenlistment is effective. The remark must include the following:

(1) A drop/discharge remark, to include the date of discharge.

(2) A joined/reenlisted remark, to include term of enlistment, new EAS date, reenl bonus paid, Variable Reenlistment Bonus (VRBM) multiple and number of installments (VRBI) (or lump sum payment, if authorized), as well as any other changes incident to the reenlistment. In cases of reentry in a component different from the one from which discharged, the remark must indicate the new component; i.e. USMC or USMCR. Examples:

Drop (as of date) HonDis EofE auth _____
(lv Sett) RR Jdreenl 6 yrs Ch EAS to
(date) Reenl bonus pd Awd VRBM _____
VRBI _____

Drop HonDis EofE auth _____ (lv sett)
RR Will not reenl

Drop (as of date) HonDis EofE auth _____
(lv sett) RR
Jdreenl 6 yrs Ch EAS to (date)

Drop (as of date) HonDis CofG to enl
USMC auth _____ (lv sett) RR Jdreenl
USMC 4 yrs Ch EAS to (date) Ch
Comp/Cl code to 1

Drop HonDis for phys dsabl (with) (w/o)
severance pay auth _____ (lv sett) RR

Drop DD PurSent GCM auth _____ (lv
sett) NRR

3. Retirement or Transfer to Fleet Reserve

a. The reason and/or type of separation shall be indicated in remarks reporting retirement or transfer to the Fleet Marine Corps Reserve. In each case include authority (see subpar. 16054.6b) and unused leave settlement data. In the case of retirement, show whether retired with over 20, 30, or 40 years service, and whether voluntary or involuntary.

b. In certain instances, an individual may be transferred to the Fleet Reserve and retained on active duty. In such cases, he is to be dropped as a regular by transfer to the FMCR and rejoined as a Fleet reservist by retention on active duty.

c. Sample unit diary entries:

Drop tr to Retd List vol 30 yrs serv
auth _____ No UL

Drop tr to Retd List phys dsabl auth
_____ 2 days UL sett by cash

Drop tr to Temp Dsabl Retd List
auth _____ 5 days UL sett by cash

Drop tr to FMCR auth _____ 24
days UL sett by cash Asg 4th MCD

Drop 30Apr63 tr to FMCR auth _____
UL carried fwd Jd ret on EAD ch comp
to F ch EAS to (date or "indef")

4. Resignations. The remark will show "Drop resgd" and whether the resignation was at the officer's own request or for administrative reasons directed by Secretary of the Navy or the Commandant of the Marine Corps. If a specific reason is evident, such as marriage or to accept a Reserve commission, include that fact, Show authority and unused leave settlement.

5. Release From Active Duty. Release from active duty may occur upon com-

pletion, by reservists, of their tour of extended active duty, or active duty for training (six months training program and critical skills program personnel only); upon expiration of enlistment of regular male enlisted Marines who are obligated under the Universal Military Training and Service Act as amended (now 10 USC 651); and upon expiration of term of induction of inductees. In the latter two cases, the release is coupled with a "transfer" to the Marine Corps Reserve.

a. A drop entry reporting the release of a reservist will be shown on the diary for the date of departure from the last duty station, and will include:

(1) Reason, if other than completion of required active service.

(2) Reserve activity to which assigned.

(3) Authority under which released.

(4) Leave settlement data.

(5) Constructive date of release (date of detachment plus authorized travel time).

(6) If obligated under Universal Military Training and Service Act as amended (now 10 USC 651), show "Obl."

(7) If enlisted, indicate whether individual was (RR) or was not (NRR) recommended for reenlistment. Example:

Drop rel fr acdu asg (MCR activity)
auth____ (lv sett) Const date of rel
(date) Obl (RR) (NRR)

b. A drop entry reporting the release from active duty of a regular or inductee obligor will be shown on the diary for the date of departure from the last duty station, and will include:

(1) Reason; i.e., for EofE, EofI, or for other reasons such as CofG for dependency or hardship.

(2) Transfer by service records to Class II or Class III, Marine Corps Reserve.

(3) Reserve activity to which assigned.

(4) Authority under which released, to include the Marine Corps Personnel Manual paragraph in cases other than expiration of term of service.

(5) Leave settlement data.

(6) Indicate whether individual was (RR) or was not (NRR) recommended for reenlistment. Example:

Drop rel fr acdu Cofg for depn Tr by SR
to Cl III Ready MCR asg (MCR activity)
auth____ (lv sett) (RR) (NRR)

6. Deaths. Drop entries to report deaths will show the date, if other than the diary date, the cause of death, place of death and if death occurred as a result of training. The disposition of the remains or place of burial need not be shown. The following terms will be used in case of deaths due to battle action:

KIA - death during action and prior to entering a medical facility

DOW - died of wounds received in action--death occurring after entering a medical facility

Sample entries:

Drop died automobile acdt Encinitas
Calif Not result of trng

Drop KIA Inchon Korea

7. Desertions. When an individual is declared a deserter he is dropped from the unit account and from the active duty strength of the Marine Corps. The drop entry will be shown on the diary for the date the declaration is made and will include the time and date of commencement of unauthorized absence, the date as of which desertion was declared and whether service records are retained or forwarded. Sample:

Drop des on UA-AWOL since 0001 16
Jan60 Declared des as of that date SR
ret

Drop des escaped prisoner declared
des as of 1115

8. Acceptance of Appointment; Termination of Appointment. A member of the Regular Establishment may receive permanent appointment to warrant or commissioned grade, in which case two distinct actions are to be reported: a loss action to account for the termination of the member's previous status, and a gain action to account for the appointment. Generally, the drop is effected on the day preceding the date on which the appointment becomes effective. Nevertheless, if the loss and the gain actions occur within the same reporting unit, both actions shall be reported on the unit diary for the date on which the appointment becomes effective. The drop entry shall then show an as of date. If the member is separated from one reporting unit, but is joined by appointment in another reporting unit, then each action shall be reported on the diary for the date of occurrence. In some instances the member will receive permanent appointment to one grade with an appointment to a higher temporary grade. In such cases, the joining entry shall show the acceptance of the permanent appointment followed by a statement concerning the appointment to the higher temporary grade. A new IRC need not be prepared upon appointment, nor should the copy be forwarded to the DPI if the unit prepares a new IRC for its own use. However, the on-hand card shall be revised to reflect all changes of information which occur incident to the appointment. All changes, except as noted below, are to be reported as part of the appointment entry.

a. When an enlisted member is appointed as an officer, he is discharged the day before the appointment becomes effective. If the member is appointed a Limited Duty Officer, the joining entry must include a statement to this effect. To reduce the number of IRC changes to be reported on the unit diary, the following items of information are automatically changed within the DPI record to none/not applicable/no, as appropriate, without requiring unit diary entry to this effect. However, certain of the items are subject to further change, in which case appropriate information should be reported in the appointment entry.

(1) Subsistence/Commuted Rations.

(2) BAQ entitlement.

(3) Special/Proficiency Pay Category--subject to further change.

(4) Date of enlistment

(5) Length of Current Term--subject to further change.

(6) PULHES.

(7) Additional MOS's--subject to further change.

(8) Arrived U.S./Depn Auth

Example:

Drop (date) HonDis CofG to acc perm appt USMC (or MCR) auth____ (lv sett) RR
Jdby acc perm appt as (grade) (LDO) USMC (or MCR) to rk fr (date) auth____
Ch Fol items as indicated
SN____ (not required here if shown as part of standard identifying information)
MOSS____/____/____
EOS (date)
EAS (date)
Spl/Prof Pay Cat to over 4 yrs enl serv
Length of Curr Term _____
Cont/Du Limitation _____

b. When a warrant or chief warrant officer is appointed as a commissioned officer, the member's warrant officer status is terminated by discharge on the day before the appointment as a commissioned officer becomes effective. If the member is appointed a Limited Duty Officer, the joining entry must include a statement to this effect. Example:

Drop (date) HonDis to acc perm appt as comm off auth____ (lv sett)
Jdby acc perm appt as (grade) (LDO) USMC (or MCR) to rk fr (date) auth____
Ch MOSS fr____ to____
Ch Cont/Du Limitation to____

c. When a Regular officer resigns his commission and accepts immediate appointment in the Marine Corps Reserve, he may either be retained on

active duty or he may be released to inactive duty in the Reserve. The correspondence directing the change in status will specify whether the officer is to be retained or released. If the officer is to remain on active duty, both the loss and the gain actions shall be shown on the diary for the date on which the Reserve appointment becomes effective. However, if the officer is released from active duty on the date of resignation, only a drop remark with information as to Reserve activity to which assigned shall be shown on the diary for the date of resignation. The Reserve Establishment unit that joins the officer will report the reappointment. Example:

Officer retained on active duty:

Drop (date) HonDis resgd to acc perm appt in MCR auth _____ (lv sett)
Jdby acc perm appt as (grade) MCR to rk fr (date) and temp appt as (grade) to rk fr (date) auth _____
Ch Comp/C1 code to _____

Officer released from active duty:

Drop HonDis resgd to acc perm appt in MCR auth _____ (lv sett) Will enter MCR Asg (MCR unit/comd)

d. When a Reserve officer is to be appointed in the Regular Marine Corps, he must be discharged as a Reserve officer and joined by Regular appointment. Example:

Drop (date) HonDis to acc perm appt in USMC auth _____ (lv sett)
Jdby acc perm appt as (grade) USMC to rk fr (date) and temp appt as (grade) to rk fr (date) auth _____
Ch Comp/C1 code to _____

e. When an officer on the temporary Disability Retired List is found fit for duty his name is removed from the retired list. Prior to discharge he may elect to be reappointed in the Marine Corps. In this case, he will be assigned to active duty for the purpose of terminating his status on the retired list preliminary to acceptance of his new appointment in the Marine Corps. Example:

Diary entry on joining:

Jdfr TempDsabl ret'd list auth _____

Diary entry for date of reappointment:

Ret'd status term (date) to acc (temp) (perm) appt (grade) (USMC) (MCR) to rk fr (date) auth _____

f. When a temporary officer is to be reverted to his permanent grade and status, his temporary appointment must be terminated.

(1) If the individual's permanent grade is enlisted, an entry showing the "loss" as an officer and the "gain" as an enlisted shall be reported. If the individual is to be separated from enlisted status due to an expired enlistment, then the loss as an officer, and the gain and loss as enlisted, shall be reported as occurring on the same date. However, if the individual is to remain on active duty in his enlisted status, then the officer loss and the enlisted gain actions shall be reported as occurring on successive days, with both actions being reported on the diary for the date on which the individual resumes enlisted status. In all cases, the join entry shall include enlisted service number and MOSs assigned, and if remaining on active duty, furnish a revised IRC. Examples:

Member separated upon reversion:

Drop temp appt as (grade) USMC term auth _____ (lv sett) Will revert to perm enl grade
Jd acct reopened as (enl grade) to rk fr (date) auth _____
Ch SN to _____
Ch MOSs to _____
Drop (HonDis) (tr to FMCR) etc

Member retained on active duty:

Drop (date) temp appt as (grade) USMC term auth _____ (lv sett) Will revert to perm enl grade
Jd acct reopened as (enl grade) to rk fr (date) auth _____
Ch SN to _____
Ch MOSs to _____
(IRC ATT)

(2) If the individual's permanent grade is warrant/chief warrant officer, an entry must be reported showing termination of temporary appointment and grade to which reverting. Example:

Temp appt as (grade) term Reverted to (grade) to rk fr (date) auth _____

g. When an enlisted man accepts a temporary appointment to officer an entry showing the "loss" as an enlisted

and the "gain" as an officer shall be reported. The enlisted loss and officer gain shall be reported as occurring on successive days, with both actions being reported on the diary for the date on which the individual assumes officer status. In all cases, the join entry shall include officer service number, MOSs assigned, and contract/legal agreement. The entry will include "over 4 years actenlserv" if appropriate. Example:

MIKE, ENLISTED J. 0 1567891 1Mar66 Drop to acc temp appt to 2NDLT
Sgt 0311/5711/8211 0 540001 2Mar66 jd by acc temp appt to 2NDLT MC
rk fr 1Feb66 auth _____ Ch SN to _____ Ch
MOSs to _____ Ch cont legal agr to TempO(E)
(Over 4 yrs actenlserv)

16082 DESCRIPTION OF ITEMS OF INFORMATION CALLED FOR ON INDIVIDUAL RECORD CARD, NAVMC 10447-PD AND INSTRUCTIONS FOR REPORTING CHANGES THERETO

1. Service Number--Block #1

a. Enter the service number of the individual for whom the IRC is prepared.

b. Ensure that the service number is correctly transcribed from the enlistment contract, record of induction, or officer's qualification record. Check it after it is typed. Normally, the IRC is the first personnel accounting document a unit prepares on an individual. Enter the service number and name correctly on the IRC and compare against subsequent unit diary entries on the same individual.

c. Women Marines are identified by placing the letter "W" one space to the left of the service number each time it is recorded. Note also that enlisted women's service numbers all commence with the number "7." Example:

SERVICE NO	1
023456	(Officer)
1233654	(Male enlisted)
W738912	(Female enlisted)

Ch SN to _____ auth CMC ltr

2. Initials--Block #2

a. Enter initials of individual's surname (last name), first name, and middle name, if applicable. Do not record more than three initials, or suffixes such as Jr., Sr., II, etc. Example:

INITIALS	2
RJ	(for ROGERS James Jr)
SJH	(for SMITH John Henry)

3. Security Investigation Completed--Block #3

SECURITY INVEST COMPL	3
YR	MO
60	7 (Jul60)

a. Upon receipt of a completed Investigation Request for Personnel Security Clearance (OPNAV 5520-1) enter the year and the month the investigation was completed. The investigation completion date is shown in Section D of Form 5520-1. Should results of the investigation be reported by letter of transmittal, the date indicated in the transmittal will be used to complete Block #3, and the unit diary entry.

b. If the local commander denies a clearance based on contents of a security investigation, Block #3 will nevertheless be completed to reflect the date of completion of the investigation.

c. Upon termination of a certificate of clearance for cause, or upon revocation of a clearance, Block #3 of the IRC will not be changed.

d. The Security Investigation must be brought up to date prior to granting of a clearance in those cases which were terminated for cause, those revoked, or where no clearance was issued by reason of denial on grounds of derogatory information contained in the investigation. In addition, security investigations of some personnel must be updated periodically. Security Investigations Completed Block #3 will be

changed to the year and month the investigation was brought up to date, with a unit diary entry to report this latest date, and the type security investigation. Examples:

Security Invest (BI or NAC) compl Jul60
Ch updated security invest compl (BI or NAC) to Nov63

(The above unit diary entries will be coupled with a Block #4 entry.)

4. Security Investigation Type--Block #4

SECURITY INVESTIGATION TYPE	4
BI (Background Investigation) NAC (National Agency Check)	
YES	NO

a. Upon receipt of results of an Investigation Request for Personnel Security Clearance (OPNAV Form 5520-1) enter the abbreviation of the type of personnel security investigation conducted (BI or NAC). This information is shown stamped in Section D of Form 5520-1. Should the security investigation results be furnished by letter of transmittal in lieu of Form 5520-1, due to contents reflecting matter discovered which should be known to the local commander, the transmittal will report type investigation conducted.

(1) Enter YES in Block #4 to indicate that it is a non-derogatory investigation.

(2) Enter NO to indicate that results of the investigation resulted in denial of a security clearance. This will indicate an investigation exists which was considered derogatory.

(3) Upon termination or revocation of a certificate of clearance for cause, a unit diary entry will be made reporting this fact. Security Investigation Type Block of the IRC will be changed to NO indicating a certificate of clearance was terminated. The type and date of the security investigation will be included in the unit diary entry.

b. Security Investigation Type Block of the IRC will show "Ø" when no security investigation exists. Examples:

NAC compl Jul60
YES
BI compl Jul60
NO

Cert of clearance denied

Cert of clearance term for cause
Ch security invest type to NO

c. The security investigation must be brought up to date prior to reissue of previously terminated or revoked clearance for cause, or clearance previously denied. (The recording of an investigation brought up to date is normally coupled with a change to Block #3 of the IRC). Example of unit diary entry:

BI updated
Ch security invest type to YES

5. Block #5--No entry required. (See subpar. 16029.1d.)

6. Block #6--No entry required. (See subpar. 16029.1d.)

7. Reporting Unit Code--Block #7

a. Enter the reporting unit code assigned to reporting unit on whose rolls the individual is joined. This is

the same reporting unit code that is entered in the strength balances section of each unit diary. See subparagraph 16054.7b for additional information relative to reporting unit codes. Example:

REPORTING UNIT CODE	7
53230 (RU Code for MB NB PHILA)	

8. Block #8 -- No entry required. (See subpar. 16029.1d.)

9. Pay Entry Base Date--Block #9

PAY ENTRY BASE DATE	9
Yr Mo Da	
64 6 29	(29Jun64)

Ch PEBD to 29Jun64 admin error

Ch PEBD to 29Jun64 SKMC 15 days time lost

a. Enter the year, month, and day of the pay entry base date in block #9. When time is lost, PEBD must be changed to reflect the number of days lost since this affects the pay of the individual. See section 5, part A of this chapter for additional information on reporting PEBD.

b. The PEBD is located on page 6 of the service record book and pages 1 and/or 9 of the officer qualification record.

10. Civilian Education--Block #10

a. Any changes in education resulting from completing courses or tests through accredited civilian educational

institutions (residence, extension center, or correspondence), through USAFI, or other approved methods, shall be made the subject of a unit diary remark.

b. Insert the level of highest creditable schooling attained and number of years completed, with certain other data as follows:

(1) If grammar, or grade school is the extent of education, insert the designation "GS," followed by the number of years. Example:

CIVILIAN EDUCATION	10
GS 6½ (Grammar School 6½ yrs)	

(2) If high school is highest level attained insert the designation "HS," followed by the number of years. Example:

CIVILIAN EDUCATION	10
HS 3 (Compl 3 yrs of course generally designed to prepare a student for college)	

(3) If college is listed insert the designation "C," the number of years completed, the major subject listed, and the degree received, if any. If no degree is held, indicate the subject followed by "No deg." Where a degree is received with no major subject, indicate the degree followed by "No major subj." Example:

CIVILIAN EDUCATION	10
C4 Economics - BA (Compl 4 yrs college received Bachelor of Arts Degree)	

(4) If trade or business school is listed, insert the designation "TS," the number of years attended, and the course of instruction. This is in addition to the regular education which has been recorded as directed above. Example:

CIVILIAN EDUCATION	10
HS 3	
TS 1½ Avn Mech	
(Compl 3 yrs HS Academic and 1½ yrs trade school in Avn Mech)	

c. The information for this block appears on page 8a of the service record book and page 7a of the officer's qualification record.

d. If an individual successfully completes a USAFI high school or college level GEDT battery, and the test battery level of education is at a level which is higher than the individual's formal schooling, record the higher level and the designation "equiv by GEDT." Successful completion of college level GEDT is considered as the equivalent of no more than 1 year of college education, and will be so recorded. Do not record results of other type equivalency tests such as EET, officer selection tests, etc. Example:

CIVILIAN EDUCATION	10
HS 4 equiv by GEDT	
C1 equiv by GEDT	

Ch Civ Educ to HS 4 compl USAFI HS GEDT

11. Block #11--No entry required. (See subpar. 16029.1d.)

12. Block #12--No entry required. (See subpar. 16029.1d.)

13. Block #13--No entry required. (See subpar. 16029.1d.)

14. Block #14--No entry required. (See subpar. 16029.1d.)

15. Expiration of Obligated Service--Block #15

EXPIRATION OBL SERVICE			15
Yr	Mo	Da	
60	12	20 (20 Dec1960)	

Ch EOS to 20Dec60

a. Enter the date on which obligated service will expire. EOS is determined as follows:

(1) Eight-year obligation

(a) Each male person acquires a total 8 year military obligation who:

1. Was initially appointed, enlisted, or inducted, either in a Regular or a Reserve component of any branch of the Armed Forces of the United States after 19 June 1951 and prior to 10 August 1955, prior to attaining the 26th anniversary of his birth; or

2. Enlists in the Six Months Training Program (component/class code "H"), prior to attaining eighteen and one half years of age; or

3. Enlists in the Critical Skills Program (component/class code "Q").

(b) The EOS for the above persons is that date which is 8 years subsequent to such entry, except that should time be lost, then the normal expiration date must be extended (see par. 15111).

(2) Six-year obligation

(a) With the exception of persons who enlist in the Six Months Training Program prior to attaining eighteen and one half years of age

(component "H"), or the Critical Skills Program (component "Q"), each male person who is initially appointed, enlisted, or inducted, either in a Regular or a Reserve component of any branch of the Armed Forces of the United States after 9 August 1955, prior to attaining the 26th anniversary of his birth, acquires a total 6 year military obligation.

(b) The EOS for the above persons is that date which is 6 years subsequent to such entry, except that should time be lost, then the normal expiration date must be extended (see par. 15111).

(3) Discharge from component "H", "K", or "Q" status, for reentry in the USMC or USMCR in another status, does not serve to alter the original military obligation.

(4) For those male personnel who were initially appointed, enlisted or inducted into any branch of the Armed Forces prior to 19 June 1951, and for all female personnel, enter a "0".

(5) For those male personnel who were initially appointed, enlisted or inducted into any branch of the Armed Forces after 19 June 1951 enter the date their military service obligation expires under the terms of the UMT&S Act. See paragraph a, above, in determining the obligation incurred.

b. When time is lost, EOS must be changed to reflect the number of days lost.

16. Civilian Occupation--Block #16--No entry required (see subpar. 16029.1d).

17. Block #17--No entry required. (See subpar. 16029.1d.)

18. Commuted Rations/Subsistence Allowance--Block #18

a. For enlisted only, insert "C," or "S," as appropriate, to indicate whether

the individual is drawing commuted rations or subsistence allowance. If not applicable, insertion of "0" is required in this block. Entries should be made in pencil since this information is subject to frequent change.

Example:

SUBSISTENCE/COMRATS	18
0 - Not applicable	
S - Subsistence	
<input checked="" type="checkbox"/> C - Commuted Rations	

b. Instructions for reporting changes to these items are described in section 5, part A, of this chapter.

19. BAQ Entitlement--Block #19

BAQ ENTITLEMENT	19
- Unknown	
E - Entitled to BAQ (includes members assigned substandard quarters)	
H - Assigned Government quarters	
N - Not entitled to BAQ	

a. Record status of members who are in any of the following categories regarding entitlement to Basic Allowances for Quarters (BAQ):

(1) Members with dependents not entitled to BAQ as a result of assignment to Governments quarters.

(2) Members entitled to BAQ while assigned substandard quarters.

(3) Members entitled to BAQ payment and not assigned Government quarters.

(4) Members not entitled to BAQ payments.

(5) Members whose status is unknown due to nonavailability of records.

b. The entitlement status must be reported as a part of the "drop" entry on the unit diary when the entitlement status changes.

c. Insert appropriate entitlement for officer or enlisted members.
Example:

BAQ Entitlement N

Ch BAQ Entitlement to H

20. Expiration of Active Service--
Block #20

EXPIRATION ACTIVE SERVICE 20		
Yr	Mo	Da
65	03	16

a. In this block enter:

(1) A zero for Regular officers.

(2) Date of expiration of enlistment or voluntary extension of enlistment for Regular enlisted personnel.

(3) Date of expiration of tour of active duty for Reserve officers and enlisted personnel.

(4) Date of expiration of period of inductee service.

(5) Date of expiration of involuntary retention or involuntary extension of enlistment other than involuntary retention or extension of enlistment declared in the event of war or national emergency. In cases of involuntary retention or extension declared in the event of war or national emergency, EAS will remain unchanged. When absence from duty results in lost time, then the normal expiration date must be extended (see par. 15111).

(6) "CofG" for persons retained on active duty beyond their normal expiration date for any reason other than involuntary retention or extension of enlistment declared in the event of war or national emergency.

b. A unit diary entry is required whenever any change of EAS is effected.

c. An enlisted person who voluntarily first extends an enlistment becomes entitled to lump-sum leave settlement when the extension becomes

effective. Any unused leave settled by cash under this authority will be reported on the unit diary.

d. A unit diary entry is required when an extension, for which a reenlistment bonus is paid, becomes effective. Sample entries:

Ret auth _____ Ch EAS to CofG

Extenl 2 yrs auth _____ Ch EAS to (date)

Extenl canc auth _____ Ch EAS to (date)

Extenl eff 30 days UL sett by cash

Extenl eff. Reenl bonus pd

Extenl eff Reenl bonus pd Awd
VRBM _____ VRBI _____ (or Lump
sum payment auth _____)

21. Monitored Command--Block #21

MONITORED COMMAND	21
1stMarDiv	121

a. Enter the appropriate title and code which indicates the monitored command to which the individual has been assigned. A monitored command is a command, unit, activity, or individual billet to which the assignment of personnel is controlled by the Assignment and Classification Branch, Headquarters, U.S. Marine Corps. Each of these elements have been assigned a code, called a monitored command code, for identification and control purposes.

b. Unit diary entries concerning change of monitored command will be reported as follows:

(1) Reporting units which have been assigned one monitored command code for all of the unit's billets will report this code by a Record of Events entry upon activation.

(2) Reporting units which have been assigned more than one monitored command code will include in the joining remark the code assigned to individuals upon their joining. Subsequent reassignments between monitored commands within the same reporting unit require a unit diary entry to that

effect. In many cases, such reassignments necessitate changes to other items on the IRC in much the same way as does a joining (see subpars. 16077.3 and 16082.30).

(3) Personnel on TAD will retain the monitored command code related to the individual's permanent assignment.

c. Sample unit diary entries:

RECORD OF EVENTS

All pers this RU asg MCC 112

Asg MCC 013

Reasg to MCC R01

Ch Date Curr Tour Began to 10Mar63,
PAP Code to E, Billet MOS to 8151

22. Block #22--No entry required. (See subpar. 16029.1d.)

23. Personnel Allocation Plan--Block #23

a. The composition and distribution of personnel in the Marine Corps, on the basis of budgetary limitations, is prescribed annually in the Personnel Allocation Plan (PAP) as approved by the Secretary of the Navy.

b. For purposes of the Personnel Allocation Plan, functions of the Marine Corps are grouped by ground and aviation as follows: (1) Operating Forces, (2) Training Bases and (3) Supporting Forces.

c. In order to identify these functional categories, a PAP Line code has been assigned each category. This PAP Line code is entered on each billet line of the table of organization of non-FMF units. The codes assigned FMF units (GROUND AND AVIATION) and non-FMF combat units will appear on the covering letter of the table of organization.

d. Record and report PAP Line code according to the following:

(1) Non-FMF units

(a) Insert in this block, the PAP Line code indicated for the T/O billet currently being filled by the individual. PAP Line code will be reported on the unit diary as part of the joining entry, and upon reassignment between billets. Whenever an individual goes from a Not-Chargeable to a Chargeable strength category, the diary entry should include the PAP Line code assigned.

(b) If the number of Marines performing a function as prescribed by the T/O line is in excess of the number of billets authorized, all individuals, including the overages, will be assigned the PAP Line code appropriate for that line.

(c) Units which have been assigned one PAP Line code for all billets, may report this code by a

Record of Events entry upon activation and on the diary prepared for the last day of each month. If this method of reporting PAP Line code is utilized, individual entries on the IRC and unit diary are not required. Upon joining personnel, delete any information shown in this block without reporting this action on the unit diary.

(2) FMF units

(a) Recording PAP Line code on the IRC and unit diary is not required; the appropriate code can be determined from the reporting unit's title.

(b) Upon joining personnel from non-FMF units, delete any information shown in this block without reporting this action on the unit diary.

(3) Not Chargeables. Although PAP Line codes have been established to account for Non-Chargeable personnel, these codes will not be reported on the unit diary. Codes for Non-Chargeable personnel will be determined at the DPI from the unit diary remarks. Not-Chargeable codes are as shown in the Personnel Accounting Codes Manual.

(4) Personnel of other Armed Forces. Entry of PAP Line code on the IRC or unit diary is not required.

e. Examples:

PAP LINE CODE	23
J	

Asg PAP Code T

RECORD OF EVENTS

All chg pers this RU asg PAP Code G

► 24. Billet MOS--Block #24

a. Insert in this block the MOS (valid MOS as contained in MCO P1200.7) indicated for T/O billet currently being filled by the individual except as follows:

(1) Undergoing instructions in a formal Marine Corps School, for which

a formal school code has been assigned, enter the letter "S" followed by the three character formal school code; e.g., S01A indicates Administrative Chief's Personnel Administration School Code.

(2) Undergoing instructions in a formal Marine Corps School, for which a formal school code has not been assigned, but has been assigned a separate monitored command code, enter the letter "S" followed by the three character monitored command code; i.e., SK08 indicates College Degree Program.

(3) Excluding students, record a 0 for all other Not-Chargeable personnel. Example:

BILLET MOS	24
3421	

Ch billet MOS to 0171

Ch billet MOS to S01A

Ch billet MOS to SK08

b. If number of Marines filling a billet as prescribed by the T/O is in excess of number of billets authorized by T/O, all individuals, including the overages, will be assigned the billet MOS appropriate for this line.

25. Rotation Tour Date--Block #25

a. This block is used to record rotation tour date. Rotation tour date is defined as the month and year an individual is scheduled to return to continental limits of the United States from:

(1) A military installation or activity permanently located at a land station outside the continental limits of the United States;

(2) Fleet Marine Force units located in the Far East and Hawaii;

(3) Attache duty;

(4) Department of State guard duty;

(5) A sea duty tour.

b. Rotation tour date will be reported on the unit diary that joins an individual for a tour of duty as specified above. The following provisions govern the establishment of a rotation tour date:

(1) A rotation tour date will be established only for those personnel whose tour length is expected to be 12 or more months.

(2) Rotation tour date is normally established by applying the standard tour length for the place at which located as published in the current Marine Corps directive governing overseas tours of duty, to the date of departure from the continental limits of the United States, or in the case of personnel joining a ship's detachment at a CONUS port, to the date joined; e.g., an individual accompanied by his dependents departs CONLUS on 16 September 1961 for duty at MCAS, Kaneohe--by adding the standard (accompanied) tour length for Hawaii (36 months) to September 1961, a rotation tour date of September 1964 is established.

(3) Personnel who depart CONLUS and report to their assigned activity after having delayed en route in an overseas area in a leave status, will have their rotation tour date established by using the date current tour began as adjusted for constructive travel time from CONLUS to the activity.

(4) In the case of corporals and below, and Reserve personnel in all grades, a rotation tour date must be

established which will ensure arrival at the appropriate separation activity at least 10 days prior to date of EAS.

(5) If a tour of sea duty is interrupted because of hospitalization or awaiting retransfer at a shore station, the diary entry showing joining or return to sea duty will reestablish the original rotation tour date.

(6) A readjusted rotation tour date is generally required upon voluntary reassignment between overseas activities, except that under special programs authorized by HQMC, readjustment of RTD is not required (local directives apply). Readjusted RTD is determined by applying the standard tour length for the new activity to the date joined. The provisions of subparagraph 16082.25b(7), below, apply to special program reassignments.

(7) Upon involuntary overseas reassignment, a new rotation tour date will be established by applying the overseas tour length for the new duty station, crediting time spent overseas prior to such reassignment.

c. The following provisions govern change to rotation tour date. A new rotation tour date will be determined by competent authority and immediately reported on the unit diary whenever:

(1) An individual is to be returned to CONLUS prior to completion of a normal tour for any reason.

(2) A voluntary extension of overseas tour is approved.

(3) An involuntary extension of overseas tour is directed by competent authority.

(4) The movement or acquisition of dependents effects tour length (see current Marine Corps directive governing overseas tours of duty).

(5) Change in status places individual in different category; e.g., corporal or below due for early rotation because of EASreenlists or extends enlistment; Reserve officer integrates into Regular component; etc.

d. To identify the item in block #25, reporting units will enter "RTD" in the upper left corner followed by "YR" and "MO" at such time as a

rotation tour date is first established for an individual. Enter only a "0" in all other cases. Example:

RTD	YR	MO	25
	63	11(Nov63)	

Estab RTD as Nov63

Six month ext o/s tour appr
Ch RTD to May64

26. Block #26--No entry required. (See subpar. 16029.1d.)

27. Block #27--No entry required. (See subpar. 16029.1d.)

Date Curr Tour Began remains 11Jul65
Date Curr Tour Began estab 26Jan63
(incl. in joining remarks).

28. Special and Proficiency Pay Category--Block #28

SPL/PROF PAY CATEGORY		28
Over 4 yrs enl serv	(off)	
P-1 SP 8411	(enl)	

a. Indicate special and proficiency pay data in this block, as follows:

(1) Special pay. For basic pay purposes, insert the term "over 4 yrs enl serv" for all officers in grades 01, 02, or 03 who have over 4 years active enlisted service. Upon change in grade to something other than 01, 02, or 03 report a deletion of this term on the unit diary.

(2) Proficiency pay. When an individual is awarded proficiency pay, enter P-1, P-2, or P-3 as appropriate, followed by the abbreviated term (i.e., "Splty" for specialty pay award; "SP" for superior performance award), and the MOS that identifies the basis for which the award was elected.

b. Instructions for reporting proficiency pay information on the unit diary are contained in section 5, part A, of this chapter.

29. Block #29--No entry required. (See subpar. 16029.1d.)

30. Date Current Tour Began--Block #30

DATE CURRENT TOUR BEGAN				30
Yr	Mo	Da		
65	07	11	(11Jul65)	

a. Insert in this block the date that current tour at present monitored command commenced (see block #21 for description of a monitored command). Reassignments between reporting units within the same monitored command should not cause a change in date current tour began.

b. Reporting of date current tour began in the joining remark is not required except as noted below. Reporting units are required, however, to maintain this date current according to the following provisions:

(1) CONUS units. Date joined on the rolls of the monitored command.

(2) Overseas units other than sea duty

(a) Date of departure from continental limits of the United States when reporting to an overseas duty station from a CONUS duty station.

(b) Personnel who report to an overseas activity after having delayed en route in an overseas area in a leave status, will have their date current tour began established by subtracting the constructive travel time from the date joined; e.g., joined 10 February 1963, constructive travel time 15 days, adjusted date current tour began is 26 January 1963. In this instance, the established date must be reported in the joining remark.

(c) Date joined when joining between overseas monitored commands.

(3) Sea duty units. Date joined on the rolls of the monitored command. Transfers from one ship's detachment

to another requires that the original date current tour began be retained to signify commencement of sea duty tour; therefore, the joining entry in these instances must include a remark such as "Date Current Tour Began remains 10Mar60."

(4) Exceptions:

(a) When an individual is transferred to another monitored command for record purposes only while hospitalized, confined, IHCA, etc., and is subsequently transferred back to the original or a similar monitored command, the original date will be reestablished and reported in the joining remark; e.g., "Date Current Tour Began reestab as 10Mar60."

(b) When an individual is transferred to another monitored command to attend a service school and the individual is returned to the monitored command from which assigned due to failure to successfully complete the course, the original date will be reestablished and reported in the joining remark; e.g., "Date Current Tour Began reestab as 10Mar60."

31. Block #31--No entry required. (See subpar. 16029.1d.)

32. Incentive Pay for Hazardous Duty--Block #32

a. Incentive pay is additional pay for the performance of hazardous duty required by competent orders. Reporting units will indicate type of incentive pay to which an individual is entitled by inserting the appropriate abbreviation as shown below in block #32 of the IRC:

<u>Type of Hazardous Duty</u>	<u>Abbreviation</u>
Duty as a crew member, as determined by the Secretary of the Navy, involving frequent and regular participation in aerial flight (include naval aviators and enlisted pilots)	AVIA (CM)
Duty involving frequent and regular participation in aerial flights not as a crew member	AVIA (NCM)
Duty on board a submarine, including submarines under construction from the time builder's trials commence	S/M

<u>Type of Hazardous Duty</u>	<u>Abbreviation</u>
Duty involving parachute jumping as an essential part of military duty	PRCHT
Duty involving the demolition of explosives as a primary duty, including training for such duty	DML
Duty as diver using self contained underwater breathing apparatus	SCUBA

Example:

INCENTIVE PAY FOR HAZARDOUS DUTY	32
AVIA (CM) (Crewmember involving frequent and regular participation in aerial flight)	

SCUBA hazardous pay term 10Feb60

b. All initial awards and terminations of incentive pay will be reported on the unit diary for personnel accounting data only. See section 5, part A, of this chapter for method of reporting this data to disbursing officer.

33. Block #33--No entry required. (See subpar. 16029.1d.)

34. Date of Birth--Block #34

a. Insert in this block the year, month and day of birth. Unit diary entries would be required only to correct an error on the IRC or to report a change in date of birth as authorized by the Commandant of the Marine Corps. Example:

DATE OF BIRTH	34
Yr Mo Da	
38 11 23 (23 Nov 1938)	

Ch date of birth to (date) auth CMC
ltr _____

b. Date of birth is recorded on page 2 of the service record book and pages 1 and 9 of the officer's qualification record.

35. County Home of Record--Block #35

a. Enter in this block the county recorded as home of record of the individual; i.e., county of legal residence or county where individual actually resided at time of commission, reinstatement, appointment, enlistment, reenlistment, induction or the county recorded as home of record as approved by the Commandant of the Marine Corps. For individuals whose home of record is recorded as a country outside the continental U. S., record a "0" in this block. Example:

COUNTY HOME OF RECORD	35
San Diego (San Diego County, Calif.)	

Ch Home of Record to (County) (State/Country) auth CMC ltr _____

b. County Home of Record is recorded on page 2 of the service record book and page 9 of the officer's qualification record.

36. Block #36--No entry required. (See subpar. 16029.1d.)

37. State/Country Home of Record--Block #37

a. Enter in this block the state or country recorded as home of record of the individual; i.e., state/country of legal residence or state/country where individual actually resided at time of commission, reinstatement, appointment, enlistment, reenlistment, induction or the state/country recorded as home of record of the individual as approved by the Commandant of the Marine Corps. Example:

STATE/COUNTRY HOME OF RECORD	37
Calif	

16-56
Ch. 9

Ch Home of Record to (County) (State/Country) auth CMC ltr _____

b. State/Country Home of Record is recorded on page 2 of the service record book and pages 1 and 9 of the officer's qualification record.

38. Block #38--No entry required. (See subpar. 16029.1d.)

39. Date of Enlistment--Block #39

DATE OF ENLISTMENT			39
Yr	Mo	Da	
56	05	15	(15May56)

a. For enlisted personnel: Enter current enlistment or reenlistment date. This information may be obtained from page 2 of the SRB.

b. This block is used to maintain officer Date of Acceptance of Current Officer Appointment (inserted into master record by HQMC only).

40. Length of Current Term--Block #40

LENGTH OF CURRENT TERM	40
4	

a. In this block enter:

(1) A zero for Regular officers.

(2) The number of years for which enlisted in the case of regular enlisted personnel.

(3) The number of years that the individual has agreed to serve on active duty in the case of Reserve officers and enlisted personnel on extended active duty. Enter a zero for personnel in the Six Month Training Program or Critical Skills Program.

b. Extensions of enlistment are not to be reflected in this block.

c. Information for this block may be obtained from page 2 of the service record book of Regular enlisted personnel, or from orders issued to Reservists, copies of which are filed in the service records.

41. Religion--Block #41

a. Enter in this block the system of faith or worship as designated by the individual. See paragraph 15066 for instructions for abbreviating these designations because of space limitations.

Example:

RELIGION	41
Methodist	
Roman Catholic	
No Preference	

b. Information for this block may be obtained from page 2 of the service record book and pages 1 and 9 of the officer's qualification record.

42. Block #42--No entry required. (See subpar. 16029.1d.)

43. Duty Limitation--Block #43

a. A unit diary remark is required to establish, or report, any change of duty limitation.

b. Description	UD Abbrev
Unknown	UNK
None	Ø
Conscientious Objector	ConObjtr
Enlisted person not eligible for combat, sea duty and/or foreign duty (due to less than 4 months' training on active duty completed, exclusive of time spent in a hospitalized, leave, delay, transient, or absentee status)	NotEligCbt InsufActServ

Description

UD Abbrev

Twice wounded Republic Vietnam requiring hospitalization in excess of 48 hours each wound/thrice wounded Republic Vietnam regardless of nature of wound or treatment required each wound

NotEligCbt
MulWouRVN

Not eligible for combat, sole surviving son, not physically qualified, etc.

NotEligCbt
other reasons

Member immediate family presently serving Republic Vietnam.

NotEligCbtMbr
ImmedFamPres
Serv RVN

44. Contract/Legal Agreement--Block #44

a. Description

UD Abbrev

Unknown

UNK

None - includes all Regular officers and all Reserve officers serving on their initial obligated active duty tour

Ø

Limited Duty Officer

LDO

Temporary Limited Duty Officer

TempLDO

Reservist with standard written agreement with regular establishment (SWAG)

SWAG

Reservist beyond initial obligated service on extended active duty with regular establishment

EAD

Reservist on standard written agreement (SWAG) on extended active duty with reserve establishment

SWAG(Res)

Reservist on temporary active duty to perform special work

SpIWk

Reservist on active duty with Selective Service System

SSSynt

Reservists specifically assigned as training assistant

TrngAsst

Temporary officer, permanent warrant officer

TempO(WO)

Temporary officer, permanent enlisted

TempO(E)

Temporary warrant officer, permanent enlisted

TempWO(E)

Specialist officer

SpIOff

Reservist on indefinite EAD

IndefEAD

Reservist on unlimited active duty

UAD

b. Submit a unit diary remark to establish, or change, an agreement utilizing the abbreviations above. These contract/legal agreements may be determined from information found on the appointment acceptance, administrative remark page, and/or other documents of the officer qualification record. The unit diary remarks are

required for historical purposes only. Contract/legal agreement codes for officers are assigned by this Headquarters upon accession or change in status.

45. Second Additional MOS--Block #45

SECOND ADDITIONAL MOS	45
0141	

a. Enter second additional MOS, if any. If a second additional MOS has not been assigned, enter a zero. MOSs appear on page 8a of the service record book, and page 7a of the officer's qualification record.

b. A unit diary entry is required (unless otherwise directed by specific instructions) whenever any change of second additional MOS is effected. The remark must show all of the individual's MOSs as they existed before the change, as well as all effective MOSs as they appear after the change; e.g.,

Ch MOSs fr 0311/8531/none to 0311/8651/8531

46. Date of Present Rank--Block #46

DATE OF PRESENT RANK		46
Yr	Mo	Da
60	12	01

a. Enter the date of rank of the grade in which the individual is currently serving. Date of rank is recorded on page 1 of the officer's qualification record, and in the "Rank From" column on page 5 of the service record book. In the case of privates, enter the date of enlistment, reenlistment, or date of rank shown on page 5 of the service record book, as appropriate.

b. A unit diary entry is required whenever any change is effected in the

date of rank of the grade in which the individual is currently serving.

47. Block #47--No entry required. (See subpar. 16029.1d.)

48. PULHES--Block #48

PULHES	48
213121FR	
(Show complete profile in IRC only)	

a. For male enlisted personnel insert the complete physical profile serial including code letter and suffix if any, in this block.

b. For unit diary reporting, only the code letter from the profile serial will be reported; i.e., "A," "B," "F," etc. Do not include serial digits or suffix "R" or "T." Example:

Ch PULHES to F

c. The information for this entry is initially recorded on the enlistment contract or record of induction, and thereafter in the health record.

d. Record a "0" for officer and women Marine personnel.

49. Block #49--No entry required. (See subpar. 16029.1d.)

50. Block #50--No entry required. (See subpar. 16029.1d.)

51. Block #51--No entry required. (See subpar. 16029.1d.)

52. First Additional MOS--Block #52

FIRST ADDITIONAL MOS	52
0141	

a. Enter first additional MOS if any. If a first additional MOS has not been assigned, enter a zero. MOSs appear on page 8a of the service record book, and page 7a of the officer's qualification record.

b. A unit diary entry is required (unless otherwise directed by specific instructions) whenever any change of first additional MOS is effected. The remark must show all of the individual's MOSs as they existed before the change, as well as all effective MOSs as they appear after the change; e.g.,

Ch MOSs fr 0311/8531/none to 0311/8651/8531

53. Grade--Block #53

GRADE	53
SSgt	

a. Enter the title of the grade in which the individual is currently serving. Grade is recorded on page 1 of the officer's qualification record, and on page 5 of the service record book.

b. A unit diary entry is required whenever any change is effected in the grade in which the individual is currently serving. The remark must show the new grade title and date of rank. The "authority" under which the grade change is effected will be included in all entries of promotion above the grade of corporal, and in all reduction entries. The word "meritorious" will be included in entries reporting meritorious promotions.

Examples:

Appt LtCol USMC to rk fr (date) auth _____

Prom to Cpl (meritorious) to rk fr (date)

Red to LCpl to rk fr (date) auth _____

c. The word (temp) will be included in the entry reporting temporary appointment to a new grade.

d. When a temporary appointment is confirmed as permanent, the temporary appointment must be revoked and the grade reestablished as permanent. A unit diary remark is required to revoke the temporary appointment and date of rank and reestablish the grade as permanent with a date of rank.

e. When a member in temporary enlisted grade is appointed to the next higher temporary enlisted grade, the old temporary grade will be confirmed to a permanent grade with a date of rank. A unit diary remark is required to:

(1) Revoke the old temporary grade and date of rank.

(2) Reestablish the old temporary grade as permanent with date of rank.

(3) Report the new temporary grade and date of rank.

Examples:

Appt LtCol USMC to rk fr (date) auth _____

Prom to Cpl (meritorious) to rk fr (date)

Prom to GySgt (temp) to rk fr (date) auth CMC ltr _____

Rev GySgt (temp) to rk fr (date). Re-estab GySgt (perm) rk fr (date) auth CMC ltr _____

Red to LCpl to rk fr (date) auth _____

54. Name--Block #54

NAME	54
JONES Robert Joseph III	

a. Enter the name as shown on page 9 of the officer's qualification record, or on page 2 of the service record book. Accuracy in recording the name is imperative; extreme care must be exercised to ensure that the

name is correctly placed on all documents. Whenever it is discovered that a name appears erroneously on the IRC or in a unit diary entry, a correction entry must be reported for each known error. It is not sufficient merely to spell it correctly the next time it is shown. Any name correction requires that the full, correct name be shown below the SHOULD BE line; complete name in this instance includes full middle name(s), not just initial(s). This is necessary so that the DPI may correct the magnetic tape record, if affected.

b. An actual change of an individual's name is not a "correction." When a change of name in official records is authorized by the Commandant of the Marine Corps, or by the provisions of subparagraph 13264.6,

the change will be reported by showing the "old" name in the standard identifying line, followed by a change entry reporting the "new" name and the authority for the change.

c. Although full name is recorded on the IRC, only surname, first name, and middle initial(s) are to be recorded as standard identifying information on the unit diary.

55. Service Number--Block #55

a. Enter the service number of the individual for whom the IRC is prepared. Refer to subparagraph 16082.1 for additional information on service number.

56. Component/Class--Block #56

COMPONENT/CLASS 1	56
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a. Enter the component/class code. From information shown on the appointment acceptance, enlistment contract, record of induction, and administrative remarks page of the service record determine the individual's component/class status. By referring to MCO P1080.20, Personnel Accounting Codes Manual, the appropriate component/class code can be determined for that status.

b. Usually, change of component/class code occurs incident to reenlistment, or upon transfer of regulars to the Reserve Establishment. In these cases, individuals are dropped with one component/class code and joined with another, thus effecting the change without specifically reporting a change by unit diary entry.

57. Primary MOS--Block #57

PRIMARY MOS 0331	57
---------------------	----

▶ a. Enter the primary MOS. MOSs appear on page 8a of the service record book, and page 7a of the officer's qualification record.

▶ b. A unit diary entry is required (unless otherwise directed by specific instructions) whenever any change of primary MOS is effected. The remark must show all of the individual's MOSs as they appeared before the change, as well as all effective MOSs as they appear after the change; e.g.,

Ch MOSs fr 0331/0311/8131 to 0369/8131/none

58. Block #58--No entry required. (See subpar. 16029.1d.)

59. Race and Sex--Block #59

a. Enter the race and sex of the individual as recorded on page 2 of the

service record book, or page 9 of the officer's qualification record. Changes in race information normally would be required only as a result of a correction in official records as directed by the Commandant of the Marine Corps. Such actions are to be reported as changes, but when race has been erroneously shown on an IRC, a "correction" entry is proper.

Example:

RACE/SEX Caucasian Male	59
-----------------------------------	----

60. Block #60--No entry required. (See subpar. 16029.1d.)

61. Citizenship--Block #61

a. Record the following, as appropriate, in this block to indicate citizenship status:

(1) If native born: "U.S."

(2) If naturalized: "N.U.S."

(3) If from a United States insular possession: "U.S.I.P."

(4) If an alien, enter name of country in which a citizen.

Example:

CITIZENSHIP N. U. S.	61
-----------------------------	----

b. Information for this block may be obtained from page 2 of the service record book and pages 1 and 9 of the officer's qualification record.

62. Block #62--No entry required. (See subpar. 16029.1d.)

63. Block #63--No entry required. (See subpar. 16029.1d.)

64. Block #64--No entry required. (See subpar. 16029.1d.)

65. Date arrived U.S. from overseas station where dependents were authorized--Block #65

a. For officers only, enter in this block the date an officer last returned from an overseas assignment where dependents were authorized, regardless of whether dependents were or were not present at the overseas location. The foregoing applies to duty with an amphibious group or amphibious squadron which was shorebased and where dependents were authorized. Example:

ARR U.S./DEPN AUTH			65
(Officers only)			
Yr	Mo	Da	
60	01	15	(15Jan60)

Ch Date Arr U.S. Depn Auth to 17Sep59

b. For enlisted, enter a zero.

c. In the case of an officer being transferred from an overseas area where dependents are authorized to an overseas area where dependents are not authorized, the officer's date arrived from overseas station where dependents were authorized will be recorded in this block as the date he is transferred from the duty station where dependents were authorized.

d. The foregoing applies equally to officers who do not have dependents, i.e., bachelors. For the purpose of establishing this date, bachelors assigned to overseas areas where dependents are authorized will be considered as serving with a dependents type tour.

▶ 66. Block #66--No entry required. (See subpar. 16029.1d.)

▶ 67. Block #67--No entry required. (See subpar. 16029.1d.)

68. Block #68--No entry required. (See subpar. 16029.1d.)

69. Block #69--No entry required. (See subpar. 16029.1d.)

70. Block #70--No entry required. (See subpar. 16029.1d.)

71. Date Arrived U.S. From Overseas Where Dependents Were Not Authorized (Officers)/Date Arrived U.S. From Overseas Where Dependents Were Not Present (Enlisted)--Block #71

a. Enter the following dates, as appropriate, in block #71 of the IRC. The date required for record purposes is year and month only.

(1) Officers--The date an officer last returned from an overseas assignment, including duty aboard ship or with an amphibious group or amphibious squadron which was shore-based where dependents were not authorized. In the event an officer acquires dependents while serving in such an area, it will still be considered as a tour in an area where dependents are not authorized. In the case of an officer being transferred from an overseas area where dependents are not authorized to an area where dependents are authorized, the officer's date of return from overseas without dependents will be recorded in this block as the date he arrives at the duty station where dependents are authorized. Example:

ARR U.S. (OFFICERS-DEPN		71
NOT AUTH) (ENL-W/O DEPN)		
Yr	Mo	
59	11	

Ch Date Arr U.S. Depn Not Auth to
Sep59

(a) In order to constitute an overseas tour without dependents, an officer must normally spend a minimum of 9 months outside the continental U.S. in that status. If an officer is returned from an overseas tour without

dependents after serving less than 9 months and more than 3 months, for reason other than combat, date recorded in this block will be as follows:

1. If the officer has no previous overseas tour record a "0" in this block.

2. If the officer has a previous overseas tour without dependents, his prior date arrived U.S. without dependents will be adjusted to credit him for the additional overseas time. For example: An officer who had returned from overseas without dependents on 15 June 1952 was sent to the 3d Marine Division on 15 December 1957. On 15 April 1958 this officer was returned to continental U.S. on a humanitarian transfer. Therefore, his date arrived U.S. without dependents should be reported changed to 15 October 1952.

3. Overseas tours of less than 3 months without dependents will not be considered when reporting date arrived U.S. without dependents.

(2) Enlisted--The date an enlisted person last returned from an overseas assignment (including duty aboard ship, amphibious group or amphibious squadron) where dependents were not present. If a dependent was acquired at an overseas location where dependents were not authorized, the acquired dependent is considered as not having been present. In the case of an enlisted man being transferred from an overseas area where dependents were not present to an area where dependents are authorized and present, the date recorded in this block would be the date dependents become present. If a dependent was acquired at an overseas location where dependents were authorized, and for which there are separate accompanied and unaccompanied tour factors, the acquired dependent is considered as having been present and an "ARRIVED U.S." date is not entered in this block relative to current tour. If at an overseas location where dependents were authorized

and the tour length is the same regardless of dependency status and a dependent is legally acquired during the last 4 months of the overseas tour, the tour will be considered as an unaccompanied tour and an "ARRIVED U.S." date will be entered. Example:

ARR U.S. (OFFICERS-DEPN		71
NOT AUTH) (ENL-W/O DEPN)		
Yr	Mo	
57	09	

Ch Date Arr U.S. w/o Depn to Oct59

b. If, since 31 December 1951, an individual has completed one or more continuous periods of temporary additional duty beyond the continental limits of the U.S., or if an individual has been on maneuvers beyond the continental limits of the U.S. subsequent to his last permanent overseas assignment, the date arrived U.S. recorded in this block will be advanced by a length of time equal to the total of each of such periods which were in excess of 3 months but less than 9 months duration. Do not change date arrived U.S. to reflect these periods of temporary additional duty or time spent on maneuvers if the individual has had no previous service outside the continental U.S.

c. For those persons who performed temporary or temporary additional duty at locations outside the continental U.S. for a continuous period of 9 months or more, the date of return to continental U.S. from such duty will be recorded as date arrived

U.S. Thus any continuous 9-month (or over) tour of temporary or temporary additional duty outside the U.S. will be treated the same as a regular tour of overseas duty.

d. Any period of time, other than TAD, spent in a combat area will count as an overseas tour without dependents and date of return to U.S. from a combat area will be recorded in this block.

e. For those persons returned to the U.S. in a hospitalized status, record, "UNK" in this block until released from hospital to full duty status or until normal return date is reached. Date arrived U.S. will be established as date of release from hospital to full duty status or date person would have normally returned to U.S. whichever is earlier.

f. Personnel who return to CONUS by circuitous routing will have their Arrived U.S. date determined by adding "constructive travel time" to the date of departure from the overseas duty station. Constructive travel time for personnel returning from overseas by circuitous routing will be computed as direct air travel from overseas station to CONUS.

g. Date arrived U.S. which is recorded on page 17 of the service record book and page 1 of the officer's qualification record includes year, month and day. In addition, personal interview with the individual may be required to establish the desired information in the personnel accounting system. Service overseas in other branches of the Armed Forces may be considered if properly substantiated.

72. Combat Service--Block #72

a. Enter in this block the appropriate code to indicate whether a Marine who served in any branch of the Armed Forces has participated in combat action against enemy forces and in which theater and/or war. Example:

COMBAT SERVICE CODE 72

- 0 - Not applicable
 1 - World War II
 2 - Korea
 [7] 4 - WWII & Korea
 5 - Vietnam
 6 - WWII & Vietnam
 7 - Korea & Vietnam
 8 - WWII, Korea & Vietnam

Ch cbt serv code fr 2(Korea) to 7 (Korea & Vietnam)

b. Information for this block is recorded on page 9 of the service record book and page 8 of the officer's qualification record.

73. Ex-Prisoner of War--Block #73

a. Insert in this block the appropriate code to indicate whether the individual was ever classified as a prisoner of war during any of the combat actions of the Armed Forces and the area where held prisoner. Example:

EX-PRISONER OF WAR CODE 73
(AREAS HELD)

- [B] 0-Not Applicable J-Philippines-
 A-Japan China
 B-Philippines K-Europe-
 C-Europe Korea
 D-SoPacific L-Europe-
 E-Korea China
 F-China M-SoPacific-
 G-Japan-Korea China
 H-Japan-China N-SoPacific-
 I-Philippines- Korea
 Korea

b. Information for this block is recorded on page 9 of the service

record book and page 8 of the officer's qualification record.

74. Date Current Active Duty Began--Block #74

DATE CURRENT ACTIVE DUTY BEGAN 74

Yr	Mo	Da
50	08	24

Ch date curr acdu began to 24Aug50

a. Insert in this block the commencement of the individual's current tour of active duty in the Marine Corps only.

Example: Page 2 of the service record book shows the following under Entries as to Previous Service:

Enlisted	Discharged	Branch of Service
19Jun35	18Jun39	USMC
19Jun39	4Jan46	USMCR
2Aug47	1Aug50	USA
24Aug50	23Aug54	USMC
24Aug54	Curr	USMC

b. Immediate reenlistment would not result in a change to this block.

c. Information for this item is recorded on pages 2 and 3 of the service record book and page 9 of the officer's qualification record.

75. Block #75--No entry required. (See subpar. 16029.1d.)

76. Block #76--No entry required. (See subpar. 16029.1d.)

77. Block #77--No entry required. (See subpar. 16029.1d.)

78. Block #78--No entry required. (See subpar. 16029.1d.)

79. Block #79--No entry required. (See subpar. 16029.1d.)

80. Block #80--No entry required. (See subpar. 16029.1d.)

81. Date Form Completed--Block #81

a. Enter in this block the date that the IRC was prepared by the reporting unit. Example:

DATE FORM COMPLETED			81
Yr	Mo	Da	
60	01	24	

82. Block #82--No entry required. (See subpar. 16029.1d.)

▶ 83. Block #83--No entry required. (See subpar. 16029.1d.)

84. Block #84--No entry required. (See subpar. 16029.1d.)

▶ 85. Last Overseas Tour FMF--Block #85

a. Enter the appropriate code to indicate whether the individual's last overseas tour of duty was or was not with a Fleet Marine Force unit. Enter a "0" if individual has no overseas duty. Example:

LAST OVERSEAS TOUR FMF		85
<input checked="" type="checkbox"/> Y	0--Not applicable	
	Y--Yes	
	N--No	

b. Information for this block is recorded on page 3 of the service record book (current enlistment only) and page

2 of the officer's qualification record. For prior enlistments, it may be necessary to obtain this data through personal interview.

86. Block #86--No entry required. (See subpar. 16029.1d.)

87. Relationship, Location and Year of Birth of Dependents--Blocks #87 through #131

a. Blocks #87 through #131 will be utilized for recording the relationship, present location, and year of birth for each dependent. Entries are not required in Blocks 89, 91, 98, 100, 107, 109, 116, 118, 125 and 127. See subparagraph 16029.1d for reporting unit usage of blank blocks on the IRC.

(1) Relationship--Enter relationship of the dependent in the block entitled "DEPENDENT (Relationship)," e.g., Wife, Husband, Son, Daughter, Father, Mother. If the individual has no dependents enter a "0" in Block #87. Definition of "dependents" is explained in the Navy Comptroller Manual, volume 4.

(2) Location--Enter state or country of present location of the dependent in the block entitled "STATE/COUNTRY WHERE LOCATED"; e.g., Va., Hawaii, Germany.

(3) Year of Birth--Enter last two digits of year of birth of the dependent in the block entitled "YR OF BIRTH"; e.g., 36, 53, 57.

#1 DEPENDENT 87 (Relationship) Wife	STATE/COUNTRY WHERE 88 LOCATED Va	CODE 89	YR OF 90 BIRTH 33
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b. Unit diary entries will be made to report any addition or deletion of dependents and any changes or corrections in existing dependents information. Whenever reporting changes/corrections, the relationship, present location, and year of birth for each dependent affected must be indicated as it existed prior to the change/correction in addition to reporting the new data (see exception to change of location in subpar. 16082.87c). Examples:

Ch depn info present loc wife (33), son (53) fr Calif to NC; dau (54) fr Calif to Tex

Ch depn info add son (60) present loc Fla

Ch depn info delete wife (29) SC died

c. To report change of location of dependents due to transfer of the Marine, only new location information need be reported, provided new location:

(1) Coincides with the new physical location (state/country) of the Marine;

(2) Applies to all of the Marine's dependents; and

◆ (3) Information is reported as part of the joining remark.

If all of the above conditions cannot be met, then dependent information must be reported in accordance with subparagraph 16082.87b.

◆ d. In the event change of location of dependents is not included in a joining entry, but subsequently reported, only the new location need be shown in the diary remark, provided the new location

applies to all of the Marine's dependents. Example:

Ch loc all depn to NC

◆ e. If all of the above conditions cannot be met, then dependent information must be reported in accordance with subparagraph 16082.87b.

16083 INSTRUCTIONS FOR REPORTING ITEMS NOT SHOWN ON THE INDIVIDUAL RECORD CARD

1. Certain items of personnel information are reported on unit diaries as a matter of permanent record and to report pay data. However, some of these have an effect on the strength category of the individual, causing change between chargeable and not chargeable or from one not chargeable category to another. These items are discussed in the following paragraphs and in section 5 (pay data).

2. Items not included on the IRC for which remarks are required, are as follows:

Unauthorized absence

In hands of civil authorities

Awaiting retirement

Casualty or injury

Hospitalization

Confinement

Courts-martial or commanding officer's nonjudicial punishment

Leave

Missing

Temporary additional duty

Marine's physical location

Foreign language qualification

Social Security number

Clothing allowances

Excess leave checkages

16084 ABSENCE--UNAUTHORIZED

1. Absence which commences by reason of failure to report as directed in transfer orders is explained in connection with joining entries (par. 16077). Absence which results in declaration of desertion causes the individual to be dropped from the rolls of the reporting unit (subpar. 16081.7). All other unauthorized absence occurring during service at a unit, and the definition of such absence (AWOL, MisMov) as outlined in the Uniform Code of Military Justice, Articles 86 and 87, is to be reported on the unit diary. The entries are required to show that the absence was properly recorded at the time of occurrence and to substantiate charges under the Uniform Code of Military Justice. Periods of unauthorized absence of less than 24 hours shall be reported on the unit diary. Remarks concerning being "in hands of civil authorities" occurring while in an unauthorized absence status shall be included in the "Fr UA" entry.

2. Sample entries:

To UA (MisMov) since 0601

On UA(AWOL) 0801 to 1310 surr at comd

To UA(AWOL) abs fr gd post since 1430

Fr UA(AWOL) 0930 surr at comd

Fr UA(MisMov) RMC 0900 8Jan63 when rel to SP by CA Rome NY IHCA since 2330 5Jan63 suspicion of robbery charges dropped

16085 IN HANDS CIVIL AUTHORITIES

1. When an individual is delivered to civil authorities show dates, times, designation of civil authority, together with charges and authority for delivery. When an individual is apprehended and retained by civil authorities show dates, times, charges and designation of civil authority. If the individual is brought to trial a remark will be shown indicating whether convicted or acquitted.

2. A chargeable person delivered to or apprehended and held by civil authorities will remain "chargeable" for 30 days after which he will be reported as "not chargeable."

3. Sample remarks:

Del to CA SDIEGO at 1310 auth
SecNav msg ____ chg grand larceny

To chg ret fr IHCA SDIEGO 0910
charges dropped

Aprnd and held by CA CHASN 1300
on suspicion car theft

16086 AWAITING RETIREMENT

1. Persons ordered to the status of awaiting retirement whether on board or at home become not chargeable from the date of that action. Such persons are usually awaiting the decision of a board as to physical disability. If actual retirement orders are received, they would be dropped as retired. The remark is shown to remove them from the operating strength of the command pending final retirement or restoration to duty.

2. Sample remarks:

To not chg awtg ret'd

To not chg home awtg act SecNav

16087 CASUALTY, INJURY, OR HOSPITALIZATION

1. Wounds and other injuries incurred in combat, injuries incurred other than

in combat, and all periods of hospitalization, including sick in quarters or dispensaries, are to be reported on the unit diary. This information is required in the permanent record to support or refute individual claims regarding physical disabilities. Admissions and discharges to U.S. Naval Hospitals must show time of admission and time of discharge from hospital for units in which COMRATS are authorized. This is necessary for pay data purposes.

2. Wounds and other injuries incurred in combat are reported separately or in connection with hospitalization. Show wounded or injured, location of occurrence, and circumstances in brief. Examples:

WIA at Inchon Korea to sk 1st Hosp Co

Injured ammo dump explosion Masan Korea to sk USS REPOSE

3. Any injury that requires an investigation in accordance with the JAG Manual will be reported on the unit diary. The remark will show the nature of injury and location of occurrence. Examples:

Injured automobile acdt Carlsbad Calif to sk USNH Santa Margarita 0930

To sk USNH PHILA 1100 burned acdt post galley

4. Hospitalization in excess of 30 days causes a change in strength category (see par. 16079). Persons joined at a command while sick in a hospital are joined as not chargeable; they become chargeable when returned to full duty. Sample remarks:

Fr stud to not chg hosp 0900

Jdfr MB NAD Hawthorne Nev for rec only while sk USNH GLAKES

To chg fr not chg hosp

To sk Camp Disp 0900

Fr sk qtrs

5. When a reservist is hospitalized as a result of an injury received while performing extended active duty or active duty for training, an entry will be made on the unit diary reporting the incident, the name of the hospital and whether the injury or disease was incurred in line of duty. Transfers from one hospital to another or discharges from hospitals will also be shown in diary entries.

16088 CONFINEMENT

1. Report all periods of confinement. Changes in disciplinary status (e.g., from awaiting trial to serving sentence) while in confinement may be shown for local purposes, but are not required by this directive.

2. Persons do not become "not chargeable" in all cases of confinement. Only persons awaiting trial by or serving sentence of a general court-martial and persons joining a command in a disciplinary status to be tried or to serve a sentence are shown as not chargeable. Members of the command who commit offenses thereat and become special or summary court-martial prisoners remain in the same chargeable or not chargeable category as before confinement. Sample remarks:

To not chg awd GCM by CG MCB Camp Pen

Jd fr . . . for rec only cnfd ATLSPCM had been att as strag

Cnfd Camp Brig ATLSPCM

Fr cnfd serv sent SCM 30 days time lost Ch PEBD to (date) Ch EAS to (date) Ch EOS to (date) Excess lv (Incl dates) (# days) Ck pay and alw

Fr UA(AWOL) at 1015 cnfd Camp Brig AOH

16089 COURTS-MARTIAL--COMMANDING OFFICER'S NON-JUDICIAL PUNISHMENT

1. Courts-martial which result in conviction shall be reported on the unit

diary. Generally, the remark should be reported only at such time as the sentence is ordered executed. However, as an exception to the foregoing, a remark must be reported upon approval by the convening authority of any sentence which includes an unsuspended punitive discharge, but where such sentence is not ordered executed pending appropriate review. Unit diary remarks concerning trial by court-martial must include: type of court-martial; date of approval by the convening authority if other than the date of the diary; the sentence as approved by the convening authority; and any reduction in grade effected pursuant to the sentence of the court.

2. Nonjudicial punishment imposed under Article 15, UCMJ, which results in forfeiture of pay, detention of pay, confinement, and/or reduction in grade shall be recorded on the unit diary. In any case where detention of pay is imposed, the diary remark must include the date on which the detained pay is to be credited to the member's pay account.

3. If subsequent events/actions affect a previously reported sentence or punishment, this shall be reported through an entry on the diary showing the effect of the event/action involved, the date and authority effecting the change, and, in cases involving restoration of grade, the grade and date of rank to which restored.

4. Sample entries:

a. (SCM) (SPCM) (GCM) appr and ordered executed. Sent to forfeit \$ _____ per mo for _____ mo, to be cnfd for (period), to be red to (grade). Red to (grade) to rk fr (date) PurSent. Cnfd Post Brig serv sent CM.

b. SPCM appr but not ordered executed. Sent (here show sentence as approved by the convening authority). Forfeiture applies to pay and alw due on and after (date directed by CA).

c. SPCM appr but not ordered executed by CA (date), by Supervisory

Auth (date), by Bd of Review (date), and affirmed by Court of Mil Appeals (date), ordered executed (date) by (competent authority which ordered execution of the sentence). Red to (grade) to rk fr (date) PurSent.

d. Findings of GCM appr (date) set aside, auth _____. Restored to (grade) to rk fr (date).

e. Nonjudicial punishment imposed under Art. 15, UCMJ. To have \$ _____ per mo for _____ mo detained, and to be red to (grade). Detained pay payable on (date). Red to (grade) to rk fr (date) auth Art. 15, UCMJ.

16090 LEAVE

1. Leave is recorded on the unit diary for local command use, for permanent record purposes at Headquarters Marine Corps and for pay data purposes. The type of leave will be shown when it is other than annual leave; e.g., reenlistment, emergency, sick or excess leave. If type of leave is excess leave, see part A section 5, of this chapter for additional pay data requirements relative to checkage of pay. The following method will be utilized for reporting leave:

a. Entries will be made so that the "to" leave entry appears on the diary which accounts for the first day counted as leave. The "from" leave entry should then appear on the diary which accounts for the last day counted as leave. The "from" leave entry must also reflect the inclusive dates of leave and the total number of days involved. Examples:

To lv

Fr lv 1-15Feb63(15)

To lv CONUS

To emerg lv

Fr lv CONUS 8Mar63-6Apr63(30) Enr US 1-7Mar63 via Govt acft Awtg trans SFRAN 6-14Apr63 Enr Japan 15-27Apr 63 via USS GEN MANN

To SEADU (or To FORDU) (date of commencement)

2. Ships' detachments will make an "on lv" notation on a sailing diary as required by subparagraph 16054.12g.

**16091 MISSING--MISSING IN ACTION--CAPTURED--INTER-
NED**

1. The term "missing" is used to describe involuntary absence of persons under circumstances not involving enemy action.

2. The term "missing in action" is used to describe involuntary absence of persons under circumstances involving enemy action, other than those determined to be captured or interned.

3. The term "captured" is used to describe involuntary absence of persons who were seen to be captured alive and in the hands of the enemy.

4. The term "interned" is used to describe involuntary absence of persons who are detained in time of war by nonbelligerent foreign powers.

5. Care will be exercised not to report persons voluntarily absent under the above categories.

6. Persons who are determined to be missing, missing in action, captured or interned become "not chargeable" to the reporting unit on the date of disappearance.

7. Combat committed units reporting casualties will drop and transfer persons carried in the above described categories to the Missing and Captured Persons Unit, HQMC, after they have been carried in these categories for 30 consecutive days.

8. Units reporting nonbattle casualties under peacetime procedures will not transfer casualties to Headquarters Marine Corps; they will not be dropped until they are recovered by another unit or determined to be dead.

9. Sample remarks:

To not chg MIS vicinity Chosin Reservoir Korea

Drop tr to MIS & CPTR Pers Unit HQMC by SR MIA since _____

To not chg MIS fr routine trng flt Sierra Nev Mts

To chg fr MIS ret to US control by _____ authorities

**16092 TEMPORARY ADDITIONAL
DUTY**

1. Periods of temporary additional duty performed must be recorded on the unit diary. Entries will be made so that the "to" TAD entry appears for the day the individual departs on TAD. The "from" TAD entry should then appear on the diary for the day the individual returns from TAD. Do not use inclusive dates to record TAD since the recording of "to" TAD and "from" TAD is necessary for pay data. Hour of departure and hour of return will be included in TAD entries. Ships' detachments, flag and/or staff allowance will make an "on TAD" notation on a sailing diary as required by subparagraph 16054.12g.

2. TAD involving status as a student or TAD in excess of 30 days must be so identified in the "to" entry in order that the change in strength category may be indicated. In addition, if TAD is in excess of 30 days the location must be reported, unless it is classified for security reasons, so that the Marine's location may be recorded in the personnel accounting system. If location is classified, show "Classified loc."

Sample entries:

To TAD 0600

To TAD as stud (course) (location) 1300

To TAD (location) (Classified loc) 1030 in excess of 30 days

3. Remarks showing return from temporary additional duty will record that fact except as follows:

a. Termination of student status on TAD must be indicated together with name and location of course and whether or not completed course, unless location of course is classified for security reasons.

b. If TAD was originally reported as "to TAD (location) (Classified loc) in excess of 30 days" (see subpar. 16092.2) the entry reporting return to permanent duty station will be shown as follows:

(1) If the individual returned after completing 30 or more days of TAD: Fr TAD (location) (Classified loc) 1600 in excess of 30 days

(2) If individual returned prior to completion of 30 days TAD: Fr TAD (location) (Classified loc) 1600 not in excess of 30 days as reported on UD _

c. If TAD was performed in a combat area while regular station was not in a combat area, the complete itinerary must be shown in the "fr" entry. This will facilitate subsequent determination of eligibility for service medals.

4. If TAD outside the US was performed in excess of 3 months, the "fr" remark will include a change in date of arrival in US, if a date has been previously established. (See subpar. 16082.71.) Sample entry:

Fr TAD (location) (Classified loc) 1230 in excess 3 mos o/s New date arr US without depn (date)

16093 SERVICE SCHOOLS COMPLETED

1. The completion of courses of instruction at formal schools which have

service school code numbers will be reported on the unit diary for enlisted only. This enables the electronic computer installation to maintain a record of such schools attended by an individual. Completion of courses at civilian schools should also be reported on enlisted. If the formal school training qualified the individual for a particular MOS, the change of MOS will be included. Do not report completion of courses of unit schools at division, wing, brigade, base, depot or equivalent level or correspondence type training courses. Example:

Fr TAD stud compl TeletypeOpr Crs
Ch MOSs fr 2533/none/none to 2541/
2533/none

16094 INDIVIDUAL'S LOCATION COUNTY/STATE/COUNTRY

1. The physical location at which a Marine is serving is maintained on magnetic tape record at the computer installations. This information is essential in compiling statistical data such as the number of Marines located in each state in the United States or number located in each foreign country. The magnetic tape record shows the unclassified location by county and state within the United States and by country outside the United States.

2. The unit title and location as shown in the heading of the unit diary is usually sufficient to enable the DPI to determine the unclassified location of individuals provided they are physically located with the unit. If, however, an individual is performing duty at a different location from that of the unit, the unclassified location of this individual must be reported on the unit diary. Exceptions to the above are changes of location which are expected to be less than 30 days duration; these need not be so reported.

CHAPTER 16--PERSONNEL ACCOUNTING SYSTEM

16095

3. To report change of location, if not classified for security reasons, report city, county (if known), and state if within the United States, or country if outside the United States. Sample entries:

Ch individual's location to (location)

Ch individual's location to Classified loc

▶ 16095 DELETED (Ch. 8)

SECTION 5: INSTRUCTIONS FOR ENTERING PAY DATA ON THE UNIT DIARY

16100 GENERAL

1. A copy of the unit diary is the most commonly used substantiating voucher for pay record entries. Two copies of the diary will be furnished to the disbursing officer servicing the unit. White manifold paper will be used for the disbursing officer's copies. These copies must be legible.

2. Detailed instructions for the submission of unit diaries and military pay orders (DD Form 114) to disbursing officers, including the commander's authorization on unit diaries, are contained in paragraphs 044570-044572, Navy Comptroller Manual.

16101 RESTRICTION ON USE OF DIARY

1. No diary entries will be made to substantiate pay record entries unless included in this section. If a diary format in paragraph 16111 does not provide for a specific instance, or if additional information to that shown in a format is necessary, a separate pay record order using DD Form 114 must be submitted. (The only exception is in the case of the certificate required to support credit of aviation pay. Nav-Compt Form 38 will be used for this purpose.) However, if the information can be conveyed by the use of a combination of two or more sample formats, such multiple entries are permissible.

16102 PAY RECORD ORDERS

1. If a reporting unit is serviced by more than one disbursing office, in order to eliminate retyping unit diaries so as to provide sufficient legible copies for several disbursing offices, pay record orders may be submitted, using the formats shown in paragraph 16111.

2. Marine Corps commands serviced by other than Navy or Marine disbursing officers will submit DD Form 114

using the formats in paragraph 16111, to substantiate pay record entries.

16103 ATTACHED ROSTER

1. When an attached roster is referenced on the diary, it does not have to be authenticated. It is an integral part of the diary and as such, the signature which authenticates the diary is sufficient validation.

16104 CONTINUITY

1. To provide continuity in the record of diaries, it is mandatory that two copies be furnished to the disbursing office as outlined in paragraph 16100, even though the entries on a particular diary may have no effect on the pay and/or allowances of any of the members listed.

16105 CAPTIONS

1. Regardless of the caption under which an entry appears on the diary; e.g., CHARGEABLE, NOT CHARGEABLE, ATTACHED, etc., if it is otherwise proper, it may be used to substantiate a pay record entry, and a separate pay record order need not be submitted.

16106 CORRECTION ENTRIES

1. If a prior unit diary entry is responsible for an erroneous entry on a pay record, the erroneous entry may only be adjusted by a CORRECTION ENTRY on the diary. (See subpar. 16054.13) The part of the CORRECTION ENTRY after the caption SHOULD BE will correct only that part of the original diary entry that was wrong or add the information that was previously lacking.

16107 RESUBMISSION

1. At such times as a roster or diary is returned to the unit by the Data Processing Installation for resubmission, disbursing copies only will be clearly marked RESUBMISSION.

**16108 BASIC ALLOWANCE FOR
SUBSISTENCE, RATIONS IN
KIND NOT AVAILABLE****1. Permanent change of station**

a. Commencement of credit. An entry will be made on the unit diary, authorizing the commencement of credit of basic allowance for subsistence, if otherwise proper.

b. Termination of credit. The unit diary will not be used to terminate credit of basic allowance for subsistence on detachment. Termination is made by a copy of the members orders.

**16109 BASIC ALLOWANCE FOR
SUBSISTENCE, PERMISSION
TO MESS SEPARATELY
GRANTED****1. Permanent change of station**

a. Commencement of credit. After a commander approves a request by an enlisted member for permission to mess separately, an entry on the unit diary will substantiate commencement of credit for commuted rations.

b. Termination of credit. The unit diary will not be used to terminate

credit of commuted rations on detachment. Termination is made by a copy of the members orders.

2. Temporary additional duty

a. Authorization of commuted rations while an enlisted member is attached at a temporary additional duty station, will be accomplished by means of an appropriate diary entry under the heading "ATTACHED."

3. Other termination. Termination of credit of commuted rations at times other than those noted above, such as change in marital status, will be substantiated by an entry on the diary.

16110 PAY ENTRY BASE DATE

1. The pay entry base date must be changed to compensate for all lost time, including those periods when confinement is involved. The unit diary entry, however, indicating a change due to confinement, may not be made until the member is released from confinement. The unit diary entry that shows release from confinement will reflect the number of days lost time and authorize the change of pay entry base date, stating to what date it should be changed.

mfr mCBul 1080 of 16 Aug 65
16111 SAMPLE FORMATS FOR ENTRIES TO BE SHOWN ON UNIT DIARIES TO SUPPORT PAY RECORD ENTRIES--ALL DATES ARE INCLUSIVE

ITEM
NO.

mfr mCBul 1080 of 16 Mar 66
REMARKS *Modified Pending Re-entry*

mCBul 1080 of 14 Dec 1966
EXPLANATION

JOININGS

1. Jd 32 recruits fr USMC-RS Albany NY (incl dates) trav See roster att (Roster must include: SN, date enl, PEBD, SSNo, and component)
 The first duty station is the first unit of the Regular Establishment to which a Marine reports for active duty. It does not include the recruiting station. If the social security number is known, it must be shown. If it is not known, then the date of submission of Form SS-5 must be shown.
2. Jd recruit fr USMC-RS Albany NY Enl (date) (incl dates) trav PEBD (date) SSNo. _____
 For less than 10 recruits. See explanation in Item #1.
3. Jd fr USMC-RS Albany NY Reenl (date) for _____ yrs (incl dates) trav PEBD (date) ICMA (date) SSNo. _____ Reappt (grade) to rk fr (date) auth _____
 When joined by reenlistment from a place other than the first duty station with a break in service of more than 90 days.
4. Jd reenl _____ yrs PEBD (date) ICMA (date) SSNo. _____ Reappt (grade) to rk fr (date) auth _____
 When joined by reenlistment at the first duty station. Has a break in service of more than 90 days.
5. Jd fr USMC-RS Albany NY Reenl (date) for _____ yrs (incl dates) trav PEBD (date) CMA (date) SSNo. _____ Reappt (grade) to rk fr (date) auth _____
 Joined by reenlistment from a place other than the first duty station. Has a break in service of less than 90 days.
6. Jd reenl _____ yrs PEBD (date) CMA (date) SSNo. _____ Reappt (grade) to rk fr (date) auth _____
 Joined by reenlistment at the first duty station. The break in service is less than 90 days, but more than 24 hours.
7. Jd fr Co A 1stBn 1stMar 1stMar Div FMF (incl dates) pro (incl dates) Del (incl dates) (total days) trav (include remark showing commencement of BAS/ComRats, when appropriate)
 For substantiation of credit of commuted and/or leave rations when proceed time and/or leave or delay en route has been authorized in connection with performance of travel.
8. Jd by acc (perm) (temp) appt as 2ndLt (MCR) (USMC) to rk fr (date) auth _____
 For an officer joining on first acceptance of commission. PEBD and social security number are not required unless this is an initial entry into service or if a break in continuous active service immediately preceded the member's reentry.

ITEM
NO.REMARKSEXPLANATIONTEMPORARY ADDITIONAL
DUTY

9. No sample format necessary. (Ref. par. 16092.)

BASIC ALLOWANCE FOR
SUBSISTENCE

10. BAS @ \$____ per day fr 0800 7Feb60 No Rats in kind aval For commencement only. See paragraph 16108 for instructions regarding termination.
11. BAS @ \$____ per day fr 0630 7Feb60 Emergency conditions auth CMC ltr____ No Govt mess aval For commencement only. See paragraph 16108 for instructions regarding termination.
12. ComRats @ \$____ per day fr 0930 7Feb60 Rats in kind not furn For commencement only. See paragraph 16109 for instructions regarding termination.
13. Suspend ComRats 1100 Field exercises When an enlisted member who is authorized commuted rations, departs on field duty for exercises, maneuvers, etc., where field rations are provided, his ComRats will be suspended.
14. Resume credit 1400 ComRats prev suspended UD #____ After the enlisted member whose ComRats were suspended returns from field duty, resumption of credit of ComRats will be achieved by this entry.
15. To TAD 1600 20Apr61 continue ComRats auth____ When member sent TAD and ComRats continue in force. (See par. 14056.5.)
16. Fr TAD 1500 2Sep61 no Rats furn while on TAD When returning from TAD when ComRats remained in force. (See par. 14056.5.)

CLOTHING ALLOWANCES

17. Cr cash alw \$____ auth par. 340 ICR For female enlisted members.
18. Stop BMA/SMA Asg Combat area 9Feb60 See paragraph 803, ICR
19. Cr BMA/SMA fr combat area & clo processed 9Feb60 See paragraphs 841 and 862, ICR. When hospitalized personnel are returned from a combat area, this complete remark need not be shown. Show only that portion relating to the member's date of departure from a combat area.

ITEM NO.	REMARKS	EXPLANATION
20.	Cr ICCCA \$ ____ Auth _____	For use when a member is assigned to duty requiring the purchase of civilian clothing.
21.	Stop CCMA 9Feb60 Relieved of duty requiring civilian clo	See paragraph 460, ICR.
22.	Cr CCMA \$ ____ fr 9Feb60 Last entitled ICCCA 21Dec58 Reasg du requiring civilian clo	See paragraph 695, ICR.

PROMOTIONS AND REDUC-TIONS

23. No sample format necessary. (Ref. par. 16082.53.)

ABSENCE--AUTHORIZED

24. Fr lv 1-15Oct63(15) Departure on lv will be reported as required. In every case, on return from leave, the inclusive dates of the period of leave must be shown including the total number of days. Types of leave, except annual, must be specified.
25. Fr lv 1-15Jun63(15) Excess lv 11-15Jun63(5) ck pay & alw When a member is granted leave which will result in a part of it being excess, the actual dates and the number of days leave taken and days in excess, both must be shown together with a direction to check pay and allowances.

ABSENCE--UNAUTHORIZED

- 26(1) Fr UA 0700 Prev shown to UA (AWOL) 0600 5Feb63 See UD # _____ Abs excused unavoid Cr lv Rats prd 28Jan-8Feb63 (12) When absence is excused as unavoidable in conjunction with leave or liberty, the inclusive dates for which leave rations are creditable must be shown. Indicate total number of days in parentheses. A member who is declared a deserter is reported on the diary in the normal manner. When he returns from desertion, the fact is again reported on the diary. See paragraph 9059, MCPM.
- 26(2) Fr Absence Over Liberty Abs excused unavoid Cr lv Rats prd 6-9Dec63 (4)
- 26(3) Fr Absence Over Liberty Abs excused unavoid Cr lv Rats 6Dec only (1)

PAY ENTRY BASE DATE

27. Change PEBD to 15Jul57 SKMC 15 days time lost Events that will affect a pay entry base date will be reported as soon as practicable, except when confinement is involved. This is necessary since the disbursing officer must change the PEBD whenever an incident occurs that will affect it.

ITEM
NO.REMARKSEXPLANATIONSOCIAL SECURITY NUMBER

28. Post (Change) SSNo_____

If the social security number is not available when the pay record is initially opened, the number may be posted later by means of this entry. When a change is indicated because of an incorrect number, use this entry to report it.

COURTS-MARTIAL

29. SPCM appr 15Jan60 forfeiture of pay and allowances \$40 per mo for a prd of 6 mos

SPCM appr 15Jan60 SA action reduce forfeiture of pay and allowances to \$40 per mo for a prd of 2 mos

When conviction results, in all cases of courts-martial, the entire sentence will be shown, including fines, forfeitures, reductions, etc. If confinement is involved, do not change the PEBD until the member is released from confinement.

MISSING, MISSING IN ACTION
ETC.

30.

No sample format necessary. (Ref. par. 16091.)

HOSPITALIZATION

31.

No sample format necessary. (Ref. par. 16087.)

PROFICIENCY PAY

32. Awd proficiency pay P-1 based on (Splty) (SP) for MOS _____. Auth (curr Marine Corps Directive and Unit Spl Order)

For commencement of credit of proficiency pay while carried on rolls of a reporting unit. Entry must include critical MOS, Category "B" MOS, or term which will identify quota under which award is made.

33. Proficiency pay P-1 terminated on (Date) (Reason) Auth (appropriate Unit Spl Order)

For termination of credit of proficiency pay. Reason for the termination must be stated.

34. Previously awd proficiency pay P-1 on (Date) Auth (MCO and Unit Spl Order)

This entry will be reported in conjunction with the joining remark for continuation of proficiency pay when change of reporting unit is effected.

<u>ITEM NO.</u>	<u>REMARKS</u>	<u>EXPLANATION</u>
<u>QUARTERS ALLOWANCES</u>		
35.	BAQ @ \$_____ fr 10Aug64 (No govt qtrs aval) or (Asg public qtrs term) BAQ En- titlement E	This item will be used to commence en- titlement of quarters allowances (Enl w/o depn)
36.	BAQ @ \$_____ fr 10Aug64 (Sub standard qtrs) BAQ Entitlement E	Assigned substandard qtrs
37.	Stop BAQ @ \$_____ fr 3Aug64 BAQ Entitlement N (or Unk)	To terminate BAQ previously authorized enl mbr w/o depn
38.	Ch BAQ Entitlement to H (Residing in govt qtrs)	Upon assignment of mbr to govt qtrs
39.	Ch BAQ Entitlement to E (Residing in other than govt qtrs)	When BAQ approved, approval of BAQ received, or mbr asgn to govt qtrs terminated.
<u>ABSENCE DUE TO MISCONDUCT</u>		
40.	To SKMC USNH _____ auth _____	For personnel admitted sick and such admission is determined as SKMC
41.	Fr SKMC USNH _____ Ch PEBD to (date) Ch EAS to (date)	Upon release fr SKMC
<u>SEA DUTY</u>		
42.	To/Fr SEADU	For commencement or termination. Com- mences date of reporting. Stops the date of detachment.
<u>FOREIGN DUTY</u>		
43.	To/Fr FORDU	For commencement or termination. Com- mences from and incl date arrival at designated place through the date of de- parture (see NavCompt Manual for de- tailed instructions re periods of hosp, TAD, lv, etc).
<u>HAZARDOUS DUTY</u>		
44.		No sample format
<u>REENLISTMENT</u>		
45.	Drop (as of date) HonDis EofE auth _____ (lv sett) RR Jdreenl 6 yrs Ch EAS to (date) Reenl bonus pd Awd VRBM _____ VRBI _____ (or lump-sum payment)	Include the remark when a reenl bonus is paid. In addition include the Variable Reenlistment Bonus Multiple (VRBM) and number of installments (VRBI). If lump- sum paid, show authority.

16112

MARCORPERSMAN

ITEM
NO.REMARKSEXPLANATIONHOSTILE FIRE PAY

46.

Cr HFP condition 1 fr
1 Aug 65

This item will be used to commence entitlement to HFP for enlisted members. (See NavCompt Manual and other interim Navy Dept. Instructions for details on HFP requirements criteria).

16112 REPORTING PAY INFORMATION ON ATTACHED PERSONNEL

1. Reportable items occurring to an individual while on temporary additional duty are reported to the parent unit, which in turn, reports the item on its unit diary. When such an individual is the subject of an item affecting his pay and/or allowances, in order to eliminate the submission of a pay

record order at the temporary additional duty station when the member's pay record accompanied him, these items, in addition to being reported back to the parent unit as required in paragraph 16076.2, will also be reported under the caption "ATTACHED" by the organization to which he is attached for temporary additional duty and on the basis of this type entry, the disbursing officer will take necessary adjustment action.

SECTION 6: MONTHLY PERSONNEL ROSTER

16125 GENERAL

1. The Monthly Personnel Roster (MPR) is a listing of the names of the chargeable and not chargeable personnel in a particular reporting unit as reflected in the PAS on the last day of an accounting period.

2. The MPR is used:

a. As an auditing aid for maintaining PAS records in agreement with service records.

b. To detect erroneous reporting and processing of personnel information.

c. To provide HQMC with a historical document.

3. These rosters are prepared not later than the fifth working day after the end of the month by the personnel accounting computer center which has accounting jurisdiction of the reporting unit. An original and two copies are then mailed to the reporting unit for audit.

16126 CONTENT AND FORMAT OF THE MPR

1. The cover sheet of the monthly personnel roster contains the following information:

a. The report title: MONTHLY PERSONNEL ROSTER.

b. Reporting unit code number.

c. Effective date. This is the date of the latest unit diary which has been processed into the system as of the cutoff date.

d. DPI number.

e. Auditing item titles.

f. Missing unit diaries, by number, to a maximum of eight.

g. Certification statement.

h. Reporting unit title and mailing address.

2. The body of the roster shows the following "identifying information":

a. Grade code.

b. Name--as much of the full name of Marine Corps personnel as can be printed in 16 spaces. For other armed services personnel, only last name is shown here.

c. Service number.

d. Component/Class code.

e. Primary MOS of Marine Corps personnel; MOS equivalent for Navy personnel; blank for others.

f. Strength Category code--Marine Corps personnel only.

g. Initials of surname, first and middle names.

3. Additionally, the body of the roster shows the following information for Marine Corps personnel only:

a. One, two, or three other items of information as contained in the master personnel magnetic tape record. These are the "auditing items."

4. The sequence of the listing is alphabetical by name, in groups as follows: Marine officers, Marine enlisted, other Armed Forces officers, and other Armed Forces enlisted.

5. At the end of the roster is shown the totals of the above groups, with a grand total of the four.

6. Codes may be shown on the MPR for certain of the items of information. Most of these codes are contained in MCO P1080.20, Personnel Accounting Codes Manual; those not shown therein will be explained at such times as they are used.

7. Dates will be indicated as shown in the following examples:

58 indicates 1958

5802 indicates February 1958

580201 indicates 1 February 1958

16127 AUDITING AND CORRECTING THE MPR

1. Reporting units must complete an audit of the MPR within 5 working days after receipt.

2. The most recent unit diary processed at the DPI prior to MPR preparation will be the cutoff diary against which the MPR is to be audited. The effective date of the MPR indicates the date of the cutoff diary. If the reporting unit has reported all gains and losses promptly, as well as all other personnel accounting information, the roster should reflect the identifying information and auditing item data of the personnel "on board" as of the effective date of the MPR.

3. All of the information in the body of the MPR, as well as the reporting unit code number, title, and mailing address shall be audited to determine whether this information is in agreement with reporting unit-maintained records. This means that the identifying information and auditing items data for each individual must be compared against the personnel records maintained by the unit.

4. Errors found during the audit process may be considered to be one of two types; namely, a reporting unit error, or a data processing installation error.

a. Reporting unit error. Such errors may be due to the present unit's failure to correctly report personnel accounting data, or because of erroneous reporting by another reporting unit on whose rolls the individual was previously joined. (Compliance with the requirements of subpar. 16030.7 will eliminate the perpetuation of errors caused by previous units.)

b. Data processing installation error. Such errors can be determined by verifying the fact that a reporting unit reported correct information, but the data was missed or incorrectly entered into the PAS as evidenced by the MPR.

(1) HQMC monitors officer promotion data to the extent that simultaneously upon forwarding of promotion authority to individual's command an entry is made in the Master Tape Record to indicate new grade, without awaiting the unit diary entry change. Upon receipt of the MPR which may reflect grade difference in that the grade entered at HQMC is one which the reporting unit has yet to enter in the PAS, the reporting unit should ascertain the individual's name being on the selection list, and if the name appears thereon, corrective action should not be made pending receipt of promotion authority.

The following items are entered into the Master Tape Record at HQMC by the Offices indicated. Changes may not be entered by unit diary. Erroneous information should be brought to the attention of the appropriate office by correspondence:

ITEM	OFFICE CODE
Expiration of	
Active Service	DFA
Component/Class	DFA
Service Schools	DFA
Special Designation	DFA
Civilian Education	DFA
Permanent Rank	DH
Present Rank	DH
Date of Rank	DH

5. Reporting unit errors can be corrected only by unit diary entry. Correction of erroneous data must be reported no later than the fifth working day after receipt of the MPR.

6. In preparing a new IRC in response to request, that information previously reported into the PAS cannot be changed merely by showing later, correct information on the new IRC. Any such changes required must be reported on a unit diary prior to or in conjunction with the resubmission of the IRC.

The resubmitted IRC must then reflect the later, correct information. Items of previously unknown data may be reflected on the new IRC without unit diary entry.

7. Data processing installation errors are to be corrected on the MPR. In making these corrections, the following procedures will be accomplished:

a. Erroneous data appearing on the MPR shall be lined out by drawing a single, horizontal line through the erroneous information. Do not obliterate or damage the MPR. All corrections shall be entered in black ink, or by typewriter with black ribbon.

b. If appropriate, enter the correct information immediately above the erroneous information. In reporting any name correction, enter the full, complete name as it appears in the service records; complete name in this instance is to include full middle name(s). When an item which has been reported to a DPI is blank on the roster, insert the correct data and underline it. To the left of the grade code, show the identity of the document on which the correct information was reported; e.g., UD #91-62; IRC; MPR for (date). Since unit diaries, IRCs, and occasionally MPRs are the only usual means of entering information in the PAS, other references such as SRB, OQR, etc., shall not be used.

c. Remember that the roster is of a certain cutoff date, and that certain unit diaries may not have been received at the DPI prior to cutoff (see

MPR cover sheet for effective date and missing unit diaries). Corrections should reflect only the facts as reported and processed up to and including the effective date. No corrections shall be made using as a reference a unit diary or IRC submitted after the effective date of the roster. Missing unit diaries will be considered as being submitted after the effective date.

d. If the unit has reported an individual transferred or separated prior to cutoff, but his name still appears on the roster, draw a single line through that printed line and in the left-hand margin show the unit diary number on which the drop entry was reported.

e. If the name of any individual who was a member of the unit on the effective date of the roster is not shown, add, at the end of the roster, the identifying information of that person, and the unit diary number on which the joining entry was reported.

► (1) Recruits will appear on the MPR prior to the date of the unit diary reporting the joining, since the classification test score will store the reporting unit code in the individual's record. In no case must these individuals be deleted from the MPR if they have been joined after the MPR cutoff date, or if they are to be joined. Individuals appearing on the MPR who are not in the Reporting Unit and who will not be joined must be deleted.

f. When sufficient space is not available to insert names missing from the roster, it will be necessary to add

one or more pages of plain white bond paper to list them. The heading shown on each page of the machine prepared roster shall be repeated on the additional pages, with the word "ADDENDA" shown below the title. The numbering sequence of the MPR will be carried forward on the addenda pages.

g. The strength totals shown at the end of the MPR should agree with the totals shown on the cutoff diary. If it has been necessary to add or delete names, adjusted totals shall be computed and entered as corrected totals. If discrepancies exist, take corrective action in accordance with subparagraph 16054.13.

16128 CERTIFICATION OF THE MPR

1. After the roster has been audited, and any necessary corrections have been entered on the unit diary and/or the MPR, the certification statement on the cover sheet of the roster will be completed.

2. The provisions of subparagraph 16054.8 concerning authentication of the unit diary apply equally to the certification of the MPR.

16129 DISPOSITION OF THE AUDITED MPR

1. As soon as the roster is certified, the original and one copy, with corrections, will be forwarded to the DPI to which the unit diary is submitted. One copy, with corrections, will be retained by the unit.

2. Rosters will be returned by airmail if this method will result in earlier delivery at the DPI, otherwise, regular mail will be used. MPRs are not to be folded for mailing.

16130 DELETED (Ch. 4)

16131 DELETED (Ch. 4)

16132 DELETED (Ch. 4)

16133 DELETED (Ch. 4)

16134 DELETED (Ch. 4)

PART B: RESERVE ESTABLISHMENT

SECTION 1: INTRODUCTION

16200 OBJECTIVE--WHY WE NEED A PERSONNEL ACCOUNTING SYSTEM

1. The objective of the Personnel Accounting System (PAS) is to provide standard procedures for reporting, recording, and disseminating military personnel information necessary for effective administration of the Reserve Establishment. Uses of this information include: planning and execution of functions of procurement, training, distribution, assignment, and promotion of military personnel; preparation of budgets; development of improved personnel management techniques; and recording in permanent form, historical data of the U. S. Marine Corps.

16201 BASIC PRINCIPLES

1. Singular Reporting. A fact once entered into the system, properly processed and audited, is available and sufficient for all purposes regarding that fact.

2. Decentralization of Processing. Field Data Processing Installations (DPI's), located at various commands, process the documents of the system and produce punched cards into which the personnel data is recorded. Files of these cards are maintained at the field installations and certain duplicate cards are transmitted to Headquarters Marine Corps to provide overall Marine Corps information. Reports are prepared at both levels, thus providing headquarters and local commands with necessary personnel data.

3. Maximum Utilization of Data Processing Machines. By using electric accounting machines wherever possible, the information furnished by the reporting units is consolidated, or added together, with the least effort and the most speed. Thus, combinations of the information can be obtained and presented in a standard manner.

16202 HOW THE PERSONNEL AC- COUNTING SYSTEM OPERATES

1. Organized Reserve

a. At the Marine's first duty station, and at subsequent reporting units when required, Individual Record Cards (IRC's) are prepared to report all the facts initially required about him. Most of these facts are taken from the service record book or officer's qualification record. The carbon copies of the IRC's are attached to the unit diary that reports the joining. The reporting unit keeps the originals for a work record. An additional copy may be prepared at the same time for battalion or other intermediate command files.

b. The unit diary reports joinings, losses to reporting unit strength, and changes and additions to information previously reported. It also reports important events that affect the whole reporting unit. The unit diary is prepared and submitted to the DPI only:

(1) When there is something to report.

(2) On the last day of each month. (This informs the DPI that all unit diaries for that month have been submitted.)

c. At the DPI, information on unit diaries, IRC's, and other source documents is coded and transferred to punched cards. Certain duplicate and summary cards are forwarded to Headquarters Marine Corps to provide overall Marine Corps information. Data processing machines can rapidly convert the information on these cards into reports required by Headquarters Marine Corps and field commands.

d. Mistakes in processing and reporting can happen. To prevent these errors from building up, the DPI prepares from its punched cards at regularly scheduled intervals, an auditing

personnel roster for each reporting unit. The reporting unit checks the roster, corrects any mistakes it finds, and returns the roster to the DPI. The DPI then corrects its punched cards to bring them into agreement with the roster. Then the roster is sent to Headquarters Marine Corps for filing as a permanent record.

2. Volunteer Reserve

◆ a. At the data processing installations located at Marine Air Reserve Training Command and at Marine Corps District Headquarters, the information required to be maintained in the punched cards for Volunteer reservists will be obtained from service record books, officer qualification records, screening questionnaires, reserve personnel audit cards and other source documents. The punched cards are prepared directly from this source. Reports required by HQMC and field commands are prepared from these punched cards. Certain duplicate and summary cards are forwarded to Headquarters Marine Corps to provide overall Marine Corps information. Auditing Personnel Rosters (APR's) and Gain and Loss Statements are prepared at Marine Air Reserve Training Command, and Marine Corps District Headquarters, and sent to Headquarters Marine Corps for filing as a permanent record. Unit diaries are not prepared for Volunteer reservists. At the option of the DPI, information extracted from source documents may be transcribed onto IRC forms to facilitate preparation of punched cards. Instructions for preparation and submission of data for Volunteer reservists are contained in MCO P1080R.16.

3. The punched cards forwarded to Headquarters Marine Corps are processed into the master files. Reports of various combinations of the information reported on the IRC's, the unit diary, or obtained from other source documents are prepared from these files on an overall Marine Corps basis for use in the various agencies within Headquarters, as well as for presentation

to the Defense Department and to Congress.

16203 USES OF THE PERSONNEL ACCOUNTING SYSTEM

1. At Headquarters Marine Corps. Personnel data is produced to enable the agencies within Headquarters to carry out their functions. This personnel data includes reports, statistics, listings, tabulations, punched card files, and any other information relating to collective groupings of military personnel.

◆ 2. At Marine Air Reserve Training Command District Headquarters. The system provides a source for preparation of rosters and tabulations of personnel by unit, by categories of eligibility for assignment to active duty, by month of discharge and by MOS compared to authorized totals for each MOS. Reports may be obtained on the names or numbers in any category which is identified by items shown on IRC's and contained in punched cards. For example, a Marine Corps District can prepare schedules for quadrennial physical examinations mechanically, without having to search it out of individual records, by preparing a listing of people due to be physically examined.

16204 ORGANIZATIONAL STRUCTURE

1. Reporting Units

a. The reporting unit is the source of all data entered into the Personnel Accounting System. Accounts of individuals on the rolls of the Volunteer Reserve are divided into "reporting units" for administrative purposes. The accounting responsibility of the reporting unit is:

(1) Organized Reserve

(a) To prepare and maintain basic work records (IRC's).

(b) To prepare and submit the reporting document (unit diary); and

(c) To audit personnel rosters and correct them where necessary.

(2) Volunteer Reserve

(a) To prepare punched cards directly from source documents; and

(b) To prepare and audit personnel rosters and correct them where necessary.

b. Normally, the reporting unit is of company, battery, or squadron in size.

2. Intermediate Command

a. The Marine Corps District Headquarters is an intermediate command for all Organized Reserve units (ground) within the district. The various battalion headquarters of the Organized Reserve are also intermediate commands of the system for those units actually administered and commanded by the battalion headquarters. The battalion headquarters is not an intermediate command for those reporting units which are not administered by it even though the unit title includes the battalion designation.

b. Marine air reserve training detachments and the Marine Air Reserve Training Command are intermediate commands for Organized Reserve aviation units.

c. Intermediate commands enter the overall system as agencies of control and are responsible for efficient execution of system directives by their reporting units. Copies of IRC's, unit diaries, and APR's are available to intermediate commands when requested. Personnel data or statistical information in most cases can be maintained completely from these documents. Local requirements vary, however, and there will be circumstances which demand specialized data that is not available from the overall system. In these cases, blank spaces on the intermediate command copy of the IRC can be used to gather and maintain such information. Though no attempt is made to control the flow of data between

elements of a single command, all commands will make every effort to utilize the Personnel Accounting System records to limit additional data required of their units to establish efficient systems of record maintenance.

d. Commands discovering the need for items not included in the system and which are of a continuing nature and not peculiar to the particular unit, shall submit recommendations pertaining thereto to the Commandant of the Marine Corps (Code APB). Personnel at all echelons shall acquaint themselves with DPI capabilities for compiling personnel data. By utilization of the services of the data processing installations, workloads of reporting units and using commands may be substantially reduced.

3. Personnel Accounting Jurisdiction Commands

a. Personnel accounting jurisdiction over certain groups of commands of Marine Corps activities is assigned to those commands of which data processing installations are a part. The assignment of personnel accounting jurisdiction does not and should not, have any implications with respect to military command, nor in general to geographic distribution of the units involved. The primary consideration is that similar type units should be accounted for at a single DPI where practicable, for simplicity and economy of consolidated reporting, particularly during mobilization.

b. The assignment of personnel accounting jurisdiction to a command carries responsibility of requiring correct and prompt reporting from the activities within the jurisdiction. The commander assigned personnel accounting jurisdiction is authorized and directed to take necessary corrective action in cases of failure on the part of units in his jurisdiction to comply with personnel accounting reporting directives.

c. Correspondence on matters relating to personnel accounting will be in the name of the commander assigned personnel accounting jurisdiction.

d. Commands of the Reserve Establishment are assigned personnel accounting jurisdiction as follows:

<u>Command/Location</u>	<u>Activities Under Accounting Jurisdiction</u>
Commanding Officer (DP) Marine Corps Data Services Center 1500 East Bannister Road Kansas City, Missouri 64131	1. Organized Marine Corps Reserve Units 2. Staff Groups 3. Marine Air Reserve Groups MARTC 4. Special Volunteer Reserve Units 5. Class III Reserve Unit 6. Officer Candidate Section, MCS, Quantico, Virginia

4. Headquarters, U.S. Marine Corps

a. The Personnel Accounting System is administered by the Marine Corps Director of Personnel.

All official correspondence relating to the Personnel Accounting System will be addressed to the Commandant of the Marine Corps (Code APB).

SECTION 2: INDIVIDUAL RECORD CARDS

16225 DEFINITIONS

1. The Individual Record Card (IRC), and the Individual Record (Reserve) (IRC (Res)), are summary cards reflecting specific information extracted from the service record book and officer's qualification record for use in personnel accounting. They are considered the basic work sheets of the accounting system, in that they are used to establish items of personnel information.

16226 PURPOSE

1. Organized Reserve

a. To provide Organized Reserve reporting units and intermediate commands standardized visual files of data on personnel under their jurisdiction. The IRC and IRC (Res) serve as a unit locator and ready reference file of personnel data to reduce the necessity for continual searching through service records.

b. To provide an initial source of complete information to the data processing installation.

c. The IRC/IRC (Res) files may serve as a basic work record from which pay record and service record book entries are kept current.

2. Volunteer Reserve

◆ a. Use of individual record cards by reporting units of the Volunteer Reserve is optional. Instructions for preparation of IRC's for Volunteer reservists are contained in MCO P1080R.16.

16227 FORMAT

1. The Individual Record Card (NAVMC 976-PD and 976a-PD) and the Individual Record Card (Reserve) (NAVMC 10421-PD and 10421a-PD) are designed for use as a visual file and for extraction of personnel data at the data processing installation.

2. The original is a single leaf 5- by 7-1/3-inch card form with a single manifold (flimsy) copy and carbon attached as a snap-out. The snap-out copy is for the DPI. Additional copies as required for intermediate commands may be prepared by adding carbons and NAVMC 976a-PD or NAVMC 10421a-PD forms behind the snap-out counterpart at time of preparation.

3. The original of the IRC and IRC (Res) has three sections:

Information Section--Front

Occurrences Section--Back

Other Information Section--Back

4. The DPI copy and the 976a and 10421a forms have an information section only, since the history of occurrences is not required at echelons furnished these copies

16228 WHEN PREPARED BY ORGANIZED RESERVE

1. An IRC and IRC (Res) is prepared on the following occasions:

a. When joining from active duty.

b. When joining a reporting unit immediately following initial enlistment.

c. When joining and complete IRC's are not received with the service records.

d. Whenever specifically requested by the DPI. (See also par. 16306.)

e. Change from enlisted to officer status and vice versa. (This is required because of change in service number and other personnel data.)

◆ 2. Individual record cards will be prepared promptly on the required occasions and the DPI copy forwarded with the unit diary which reports the joining. If failure to receive service records prevents submission of a required IRC for a joining, prepare a

"skeleton" IRC for insertion in the unit file. This skeleton IRC should show name, service number, grade, MOS, component/class code (these items are called "standard information"), and reporting unit code in addition to any other information which can be determined without service records such as date joined unit. When service records become available, complete the "skeleton" IRC, insert the number of the unit diary which reported the joining (see subpar. 16281.2) and forward DPI copy. No more than 10 days should elapse before submitting an IRC; if service records have not arrived, obtain necessary data by personal interview. Data which is determined after the submission of the IRC to the DPI will be reported by unit diary entry as soon as possible.

3. In addition to the occasions described above, a reporting unit may at any time prepare a new IRC or IRC (Res) for its own use. Only the information section need be transcribed to the new card. Old IRC's may be retained if so desired.

16229 PREPARATION

1. The information section of the IRC will be prepared on a typewriter with black ribbon, except that, in situations where no typewriter is available, entries may be printed in dark ink or pencil. If the answer to any block is known to be "none" enter a zero. If the entry for a block cannot be determined at the time, enter "UNK" and report the data by unit diary entry when determined.

a. The "standard identifying information" blocks along the bottom edge of the form will be utilized so that the name, service number, grade, etc., will be visible when the IRC's are inserted in the card pockets of the file books.

b. The "Rank" and "MOS" blocks at lower edge of the form are provided for easy reference and are necessarily small, not permitting room for

successive entries upon change of information. Therefore, these blocks should be filled in with pencil so that the entry can be erased and changed when necessary. Numbered blocks with the same titles are for permanent entry and DPI coding purposes.

c. Use official abbreviations wherever practicable in making block entries. (See chap. 17.) Do not use punctuation. Check each item after it is entered.

d. If blank blocks are to be used by the reporting unit, the DPI copy will be detached first. These blank blocks may be used to record items of information not required in these instructions.

e. Entries are to be placed as near the top of each block as practicable. This is to leave space for subsequent entries and for coding of the copy at the DPI. When the item is to be changed, line out the old entry and insert the new one under it. In this manner a complete record is always available; for instance, former grades and dates of rank. Errors made and discovered prior to submission will be corrected by lining out and inserting the correct data under the lined out entry. Do not prepare a new form when items change or because an error is made.

f. As the IRC is the basis of accurate personnel information at all levels of command and in the overall accounting system, it is imperative that it be prepared and maintained with the greatest possible care and accuracy.

16230 USE--MAINTENANCE--FORWARDING

1. The IRC's will be kept in metal file books which contain card pockets affixed to trunnion wires. The IRC is inserted in the card pockets with the bottom line of the IRC visible through the plastic strip on the lower edge of the pocket. The IRC (Res), NAVMC 10421-PD, will be inserted in a pocket directly underneath the pocket containing the IRC, NAVMC 976-PD.

2. The IRC's are filed in alphabetical sequence, officers preceding enlisted, followed by Navy officers, Navy enlisted, and other services, if any. This is the same sequence in which names are to appear on the unit diaries and personnel rosters. Orders and documents which authorize or cause changes in individual personnel records are routed to the diary clerk. In processing changes to IRC's, the clerk removes the appropriate IRC(s) from the file, and changes the proper items in the blocks on the face of the form. He then turns the form over and in the occurrences section, writes or types in the date, the diary entry to report the change involved, and the unit diary number on which the entry will be shown. The IRC's are then arranged in the sequence in which they will be used in preparing the unit diary. (See subpar. 16254.1.)

3. Since the IRC (NAVMC 976-PD) and the IRC (Reserve) (NAVMC 10421-PD) contain a number of identical items (Name, Service Number, Primary MOS, EOS, etc.), the diary clerk in arranging IRC's for report of change of identical items on the unit diary may, at his option, arrange only the IRC's (NAVMC 976-PD) in sequence for diary preparation. Care should be taken to ensure that, in changing identical items, the face of both IRC's are adjusted to reflect the latest information. Entry in the occurrences section, in reporting changes of data which appear on both IRC's, is required on the IRC (NAVMC 976-PD) only.

4. The administrative chief must ensure that all papers effecting changes in reportable items are routed to the clerk in charge of IRC and unit diary preparation.

5. The other information section may be used to record such data as home address, telephone number, etc.

6. Forwarding of the IRC (NAVMC 976-PD) and IRC (Reserve) NAVMC 10421-PD)

a. Upon transfer from one Organized Reserve unit to another Organized Reserve unit--Remove both IRC's from the file, enter the loss remark in the

occurrences section of IRC (NAVMC 976-PD), and insert both IRC's under the front cover of the service record or officer's qualification record and forward as part of the service records. In order that the unit may have a record for making the loss entry on the unit diary in these instances, a convenient index of former members, and a method of checking the "dropped" section of the next personnel roster, a "skeleton" IRC (NAVMC 976a-PD) or other record card may be prepared for use in diary preparation and eventual insertion in the "dead" file. This "dead" file card should show standard identifying information and the transfer remark in each case.

b. Upon transfer from an Organized Reserve to a Volunteer Reserve unit--Remove and discard the IRC (Res) (NAVMC 10421-PD). Remove the IRC (NAVMC 976-PD) and enter the transfer remark in the occurrences section. Use this card for making the loss entry on the unit diary. After diary preparation, insert the IRC (NAVMC 976-PD) in the "dead" file.

c. Upon assignment to active duty (wherein a loss to the Reserve Establishment and a gain to the Regular Establishment is effected--Same as upon transfer from an Organized Reserve unit to a Volunteer Reserve unit.

d. Upon separation from the service or service records are forwarded to HQMC--Remove and discard the IRC (Res) (NAVMC 10421-PD). Remove the IRC (NAVMC 976-PD) and enter the separation remark in the occurrences section. Use this card for making the loss entry on the unit diary. After diary preparation, insert the IRC (NAVMC 976-PD) in the "dead" file.

7. Upon receipt of IRC's, the joining unit must carefully check each item of the IRC's against the service record and make necessary corrections or changes. The transferred IRC's may then be used to prepare new IRC's if required; if DPI copy is not required the joining remark on the unit diary should include any changes or corrections to the IRC's as a result of this audit.

16231 - ALPHABETICAL LISTING OF IRC BLOCK TITLES

1. <u>TITLE</u>	<u>IRC BLOCK NO.</u>	<u>PAGE NO.</u>
ADDITIONAL MOS(S)	6	16-112
CIVILIAN EDUCATION	22	16-118
CLASSIFICATION TEST SCORES	25	16-120
COMPONENT/CLASS	7	16-113
▶ CONTRACT/LEGAL AGREEMENT	8	16-113
DATE OF BIRTH	13	16-115
DATE OF RANK	4	16-112
DATE JOINED UNIT	2	16-111
DEPENDENTS	18	16-116
EXPIRATION CONTRACTUAL SERVICE (ECS)	11	16-115
GRADE IN WHICH SERVED	3	16-111
LANGUAGE QUALIFICATION	24	16-120
NAME	28	16-121
OBLIGOR DESIGNATOR	16	16-116
PAY ENTRY BASE DATE	12	16-115
PRIMARY MOS	5	16-112
PULHES (PHYSICAL RISK CLASSIFICATION)	14	16-116
RACE	9	16-113
SERVICE SCHOOLS COMPLETED	21	16-118
SERVICE NUMBER	29	16-122
SPECIAL DESIGNATION	17	16-116
TRAINING DESIGNATOR	27	16-121
UNIT ASSIGNED	26	16-121

All other blocks require no entries and may be used for recording items of local interest. (See subpar. 16229.1d.)

16232 - ALPHABETICAL LISTING OF IRC (res) BLOCK TITLES

1. <u>TITLE</u>	<u>IRC (RES) BLOCK NO.</u>	<u>PAGE NO.</u>
COMPONENT/CLASS CODE	7	16-123
▶ CONTRACT/LEGAL AGREEMENT	8	16-123
DATE JOINED UNIT	2	16-123
DATE LAST PHYSICAL EXAMINATION	14	16-124
DATE READY RESERVE SERVICE EXPIRES	20	16-126
DATE SCREENED	23	16-126
EXPIRATION OF OBLIGATED SERVICE	11	16-124
GRADE IN WHICH SERVING	3	16-123
MOS - PRIMARY	5	16-123
SPECIAL DESIGNATION	17	16-125
TRAINING CATEGORIES AND PAY GROUPS	27	16-127

All other blocks require no entries and may be used for recording items of local interest. (See subpar. 16029.1d.)

SECTION 3: UNIT DIARY

16250 DEFINITION AND PURPOSE

1. The unit diary, NAVMC 970-PD, is the reporting medium for the day to day history of the unit and its personnel, and serves as the permanent historical record of the unit in the Archives of the United States. Unit diaries are not prepared for the Volunteer Reserve.

2. One of the basic purposes of the unit diary is to record changing information on units and individuals of the Marine Corps in the Organized Reserve so this data may be used in personnel accounting. All personnel assigned to the military jurisdiction of a Marine unit in the Organized Reserve will be accounted for by the unit diary. Changes of status or additions to existing records will be recorded and described on the diary.

3. Another purpose of the unit diary is to furnish military pay information to disbursing officers. Detailed instructions for reporting these data are contained in section 5, part A, and section 6, part B, of this chapter.

16251 FORMAT OF THE UNIT DIARY

1. The unit diary is divided into four sections, namely:

a. Heading--where identification of the reporting unit is indicated.

b. Body--where actual events and status changes are recorded.

c. Strength section--where balances of strength are entered.

d. Authentication section--where the officer responsible for the accuracy and submission of the diary signs his name.

16252 UNIT DIARY PREPARED BY

1. The unit diary is normally prepared by the company, battery, squadron or similar level of unit which is called the reporting unit.

2. At the times required by paragraph 16253, a separate unit diary will be prepared and submitted by or for each of the following units:

a. Each company, battery, squadron, separate platoon, Marine Corps Reserve selective service training unit, and Naval Security Duty group of the Organized Reserve. In some instances, battalion level reporting is authorized for the Organized Reserve. When this occurs, unit diaries will not be required from units below battalion level.

3. Submission of unit diaries for Organized Reserve units is the responsibility of the inspector-instructors or the commanders of Marine air reserve training detachments. Personnel of the Organized Reserve units will be utilized to whatever extent possible in the preparation of the diary, but infrequency of drill periods shall not be cause for delayed reporting of personnel information.

16253 UNIT DIARY: WHEN PREPARED--WHERE SUBMITTED

1. A unit diary will be submitted for each day during which known reportable items occur. Separate diaries are not required to cover changes occurring on non-workdays. In those cases, changes will be reported on a diary prepared the first workday following and dated for the previous day. Example: Occurrences on Friday, Saturday and Sunday may be reported on a diary dated for Sunday and prepared Monday. If desired, a diary may be prepared for each day. A diary is required for "NO CHANGE" days only as indicated below:

a. At least one unit diary per month is required. If no occurrences are reported throughout a month, a diary must be submitted for the last day of the month; enter "NO CHANGE" in the remarks section.

b. A diary must be submitted for the last day of the calendar year; if

there are no occurrences, enter "NO CHANGE" in the remarks section.

2. "As of" occurrences are those which have happened on a date prior to the date for which the diary is being prepared. They may represent items about which the reporting unit had no knowledge at the time of occurrence. Such occurrences will be recorded when they become known. Do not attempt to back-date the diary.

3. The diary is prepared for the 24-hour period beginning at 0001 and ending at 2400. The diary will be submitted as soon after 2400 as practicable, but no later than 1600 of the first working day following the period to be covered. In no case will two or more diaries be prepared to cover different periods of time in the same day.

4. Submission of unit diaries shall be suspended when a reporting unit is "zero" strength but not disbanded. At such time as personnel again join that account, diary submission will be resumed. Record of events entries report these occurrences. Upon resumption of diary submission, use the next consecutive number after the number shown on the diary which suspended submission. Do not start with number "1" again, unless in a new calendar year.

5. The original and the DPI copy of unit diaries will be forwarded, by the most expeditious means available, to the command having personnel accounting jurisdiction of the unit. When the distance involved requires more than one day for normal mail to reach the command, airmail will be utilized provided it will result in earlier receipt at the command. In mailing, diaries will not be folded. The envelope containing the diary will be addressed to the commander exercising accounting

jurisdiction, using the address as shown in subparagraph 16204.3 and the envelope will be marked "Unit Diary" in the lower left-hand corner.

6. A reporting unit may be transferred from the accounting jurisdiction of one command to another. When this is to occur, the following procedure will be executed: enter a transfer of accounting jurisdiction record of events entry on the diary prepared for the effective date of such transfer, and submit this diary to the command which is losing jurisdiction. An additional copy of this diary shall be prepared and submitted to the command assuming jurisdiction.

16254 UNIT DIARY PREPARATION INSTRUCTIONS

1. The unit diary will be prepared from remarks previously entered in the occurrences section of the IRC's. (See subpar. 16230.2.) The diary must be prepared promptly, legibly, and accurately.

2. The unit diary will be prepared in quintuplicate. Additional copies for intermediate commands or other purposes should be prepared by inserting carbons and plain white manifold (flimsy) sheets behind the regular sets. Full use should be made of authorized abbreviations (see chap. 17); however, failure to abbreviate shall not be considered an error. Punctuation will be held to the minimum necessary to ensure clarity of the remarks.

3. The unit diary will be typed, using black ribbon. Under circumstances where no typewriter is available, the diary may be prepared with black ink or black lead pencil.

4. After preparation, the unit diary is distributed as follows:

a. Original and yellow copy to DPI. The DPI will forward the original to Headquarters, U.S. Marine Corps (Code DGH-1), where it will eventually be microfilmed for filing in the Archives of the U.S. The yellow copy will be retained at the DPI.

b. Pink copy retained as reporting unit file copy.

c. Two plain white manifold (flimsy) copies to cognizant disbursing activity.

5. Heading

► a. Enter the short title of the command to which the diary is to be sub-

mitted. These titles are: 1st MCD, 4th MCD, 6th MCD, 8th MCD, 9th MCD, 12th MCD, and MARTC.

b. Enter the date for which the diary is being submitted (e.g., 15Nov63); not the date of preparation.

c. Enter the unit diary number. The numbering system consists of the assignment of consecutive numbers, commencing with number "1" for the first diary submitted during each calendar year. The complete number

consists of the consecutive number followed by the last two digits of the year (e.g., 1-63). (See subpar. 16254-11f, for special instructions in cases of redesignation/reorganization.) If a unit is preparing a diary for another unit, the reporting unit code of the preparing unit will be entered in the upper right-hand corner immediately above the diary number.

d. Enter the title of the unit as indicated on the effective table of organization or authority for activation. Sub-units and detachments will include the identity of the parent unit.

e. Enter the title and location of the permanently fixed base or station at which the unit is assigned at the end of the diary period. Units temporarily away from their regular locations will show the temporary location above the permanent location.

f. The unit diary will be classified in accordance with instructions contained in Department of Navy Security Manual for Classified Information (OPNAVINST 5510.1B).

g. Each page of a multiple page diary must contain all heading information. The abbreviation "(contd)" shall not be inserted after the diary number on diaries which exceed one page.

6. Body

a. The body of the unit diary is the section in which entries covering reportable items are shown. The actual remark is entered in the "name and remarks" column under the name or names to which it applies.

b. Entries are made under captions as appropriate. All of the captions do not necessarily appear on each diary, but those used will be arranged in the sequence shown above. Captions are typed in capital (upper case) letters. The following captions will be utilized:

RECORD OF EVENTS

EXCLUSIVE ENTRY

CORRECTION (this will always be followed by "SHOULD BE")

INDIVIDUAL ENTRIES

ATTACHED

c. Captions will be indented five spaces from the left margin of the name and remarks column. Double space between the last line of a previous entry and a following caption.

d. Name and service number are the only items needed to identify diary entries for Marine Corps personnel, other than in cases of joining, transfer or separation. On such entries, grade, MOS and component/class code are added as identifying items. The name will commence at the left margin of the name column. Enter the surname (last name) in capital letters, first name, middle initial or initials, and Jr., Sr., II, etc. If there are no middle initials, no indication is required. Do not insert (N). Where the first or middle name consists of only one letter, it will be enclosed in quotation marks, e.g., "L." Multiple surnames will be typed as one word; e.g., GONZALES-LOPEZ is shown as GONZALESLOPEZ. Prefixes are joined to the main name; e.g., MACTAVISH or MCGUIRE. Names are entered in alphabetical sequence under the appropriate caption, officers preceding enlisted, followed by Navy and other service personnel in the same sequence. For Navy personnel, record name, service number, grade, officer designation code or primary Navy enlisted classification code, as appropriate, and component/class code on all entries. For personnel of other Armed Forces, record name, service number, grade and component/class code on all entries.

e. The remark which tells what change of information is being effected is shown in the "name and remarks" column and is indented two spaces under the name. One remark may pertain to a

number of individuals. In these cases, the standard identifying information of all the individuals affected is shown above the single remark. This is called a "group entry." When such a group consists of 10 or more individuals, the use of an attached roster may be practical. (See subpar. 16254.13.) Do not use rosters for group entries pertaining to less than 10 individuals. If an attached roster is used, only the remark would be shown in the "name and remarks" column on the diary, with a double space after the last preceding remark. If more than one roster is attached to one diary, each must be consecutively numbered and the remark for each must refer to the roster by number.

f. There may be cases when more than one remark must be shown for one individual or group, such as a change of MOS, a promotion, and a transfer occurring at the same time. These remarks should be placed one after another under the names of individuals affected. This is called a "multiple entry."

7. Composition of Remarks

a. There are three basic categories of entries -- Those pertaining to the reporting unit as a whole, which are called "record of events"; those which correct previously submitted erroneous information, which are called "correction entries"; and those entries pertaining to specific individuals. Entry composition varies widely, but there are certain instructions which apply generally.

b. Use of authorities -- In order that the diary may be a permanent historical record adapted to research, the authority for certain actions must

be included in remarks. In showing the authority, refer to the Marine Corps Personnel Manual paragraph, where applicable, and the Marine Corps directive which is the basic authority for the action, and the senior authority which identifies the individual by name, if he was not named in the Marine Corps authority. Remarks showing separations from the service will, where applicable, include the Marine Corps Personnel Manual subparagraph which pertains to the cause of separations. The actions for which authority is required to be shown are:

Actions requiring record of events entries

Appointment to officer grade or termination thereof

Discharges

Name and service number changes

► Promotion to grades above Cpl

Reductions

Transfers directed by HQMC

Change in items on enlistment contract/record of induction or officer's appointment acceptance and record

Assignments of special designations or duty limitations by Commandant of the Marine Corps

Extensions of enlistment or cancellation of extensions of enlistment

c. Use of dates and time -- Date of change will be included in an entry only if the item occurs on a date other than that for which the diary is submitted - and "as of" date. In these cases the date

will be inserted after the initial word or phrase of the entry; e.g., Drop 15Mar60 tr to.....When the same remark pertains to a number of individuals, with the exception of dates, a group entry may be utilized by showing the effective date to the right of each individual's name. Time of day will be recorded if appropriate. No event will be reported as having occurred at 2400. The time of occurrence will be reported as 2359 or 0001, as appropriate. A time reported alone in the diary is of the diary date. Dates entered in conjunction with other dates will be inclusive. Dates will be recorded as day, month, and year, e.g., 15Mar60 or 10-13Mar60.

d. In preparing unit diaries, the primary purpose is to record the facts. Sample entries shown throughout this part should be followed where applicable; however, deviations are not considered erroneous if the required information is reported. It is not wrong to show more data than required but it is wrong to show less than called for herein. If cases not covered arise, follow the general policies outlined herein and construct a remark which states the facts as clearly and concisely as possible.

8. Completing the Strength Balances Section

a. In the block above the strength titles in this section enter the reporting unit code number on each page of the diary. This number is obtained from Headquarters Marine Corps by the DPI when a unit is activated.

b. Organized Reserve units need only enter the "Total Joined" and "Attached" figures.

c. On the line opposite "Total Joined" enter the totals of all personnel who are joined in the unit at the end of the date for which the diary is prepared.

d. On the line opposite "Att" enter the totals of personnel who are attached to the unit (usually for associate duty).

e. The totals entered in the strength balances section must reflect only those personnel who have been reported as joined or attached on the unit diary and

who have not been subsequently dropped from the account.

f. Strength balances will be shown on the last page for multiple page unit diaries.

9. Authentication of the Unit Diary

a. The unit diary shall be signed, in black ink, by the commanding officer or officer in charge of the unit for which prepared; or by a subordinate officer when authorized by the commander or his superior to do so. (The requirements of subpar. 044572.1b, volume 4, Navy Comptroller Manual, apply when submitting copies of the unit diary to the disbursing office.) In the absence of the unit commander, the inspector-instructor or the commander of a Marine air reserve training detachment will sign the diary. Diaries may not be signed by a person signing "For" the commander or other authorized signees.

(1) Unit diaries which do not affect pay and allowances may be signed by an enlisted member when the unit has no officer on its rolls or when the only officer of an organization is officially absent. When an officer is not on the rolls or when the only officer of an organization is officially absent, unit diaries which affect pay and allowances must be forwarded to the next higher administrative echelon for signature.

b. The name, grade, and component of the commander will be typed on the bottom line of the authentication section. In those instances where the diary is signed by a delegated officer, the name, grade, component, and duty assignment of the subordinate, followed by the words "By direction of" shall appear above the name, grade, and component of the commander; e.g.,

FRED F. FOX Capt USMCR CoExecO
By direction of
GENE D. DOE Maj USMCR

When an officer temporarily succeeds to command, the name, grade, and com-

ponent of this officer only shall appear, followed by the word "Acting." When a diary consists of more than one page, the authentication will be reflected on the last page only.

► c. The date for which diary is being submitted and diary number, as well as the page number and total number of pages for that diary, will be inserted below the authentication section in the space provided.

10. Submission of Supporting Documents

a. The following documents are submitted with the unit diary, when appropriate:

Individual Record Card

Enlistment Contract

Agreement to Extend Enlistment

Attached Rosters

b. The duplicate copy of the enlistment contract and related papers for each individual enlisted or reenlisted, shall be submitted with the unit diary that reports the gain.

c. The agreement to extend enlistment shall be submitted as follows:

(1) Execution. The duplicate copy is submitted with the unit diary that reports the extension. The entry shall show the term of extension, the new EOS date, and the authority.

(2) Cancellation. The original copy is submitted with the unit diary that reports a cancellation of an extension agreement. The entry shall include the authority for cancellation and the readjusted EOS date.

d. The indication (IRC ATT), (ENL CONT ATT), (DUP AGR EXT ATT), (CANC AGR EXT ATT), as appropriate, shall be shown on the diary whenever such forms are submitted in support of a diary entry. Normally, the indication should be shown as the last line of the entry. However, in any case where the indication does not apply to all of the named individuals in a group

entry, then separate indications shall be made following the names of those persons for which the term applies.

e. See subparagraph 13, below, for use of attached rosters.

11. Record of Events Entries

a. Record of events entries are required to record basic data concerning the history of the reporting unit or to report actions which equally affect all or a majority of the individuals in the unit.

b. The types of occurrences for which a record of events entry is required are as follows:

(1) Activation of a unit.

(2) Redesignation of a unit or command (see subpar. 11f, below).

(3) Reorganization of a unit or command (see subpar. 11f, below).

(4) Whenever responsibility for diary preparation for a unit is transferred from one unit to another (to be shown on diary for which responsibility is transferred).

(5) Transfer of personnel accounting jurisdiction.

(6) Attachment of a unit to another command for operational or administrative control.

(7) Unit reassigned to another command.

(8) Unit transferred to another permanent station or to expeditionary duty overseas.

(9) Unit ordered to annual training duty.

(10) Unit participation in maneuvers or training exercises.

(11) Embarkation, sailing, and/or debarkation of a unit.

(12) Unit or command awarded decoration or citation.

(13) Unit reduced to zero strength but not deactivated.

(14) Discontinued as a reporting unit but not disbanded.

(15) Deactivation of a unit.

(16) Mobilization of a unit.

c. When a record of events entry is required, it will be the first entry in the body of the diary and will be headed by the caption "RECORD OF EVENTS." In those cases where some of the individuals are not equally affected by the record of events entry, an exclusive entry will be shown immediately following the record of events entry. An exclusive entry is headed by the caption "EXCLUSIVE ENTRY," below which is to be typed the required standard identifying information of personnel to be excluded, followed by the remark which describes the reason for their exclusion or which shows the varying data pertaining to these personnel.

d. Sample record of events and exclusive entries:

(1) Deactivation

RECORD OF EVENTS

Deactivated auth _____ All remaining pers less those under excl entry below tr to (unit) auth _____ This is final UD

EXCLUSIVE ENTRY

(List names of those not transferred to unit shown in record of events entry and show unit(s) to which they were transferred.)

(2) Transfer of accounting jurisdiction

RECORD OF EVENTS

Pers acct juris tr to CG (command), auth _____ Next UD will be subthereto

e. Record of events entries will be made to record participation of a unit in annual training duty. The first such entry will show "To" annual training duty and will include the training destination, the number of officers and enlisted members participating, the basic means of travel of the unit, and the authority for the action. The record of events entry will appear on the diary

which covers the date of departure of the unit from the home location. An exclusive entry will show the names of members who do not go with the unit. Individual entries will show members excluded from either of the two remarks. Upon arrival of the unit at the training destination, another record of events entry will be made showing arrival and location. If departure from home location and arrival at the training destination, or vice versa, take place on the same day, both departure and arrival are shown on one diary as one record of events entry. Upon departure from training location, an entry will be made showing completion of the training phase, fact of departure from training location, and means of basic travel to home location. Upon arrival at the home location, a final record of events entry will be made showing "From" annual training duty and the fact of arrival at the home location. During the training period, personnel who withdrew from training or are otherwise absent from the training location will be accounted for by individual entries. Sample entries:

Departure from Home Location and Arrival at Trng Destination SAME DAY

RECORD OF EVENTS

To acdutra (AFT) CamPen dept via MerAir Municipal Airport arr CamPen 6 off 211 enl attending auth _____ See excl entry below

EXCLUSIVE ENTRY

List names of those not attending acdutra (AFT)

INDIVIDUAL ENTRIES

List names to acdutra (AFT) CamPen trav perf at personal exp

Departure from Training Destination and Arrival at Home Location SAME DAY

RECORD OF EVENTS

From acdutra (AFT) CamPen dept via MerAir arr (Home Location) 6 off 211 enl auth _____

INDIVIDUAL ENTRIES

List names from acdutra (AFT) trav perf at personal exp

Note: If the date completed last acdutra and number of days acdutra completed are not reported changed in the RECORD OF EVENTS entry (subpars. 16282.9 and 10) this information should be reported by unit diary entry as soon as practicable.

f. The name (title) of a reporting unit may be changed or the administrative structure of a company may be rearranged. Such actions are called "redesignations" or "reorganizations." These actions must be reported by a record of events entry on the unit diary and care must be exercised in regard to the numbering of unit diaries. When a unit is redesignated, the title may change to the extent that the unit could no longer be identified by or connected with the former title and there exists a possibility that a new unit could be activated in the future under the former title. In such cases, a new reporting code number must be assigned to the unit under its new title and the unit diary numbering sequence must begin again with number one (1) for the calendar year. An example of this is: 15th Rifle Co., redesignated to 35th Infantry Co. On the other hand, a redesignation may not involve such a complete change of title that continuous identity of the unit is interrupted. An example of this is: 2nd 155MM GunBtry, redesignated to 2nd 155MM GunBtry SP. In this case no new diary numbering sequence is required. In cases of redesignation where a new diary numbering sequence is required, a record of events entry will be shown on the last diary under the old title and on the first diary under the new title. An example of this is:

RECORD OF EVENTS

(on last day under old title)

Redesig eff 1 May 60 to 35th Inf Co auth _____ This is final UD

RECORD OF EVENTS

(on first day under new title)

Redesig fr 15th Rifle Co auth _____ This is initial UD

The headquarters unit of a command which has subordinate reporting units will show redesignation for the command in addition to showing redesignation of the headquarters unit. When reorganizations occur enough information should be shown in the record of events entry of headquarters unit to provide a complete history of changes in the organizational structure of the command; e.g., "(title) _____ reorganized auth _____ as follows:

From: (Unit title)
(Unit title)
(Unit title)

To: (Unit title)
(Unit title)
(Unit title)
(Unit title)

All personnel in (show new titles of units) will be carried on one UD prepared for (title) _____ RU Code _____ This is final UD."

12. Correction to Unit Diaries and Supporting Documents

a. During preparation or at any time prior to submission of a unit diary or IRC, corrections of errors discovered will be made by lining out the erroneous items and inserting the correct information above or after the lined out item on all copies. Do not erase. Such corrections on the unit diary will be initialed by the authenticating officer.

b. When errors in a unit diary, an IRC, or an APR are discovered after these records have been submitted, a correction entry will be made on the next diary submitted. Changes in enlistment contracts or other basic records directed by the Commandant of the Marine Corps are not to be considered as a matter for correction entries on unit diaries, but will be reported as changes of information in the normal manner.

c. Correction entries appearing on unit diaries will be headed by the word "CORRECTION" indented five spaces

from the left margin, followed on the same line, in parentheses, by the reference number of the diary or document on which the error was committed. If it is necessary for a unit which has been redesignated and assigned another reporting unit code to correct a unit diary submitted prior to the redesignation, the former reporting unit code number must be included with the reference number of the unit diary to be corrected (e.g., UD #98-60 RU 81814). If the reference is to be a multiple page diary, include the page number on which the entry to be corrected appears. If the error was on an individual record card, insert "(IRC)"; if on an individual record card (Reserve), insert "(IRC Res)"; if on an auditing personnel roster, insert "(APR) for (date)." Enough of the erroneous entry will be shown to identify it, with the erroneous part underlined. This will be followed by "SHOULD BE" on a separate line, indented five spaces from the left margin. On the following line insert the correct information or appropriate explanation of the erroneous entry, underlined. Several corrections to the same source document can be made under one correction caption; however, leave a blank typing line after each correction entry.

d. Erroneous correction entries:

(1) When a reporting unit discovers that a correction entry previously reported on the unit diary is in itself incorrect and the original entry was correct the following procedure will be followed:

(a) Submit a correction entry deleting the previously shown correction entry as erroneous. This entry should also state that reporting of the original entry was correct.

(2) When a reporting unit discovers that a correction entry previously reported on the unit diary is in itself incorrect and the original entry was also incorrect the following procedures will be followed:

(a) Submit a correction entry deleting the previously shown correction entry as erroneous.

(b) Submit another correction entry correcting the original unit diary.

e. A corrected copy of a completed diary will be submitted to replace one previously submitted only at the direction of the Commandant of the Marine Corps or at the request of the commander having personnel accounting jurisdiction of the unit concerned. Do not indicate that the resubmitted document is a resubmitted or duplicate copy.

f. Correction to the strength balance discovered after the submission of the diary need not be made the subject of a diary entry. The balance on the next diary to be submitted will include the effect of the correction and an asterisk (*) will be inserted in the box containing the words "GRAND TOTAL." Corrections will be made, however, to cover erroneous dates, numbers, or unit designation in the heading of a previous diary.

g. If a unit diary entry is deleted as erroneous, the information which was changed by that entry must be re-established at the same time.

h. Some sample correction entries follow:

CORRECTION (UD #35-63)
FORMAN Edward M 326182
Ch EOS to 20Dec62

SHOULD BE
Deleted as erroneous reestab EOS
as 14Mar66

JONES James J 1043562 Cpl 0311 A

SHOULD BE
JONES John Edward Jr 1043562 Sgt
0369 A

CORRECTION (IRC)
KERRIGAN Richard T 080420
PEBD shown as 03Feb43

SHOULD BE
03Feb48

CORRECTION (APR for 31 May 63)
ROBERSON Willie G 082777
First add MOS shown as "None"

SHOULD BE
0130

i. If it becomes necessary to re-sume diary submission for a unit which is at zero strength for the purpose of reporting correction entries, prepare a diary in the normal manner with a record of events entry stating that submission of unit diaries is resumed for (date) only to report corrections to previously reported information.

j. To report corrections for units which have been disbanded or deactivated, initiate correspondence to the Commandant of the Marine Corps (Code DGH-1) reporting the corrections.

13. Use of Attached Rosters to Unit Diaries

a. Reporting units may save considerable typing time and effort by the use of rosters in the form of transfer orders or other documents which were prepared originally for other purposes. In cases where the same roster applies to 10 or more persons for which an entry or entries are to be made on a unit diary, the roster may be attached to the unit diary as a source of the standard identifying information which would otherwise be required in the body of the diary.

b. To be suitable for use as an attached roster, the following conditions must be met:

(1) Each page of the roster must be completely legible and suitable for microfilming as a permanent record.

(2) Each page should be of the same dimensions as that of a unit diary or an APR whenever possible.

(3) Each page must contain the following information: unit title, reporting unit code, consecutive number and date of the diary to which attached, and, if more than one roster is being attached to any one diary, each roster must contain a consecutive number based on the sequence in which shown in the body of the diary. Each page of the attached roster must be page-numbered in the same manner as is the unit diary.

(4) The roster must show the same items of standard identifying information that are required on the unit diary. Whenever possible, the arrangement of the information and the sequence of names should be shown on the roster in the same manner as on the diary. Transfer orders are acceptable as attached rosters provided such orders are prepared in accordance with current directives.

(5) A copy of the roster will be attached to each copy of the diary.

(6) See section 5, part A of this chapter for additional information concerning the utilization of attached rosters for reporting pay data.

c. The entry appearing in the "name-remarks" column of the unit diary will include the remark only, and refer to the attached roster. When such an entry is made, skip one typing line after the previous entry and begin the remark at the left margin, with all subsequent lines also commencing at this margin. When the personnel involved come from more than one reporting unit, it will be necessary to indicate on the attached roster the reporting unit from which each one is joined. In such cases, the remark on the unit diary would indicate only the command from which joined. Example:

Jd 18 enl fr 35thInfCo USMCR Austin
Tex See roster #1 att

d. In the event 10 or more individuals are involved in transfers to different commands but the individuals are clearly identified and the occurrences clearly defined on a single document, that document may be used as an attached roster. For example, a command transfers 25 men from one reporting unit to different destinations and all the men appear on one transfer order but in groups according

to their destination. The entry would appear as follows:

Drop tr 9 enl to EnlVolRes 9th MCD
auth _____

Drop tr 10 enl to EnlVolRes 8th MCD
auth _____

Drop tr 6 enl to EnlVolRes 6th MCD
auth _____

See roster att

SECTION 4: SPECIFIC INSTRUCTIONS FOR REPORTING PERSONNEL DATA

16275 GENERAL

1. This section contains instructions for reporting individual personnel information and actions. This section includes:

a. Instructions for reporting gains and losses to the reporting command and to the Marine Corps--joinings, transfers, separations, and attachments.

b. Descriptions of items recorded on the IRC's and how to report IRC information on the unit diary.

c. Instructions for reporting into the Personnel Accounting System data not included on the IRC's.

2. Instructions relative to unit diary preparation in this section are not applicable to the Volunteer Reserve since unit diaries are not prepared and submitted for the Volunteer Reserve.

3. Instructions relative to preparation of individual record cards are primarily applicable to Organized Reserve units. However, should the Marine Air Reserve Training Command or Marine Corps Districts desire to utilize the IRC forms to enter data into the Personnel Accounting System for Class III reservists, these instructions may be used as a guide.

16276 GAINS

1. A "gain" is the addition of an individual to the strength of a reporting unit. The gain to the unit may also represent a gain to Marine Corps strength. This would be true in cases of enlistments, reenlistments, induction or appointment as an officer. A gain occurs under two conditions as indicated by the individual's status--by joining or by attachment. To determine whether a gain is a joining or an attachment, consider the purpose for which the individual enters the administrative jurisdiction of the command in relation to the following:

a. Individual would be JOINED if in the following status:

Duty

Awaiting separation (discharge or retirement)

b. Individual would be ATTACHED if in the following status:

Attached for associate duty or appropriate duty with or without pay

2. An individual who is to become a member of the unit is joined, while an individual who belongs to another unit is attached. The unit to which an individual is joined is responsible for reporting all occurrences concerning that individual regardless of his physical location. The unit to which an individual is attached must report on the unit diary the fact that he is attached from his parent unit and later that he is detached and returned to his parent unit or other disposition made of him. All reportable items which occur to an individual during the time of attachment must be reported to the parent unit by endorsement on the individual's orders or by separate letter. Administrative Action (NAVMC 10274-ADM) may be used for informing parent units of occurrences for attached personnel.

16277 JOINING ENTRIES

1. For personnel accounting purposes, the first action a unit can take in regard to a new member is to join him. Nothing can be reported for that individual until he has been joined in the unit "account."

2. A joining indicates that an individual has entered the administrative jurisdiction of the reporting unit and/or command.

3. Organized and Volunteer Reserve joinings will be effected the day after the date of transfer from other Reserve accounts. This is required because

there is no physical reporting or proceed, delay or travel time involved. Reservists must be joined in the Reserve category (Ready or Standby) in which transferred. Joinings upon release from extended active duty/or active duty for training (six months training program and critical skills program) will be effected the day after the date of constructive release in the case of reservists and will include the phrase "Rel fr EAD" or "Rel fr acdutra," as appropriate. In the case of regulars and inductees who are obligors, joining will be effected the day after transfer to the Reserve and will include the phrase, "Rel fr acdu."

4. The transmittal of service records to and between Reserve activities should be expedited since joinings are effected on the basis of receipt of service records and/or competent orders assigning the individual to the Organized Reserve unit, the Marine Air Reserve Training Command or Marine Corps District. The joinings should be effected immediately upon receipt of records--do not wait for the individual to report by letter or in person.

5. Organized Reserve units carry on their rolls only those persons who are in Ready Reserve category. Therefore, all personnel who join an Organized Reserve unit should be in a Ready Reserve category prior to such joining. The Volunteer Reserve accounts are the only accounts which should change the individual's Reserve category from Ready to Standby or vice versa.

6. Some sample joining entries follow:

Jdfr OffVolRes 6th MCD

Jdfr MB NAD Hastings Nebr Rel fr EAD

Jdfr MB NAD Earle NJ Rel fr acdutra

Jdfr HqCo H&S Bn MCB CamPen Rel fr acdutra

16278 ATTACHING ENTRIES

1. Persons, both Marine Corps and other services, who report to an ac-

tivity for associate duty or appropriate duty with or without pay are reported under the caption "ATTACHED" on the unit diary. This is to verify the person's presence at the unit for purposes of the permanent record.

2. The caption "ATTACHED" will be the last caption of the unit diary. Remarks shown under this caption will show the reason for the attachment and the reporting unit to which the individual belongs. When the period of attachment ends show the purpose completed and fact of return to the parent unit.

3. Sample attaching and detaching remarks:

For associate duty fr 9th MCD

For appropriate duty with pay fr 4th ND

Associate duty compl ret to 9th MCD

For appropriate duty without pay fr 9th ND

4. If a unit moves, such as during annual training and personnel are attached to that unit, no remarks are necessary under the caption "ATTACHED."

5. If the orders of a person who is attached are modified, to the effect that he is to join the unit, the joining entry will end with the words "had been att--see UD # ____."

16279 LOSSES (DROPS)

1. Entries reporting losses are called "drop" entries because the individual is dropped from the account and from the strength of the unit. Drop entries always commence with the word "Drop."

2. Losses occur as a result of transfer, discharge, retirement, resignation, assignment to extended active duty, assignment to initial period of active duty for training, death, termination of appointment, and closing of enlisted accounts to accept temporary appointment.

3. The prompt reporting of losses is extremely important to the proper functioning of the Personnel Accounting System. Delay in the reporting of losses causes false strength totals to exist. If an individual is discharged and the separation is not reported, he continues to be included in the strength of the Marine Corps.

16280 DROP ENTRIES

1. Instructions. The EVODATA reporting system (Form 16280) shows the date of transfer, the reporting unit or command to which transferred, the authority for transfer (found in the "General" directive which covers the individual for reported or unreported separation), the current postal address (PMA), the current E-mail address (EofE), and the current command (CMA). It is the duty of the reporting unit to ensure that the information is correct.

2. Example. The following example shows a drop entry.

3. Drop entry. The following example shows a drop entry.

4. Drop entry. The following example shows a drop entry.

5. Drop entry. The following example shows a drop entry.

1. Discharges

a. If the drop entry is to report a discharge, the remark will show the word "Drop" followed by:

(1) The date of discharge, if it is other than the date of the diary.

(2) The type of discharge; i.e., HonDis, GenDis, UnDis, BCD, DD, dismissal (officer).

(3) The formal reason for discharge (see chap. 13); e.g., resgd, EofE, EofI, hardship, dependency, etc. In cases of discharge for the conven-

ience of the Government, the abbreviation CofG must be followed by the specific reason for separation. In cases of discharge for physical disability, indicate whether separated with or without severance pay.

(4) The authority for discharge; e.g., the Marine Corps Personnel Manual paragraph, and/or other applicable general directive, and, if one exists, the specific correspondence naming the individual.

(5) Reenlistment indication. As follows: For enlisted personnel, indicate whether reenlistment was (RR) or was not (NRR) recommended for reenlistment. This shall be shown irrespective of the fact that the reason for separation precludes immediate reenlistment. For officers, a reenlistment entry is shown in the same diary, indicating the individual's reenlistment and the reenlistment authority. One of the following statements shall be included for each individual who has been reenlisted for reenlistment and the reason for separation shall be shown: "I will reenlist" or "I will not reenlist".

b. In any case where a reenlistment is effected within the same reporting unit immediately following discharge, both the loss and the gain actions shall be shown on the diary for the date on which the reenlistment is effective.

c. Examples:

Drop HonDis EofE auth ____ RR Will not reenl

Drop (as of date) HonDis EofE auth ____ RR Jdreenl 6 yrs

Drop HonDis for phys dsabl (with) (w/o) severance pay auth ____ RR

Drop DD PurSent GCM auth ____ NRR

3. Retirements. The type of retirement shall be indicated in the remark and, in the case of voluntary retirements, the number of years satisfactory

Federal service, and the authority.
Sample entry:

Drop tr to Retd List vol 20 years
satisfactory Federal service auth _____

4. Resignations. The remark will show "Drop resigned" and whether the resignation was at the officer's own request or for administrative reasons directed by the Secretary of the Navy or the Commandant of the Marine Corps. If a specific reason is evident, include that fact and show authority.

5. Deaths. Drop entries to report deaths will show the date, the cause of death, place of death and whether death was (was not) a result of training; show the number of drills performed during the month in which death occurred. When a member dies while in an en route status, the unit to which transferred must join the member the day prior to death and then report the death as indicated herein. The disposition of the remains or place of burial need not be shown. the NOK FMA for mailing final settlement check is required in remark. Example:

(Date) Drop died auto acdt San Diego Calif not result of trng. Drs perf curr mo 5 : 2drs 5May66; 3drs 16May 66; NOK FMA 904 Fifth Street La Jolla Calif (zip code)

6. Desertions. When an individual is declared a deserter, he is dropped from the unit account. The drop entry will be shown on the diary for the date the declaration is made and will include the time and date of commencement of unauthorized absence, the date of which desertion was declared and whether service records are retained or forwarded. Sample:

Drop des on UA-AWOL since 0001 16Jan60 declared des as of that date SR ret

Drop des escaped prisoner declared des as of 1115—

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7. Acceptance of Appointments; Termination of Appointments; Gain and Loss Entries for

a. When an individual is first commissioned as a permanent officer (usually 2ndLt), he must be joined by acceptance of the appointment. Example:

Jdby acc perm appt as 2ndLt USMCR rk fr _____ auth _____ asg Co Off

b. When a warrant or chief warrant officer, serving in a higher temporary grade is appointed to permanent commissioned grade, his temporary appointment in commissioned grade is terminated and he accepts the permanent appointment. If his former temporary grade was higher than the grade in which he accepted permanent appointment, he again acknowledges the temporary appointment. Sample entry:

Temp appt term to acc perm appt as 2ndLt USMCR rk fr _____ and (if applicable) ack temp appt as _____ rk fr _____ auth _____

c. When a temporary officer with permanent enlisted status is selected for permanent commissioned grade, his temporary officer appointment must be terminated, he reverts to enlisted status and is discharged (multiple entry). The next day he accepts his permanent appointment and, if entitled to a higher temporary appointment, acknowledges reappointment to that temporary grade. Appropriate change to contract and duty limitations is made in these cases. Sample entries:

Officer Separation (1st day)
Drop temp appt as (grade) USMCR term auth _____ Will reenter

Enlisted Joining (1st day)
Jd acct reopened as (enl grade) USMCR rk fr _____ SN _____ MOS _____

Enlisted Discharge (1st day)
Drop HonDis CofG to acc perm appt USMCR auth _____

Officer Rejoining (2nd day)
Jdby acc perm appt as (grade) USMCR
rk fr _____ and (if applicable) ack
temp appt as (grade) USMCR rk fr _____
auth

d. When a temporary officer is reverted to enlisted status but is not to reenter as an officer, he will be dropped by termination of appointment as an officer on the last day for which he draws pay as an officer and rejoined as enlisted (accounts reopened) on the next day. If his enlistment had expired while in officer status, he is considered to have been held for the convenience of the Government from his expiration of enlistment date to his date of termination of appointment as an officer (block #11 on new IRC) and would be discharged on the same date as his appointment is terminated, or in appropriate cases would be retired. If reenlisted immediately the new IRC will reflect the new EOS date.

8. Assignment to Active Duty--Drop Entries

a. When a reservist is assigned to extended active duty, or active duty for training (six months training program and critical skills program) a loss to Reserve Establishment strength occurs. This loss is shown as a drop entry in the Organized Reserve on the date prior to the first day of active duty. The first day of active duty is the date on which the reservist commences travel from home to first duty station, within the authorized travel time allowed. Thus in many instances a constructive date of assignment to active duty must be established. For example, an individual may be authorized 5 days travel time; he proceeds on the 10th of the month leaving Omaha, Nebraska, bound for Marine Corps Schools, Quantico, Virginia, but does not intend to report until the 20th. If he reports on the 20th, a day of travel, his first day of active duty would be the 16th. He would be dropped on the 15th. If he had commenced travel on the 17th and still reported sometime on the 20th, his first day of active duty would be the

17th and he should be dropped on the 16th. The reservist is required to inform the Reserve activity of his intended schedule and the appropriate date is determined from this information.

b. The drop entry on the Organized Reserve unit diary will show the date if other than the diary date, the fact that it is an assignment to extended active duty or active duty for training (six months training program and critical skills program), the reporting unit or command to which transferred, and the authority. Example:

Drop asg (EAD) (acdutra) tr to MCB
CamLej auth _____

16281 DESCRIPTION OF ITEMS OF INFORMATION CALLED FOR ON INDIVIDUAL RECORD CARD, NAVMC 976-PD, AND INSTRUCTIONS FOR REPORTING CHANGES THERETO

1. Disposition--Block #1. This block is provided for coding at the DPI.

2. Date Joined Unit--Block #2

a. Insert in this block the date the individual is joined in the unit account (same date for which the joining was reported on the unit diary).

b. If the DPI copy of the IRC is not forwarded with the unit diary which reports the joining, show in parentheses under the joining date the number of the diary which did report the joining. This facilitates reference to the joining entry by the analyst at the DPI so he can compare the entry on the diary with the IRC. Example:

DATE JOINED UNIT 2

10May60

(UD #36-60)

3. Grade in Which Serving--Block #3

GRADE IN WHICH SERVING 3

Sgt

a. Enter the title of the grade in which the individual is currently serving. Grade is recorded on page 1 of the officer's qualification record, and on page 5 of the service record book.

b. A unit diary entry is required whenever any change is effected in the grade in which the individual is currently serving. The remark must show the new grade title and date of rank. The "authority" under which the grade change is effected will be included in all entries of promotion above the grade of corporal, and in all reduction entries. The word "meritorious" will be included in entries reporting meritorious promotions. Examples:

Appt LtCol USMCR to rk fr (date)
auth _____

Prom to Cpl (meritorious) to rk fr (date)

Red to LCpl to rk fr (date) auth _____

4. Date of Rank--Block #4

a. The date of rank is reported as part of a unit diary entry when changed by promotion or reduction. It is inserted in block #4 of the IRC. Example:

DATE OF RANK 4

~~27 May 58~~
5 Jan 60

(Old date lined out and new date added upon promotion. Upon reduction, date of rank must be reestablished by UD entry.)

b. Year of rank 1950 and earlier will appear in machine prepared reports as "51."

5. MOS - Primary and Additional--Blocks #5 and #6

a. MOS's appear on page 8 of the service record book and page 7 in the officer's qualification record.

b. Whenever a change of either primary or additional MOS is authorized the unit diary entry will report which MOS is changed and present a "spread" of the MOS's after the change is made.

Ch pri MOS--MOS's are now 2529/
0761/none

Ch pri MOS--MOS's are now 2529/
2645/0141

Ch pri & add MOS's--MOS's are now
0802/0430/0130

c. Insert the primary MOS in block #5 for Marine Corps personnel. For Navy personnel joined to Marine units, insert in block #5 the Officer Designator Code (four digits) for officers and the Primary Navy Enlisted Classification Code (four digits) for enlisted personnel.

6. Insert the additional MOS or MOSs in block #6. If the individual has two additional MOSs, the "first" additional MOS is listed above the second. If the individual has no additional MOS, enter a zero (0). Example:

PRIMARY MOS 5

6412

ADDITIONAL MOS 6

6731
5711

ADDITIONAL MOS 6

0

7. Component/Class Code--Block #7

COMP/CLASS CODE A	7
-------------------------	---

a. Enter the component/class code. From information shown on the appointment acceptance, enlistment contract, record of induction, and administrative remarks page of the service record, determine the individual's component/class status. By referring to MCO P1080.20, Personnel Accounting Codes Manual, the appropriate component/class code can be determined for that status.

b. Usually, change of component/class code occurs incident to reenlistment, change in Reserve category, or upon transfer of regulars to the Reserve Establishment. In these cases, individuals are dropped with one component/class code and joined with another, thus effecting the change without specifically reporting a change by unit diary entry.

8. Contract/Legal Agreement

a. Report the same information as required by subparagraph 16082.44.

b. Duty Limitation

(1) Currently, there are no duty limitations applicable to the Reserve Establishment.

9. Race--Block #9

a. The information for this block is transcribed directly from the enlistment contract or the record of induction, page 2 of the service record book, or from page 9 in the officer's qualification record.

b. Enter the name of the individual's race in block #9. Changes in race normally would be required only as a result of a correction of error in official records directed by the Commandant of the Marine Corps. Such actions are to be reported as changes, but when race has been erroneously shown on an IRC, a "correction" entry is proper.

10. Block #10--No entry required. (See subpar. 16229.1d.)

11. Expiration of Contractual Service (ECS)--Block #11

<p>EXPIRATION CONTRACTUAL SERVICE</p> <p>(ECS)</p> <p>15Jul71</p>	11
---	----

a. Enter the date on which contractual service expires. ECS is determined as follows:

(1) Eight-year obligation

(a) Each male person acquired a total 8-year military obligation who:

1. Was initially appointed, enlisted or inducted, either in a Regular or a Reserve component of any branch of the Armed Forces of the United States after 19 June 1951 and prior to 10 August 1955, prior to attaining the 26th anniversary of his birth;

2. Enlisted in the Six Months Training Program (component/class code "H"), prior to attaining eighteen and one-half years of age; and prior to 1 August 1963;

3. Enlisted in the Critical Skills Program (component/class code "Q") prior to 1 August 1963.

(b) The ECS for the above persons is that date which is 8 years subsequent to such entry, except that should time be lost, then the normal expiration date must be extended (see par. 15111). Additionally, if any contract or agreement to serve beyond such period exists, the ECS is the expiration date of that service.

(2) Six-year obligation

(a) With the exception of persons who enlist in the Six Months Training Program prior to attaining eighteen and one-half years of age (component "H"), or the Critical Skills Program (component "Q") prior to 1 August 1963,

each male person who is initially appointed, enlisted, or inducted, either in a Regular or a Reserve component of any branch of the Armed Forces of the United States after 9 August 1955, prior to attaining the 26th anniversary of his birth, acquires a total of 6-year military obligation.

(b) The ECS for the above persons is that date which is 6 years subsequent to such entry, except that should time be lost, then the normal expiration date must be extended (see par. 15111). Additionally, if any contract or agreement to serve beyond such period exists, the ECS is the expiration date of that service.

(3) Discharge from component "H," "K," or "Q" status, for reentry in the USMC or USMCR in another status, does not serve to alter the original military obligation.

(4) For enlisted non-obligors, record the expiration date of the enlistment contract or agreement to extend, as appropriate.

(5) For officer non-obligors, enter a "0." Sample unit diary entries:

Extenl 1 yr auth _____ New ECS (date)

Jdreenl 4 yrs New ECS (date)

12. Pay Entry Base Date--Block #12

a. Enter the day, month, and year of the pay entry base date in block #12. Example:

PEBD	12
10Dec56	

Ch PEBD to 16Jun58 admin error

13. Date of Birth--Block #13

a. Date of birth is obtained from page 2 of the service record book or from pages 1 and 9 of the officer's qualification record. The year of birth only, is coded into the punched cards at the DPI.

b. Insert the day, month and year of birth. Unit diary entries would be required to correct an error on the IRC or to report a change in date of birth authorized by the Commandant of the Marine Corps. Example:

DATE OF BIRTH 13
15Mar31

Ch date of birth to _____ auth CMC
ltr

14. PULHES-PHYSICAL RISK CLASSIFICATION--Block #14

ENLISTED	READY RESERVE OFF
PULHES	PHYS RISK CLAS

PULHES 112121B	PULHES A	14
-------------------	-------------	----

a. This block is used to report two different items:

(1) For male enlisted personnel insert in this block the complete physical profile serial including code letter and modifier if any. For unit diary reporting, only the code letter from the profile serial will be reported; i.e., "A," "B," etc. Do not include serial digits or modifier letter. Example:

Ch PULHES to F

b. Record a "0" for women Marines and Stand By Reserve Officers.

c. The information for this entry is initially recorded on the enlistment contract or record of induction; and thereafter in the health record.

d. For Ready Reserve Officers only, record physical risk classification. Example: Asg Code A

(1) Physical risk classifications, missing in unit records may be ob-

tained for Ready Reserve officers from the Commandant of the Marine Corps (Code AFC).

15. Tour Date--Block #15. No entry required.

16. Obligor Designator--Block #16

a. For all personnel indicate whether the individual is obligated under UMT&S Act by inserting the following abbreviations in block #16 of the IRC:

<u>Description</u>	<u>Insert in Block #16</u>
6-year obligation under UMT&S	6 yr obl
8-year obligation under UMT&S	8 yr obl
Non-obligor	Non obl

17. Special Designation--Block #17

SPECIAL DESIGNATION	17
NA	

a. The designations which are to be recorded in this block are shown in MCO P1080.20, Personnel Accounting Codes Manual. Designations are recorded on NAVMC 118(8AV) in the service record; and in separate letters issued by the Commandant of the Marine Corps, or by the Chief of Naval Personnel.

b. Unit diary entries are required upon issuance or revocation of a designation; e.g.,

Spl Desig as NA revoked auth

18. Dependents--Block #18

► a. Information as to the number of dependents may be obtained from Record of Emergency Data (NAVMC 10526-PD).

b. The dependents are indicated by abbreviations for each type as follows:

No Dependents	0
Wife or Husband	W for wife, H for husband
Dependent Child(ren)	DC
*Dependent Parent(s)	DP

*Must be in fact dependent on such member for over half of his or her support. Combinations of these abbreviations are entered when necessary to represent the total number; e.g., W2DC or 2DP. For instance, the records indi-

cate that MSgt Jones has a wife, a dependent mother and three children under 21. The entry on his IRC would be:

DEPENDENTS	18
W1DP3DC	

Unit diary entries will be made to report any changes in the number or type of dependents. Examples:

Ch depn to W1DC

Ch depn to 0 wife died

19. Block #19--No entry required. (See subpar. 16229.1d.)

20. Block #20--No entry required. (See subpar. 16229.1d.)

21. Service Schools Completed--Block #21

a. This block is provided for a summary of service school training for use at local unit and command level in selecting personnel for certain assignments. The data is not punched into punched cards of the system; therefore, it is not mandatory that an entry be made in this block.

b. No unit diary entries are required regarding service schools.

c. Information for this block appears on page 8 of the service record book and on page 7 of the officer's qualification record. A suggested sample entry follows:

SERVICE SCOL COMP	21
-------------------	----

OffSigSup (1955) Elect Maint Crs Ft Monmouth (1957)

22. Civilian Education--Block #22

a. Insert the level of highest creditable schooling attained and number of years, with certain other data as follows:

(1) If grammar, or grade school is the extent of education, insert the designation "GS," followed by the number of years; e.g.,

CIVILIAN EDUCATION	22
--------------------	----

GS 6 1/2

(2) If high school is highest level attained, insert the designation "HS," followed by the number of years and the course of study recorded or major subject; e.g.,

CIVILIAN EDUCATION	22
--------------------	----

HS 3

(3) If college is listed insert the designation "C," the number of years, the major subject listed, and the degree received, if any. If no degree is held, indicate the subject followed by "No deg." Where a degree is received with no major subject indicate the degree followed by "No major subj."

CIVILIAN EDUCATION	22
--------------------	----

C 1 1/2 Economics

CIVILIAN EDUCATION	22
--------------------	----

C4 Literature--BS

(4) If trade or business school is listed, insert the designation "TS," the number of years attended, and the course of instruction. This is in addition to the regular education which has been recorded as directed above, e.g.,

CIVILIAN EDUCATION	22
--------------------	----

HS 4 Vocational TS 1 1/2 Avn Mechanics

b. The information for this block appears on page 8 of the service record book and page 7 of the officer's qualification record.

c. If an individual successfully completes a USAFI high school or college level GEDT battery, and the

test battery level of education is at a level which is higher than the individual's formal schooling, record the higher level and the designation "equiv by GEDT." Successful completion of college level GEDT is considered as the equivalent of no more than 1 year of college education, and will be so recorded. Do not record results of other type equivalency tests such as EET, officer selection tests, etc. Example:

CIVILIAN EDUCATION	22
--------------------	----

HS 4 equiv by GEDT C1 equiv by GEDT
--

Ch Civ Educ to HS 4 compl USAFI
HS GEDT

23. Civilian Occupation--Block #23

a. Civilian occupation is recorded on page 8 of the service record book and page 7 of the officer's qualification record.

b. Insert the jobtitle and code number, eliminating dashes and periods from the number. If the individual is currently a full-time student in high school or an accredited college or university, insert both the job title and code number for the civilian occupation, if any, plus the indicator "Student 990000."

c. In processing the IRC at the DPI, student status code takes precedence over civilian job code. Therefore, when student status is terminated, civilian job code must be established in the system by means of unit diary entry. Example:

CIVILIAN OCCUPATION	23
---------------------	----

Carpet Cutter 81962 Student 990000

Ch civ occ to Carpet Cutter 81962

24. Language Qualification--Block #24

a. Insert the name and dialect, if any, of the foreign language in which the individual is most proficient. Information for this item appears on page 8 of the SRB and page 7 of the OQR.

b. Report on the unit diary, change in qualification due to completion of a service/service supported school, testing, or interview; e.g.,

Ch lang qual to German

25. Classification Test Scores--Block #25

a. Classification test scores for this block are obtained from page 8 of the service record book and from page 7

of the officer's qualification record. If the General Classification Test Form 3 has been administered to the individual, insert the score attained in each of the test parts in the appropriate section of the block:

TEST SCORES 25					
GC	RV	AC	AR	PA	Other
103	142	109	93	104	

b. If the General Classification Test Form 1 and the MAT 2 or 3 have been administered, insert the General Classification Test score in the section headed "GC" and the MAT score in the section headed "PA."

c. If more than one General Classification Test has been administered, record only the test with the most recent date. Initial scores on tests conducted after submission of the IRC, corrections to test scores, or new scores on retests will be reported on the unit diary. Examples:

Tested GC 90 RV 90 AC 90 AR 86
PA 90
Retested GC 86 RV 92 AC 88 AR
84 PA 94

CORRECTION (IRC)
GCT score shown as GC 90 PA 90

SHOULD BE
GC 110 PA 100

d. The section entitled "other" may be used for entry of scores for aptitude tests such as the Radio Code Test; speed of Response (RCT/SR) or Clerical Aptitude (CA)

Example:

Other RCT/SR 72	Other CA 84
-----------------------	----------------

e. If individual is unclassified, enter "Unclass" in GC block.

26. Unit Assigned--Block #26

UNIT ASSIGNED	26
1st Platoon	

a. Reporting units without authorization for subordinate units to drill separately: Enter a zero (0).

b. Reporting units having subordinate units authorized to drill separately will insert the name of unit to which personnel are assigned: Division "A," Division "B," 1st Platoon, etc.

c. Unit Diary entries are required upon reassignment between subordinate units. Example:

Ch unit asg to 1stPlat

27. Training Designator--Block #27

DUTY ASSIGNMENT/ TRNG DESIG	27
T	

a. Enter the appropriate code according to the following: "T" (trained) for those who have completed basic training (recruit and individual combat training) or the equivalent thereof as defined in current directives; "U" (untrained) for those who have not completed recruit training or the equivalent. For officers record "T" (trained) if the basic military training prescribed in current directives has been completed; if this training has not been completed record "U" (untrained.)

b. When an Organized Reservist who has previously been reported as untrained becomes trained, a unit diary entry will be made. Example:

Ch trng desig to T

c. The information for this block appears on page 11 of the service record book. Trained and untrained status of officers is determined by entries in the officer's qualification record.

28. Name

a. The name will be entered on unit diaries and IRC's, last name first in capital letters, followed by first name with only the first letter capitalized, followed by middle initial, if any, and the indication "Jr," "Sr," "II," "III," if applicable. Do not insert "(N)" if there is no middle initial.

b. Accuracy in reporting the name is essential to operation of the system. If a person is reported as joined or other entries are submitted with an incorrectly spelled name, the entry must be corrected. It is not sufficient merely to spell it right the next time it is shown. Each entry on a unit diary is compared against the information which was previously reported and punched into a card. If the new entry does not match that which was previously reported, the analyst at the DPI must require a correction from the unit.

c. An actual change of an individual's name, however, is not a "correction." When a change of name in official records is authorized by the Commandant of the Marine Corps or in accordance with paragraph 13264.6, it will be reported on the unit diary by showing the "old" name and other standard identifying information and under that remark will report the new name. The IRC and all other unit records should be changed at the same time. A new IRC is not required by the DPI, but the unit may find it desirable to make a new one for the current file and place the old one in the "dead" file with appropriate notation for cross-referencing. Example:

Ch name to _____ auth CMC
ltr _____

d. Name is entered at the bottom of the IRC. The name should be obtained from the enlistment contract or record of induction for enlisted and from the appointment acceptance and record (page 9) or page 1 of the officer's qualification record.

29. Service Number

a. Ensure that the service number is correctly transcribed from the enlistment contract, record of induction or officer's qualification record. Check it after it is typed. Normally, the IRC is the first personnel accounting document a unit prepares on an individual. Enter the service number and name correctly on the IRC and compare against subsequent unit diary entries on the same individual.

b. Women Marines are identified by placing the letter "W" one space to the left of the service number each time it is recorded. Note also that enlisted women's service numbers all commence with the number "7."

30. Other Standard Identifying Information Blocks on Individual Record Cards

a. Enter, in pencil, the grade and Primary MOS in the blocks of the standard identifying information line.

b. Type the code for the individual's component/class in the block marked "COMP/CLASS."

c. Unit. Type or stamp the reporting unit code in the block marked "Unit." This item is not considered part of the "standard identifying information." If a rubber stamp is used be sure to stamp the DPI copy also.

d. A typical completed lower line of the IRC showing "standard identifying information" and "reporting unit code" is shown below.

IRC

NAME	SERVICE NO	GRADE	MOS	COMP/ CLASS	UNIT
DOE John J	1234567	SSgt	0369	A	81314

16282 DESCRIPTION OF ITEMS OF
INFORMATION CALLED FOR
ON IRC (RESERVE), NAVMC
10421-PD, AND INSTRUCTIONS
FOR REPORTING
CHANGES THERETO

1. Disposition--Block #1. This block is provided for coding at the DPI.

2. Date Joined Unit--Block #2. Insert the same information as for block #2 on IRC, NAVMC 976-PD.

3. Grade in Which Serving--Block #3. Insert the same information as for block #3 on IRC, NAVMC 976-PD.

4. Block #4--No entry required. (See subpar. 16229.1d.)

5. MOS--Primary--Block #5. Insert the same information as for block #5 on IRC, NAVMC 976-PD.

6. Block #6--No entry required. (See subpar. 16229.1d.)

7. Component/Class Code--Block #7. Insert the same information as shown in block #7 on IRC, NAVMC 976-PD.

8. Contract/Legal Agreement

a. Report the same information as required by subparagraph 16082.44.

b. Duty Limitation

(1) Currently, there are no duty limitations applicable to the Reserve Establishment.

9. Block #9--No entry required. (See subpar. 16229.1d.)

10. Block #10--No entry required. (See subpar. 16229.1d.)

11. Expiration of Obligated Service (UMT&S Act)--Block #11

EXPIRATION OF OBLIGATED SERVICE (UMT&S)	11
30Jun71	

Ch EOS to 14Jul71

a. Enter the date on which obligated service as required by the UMT&S Act will expire. This date will be determined in the same manner as for block #11 on IRC NAVMC 976-PD, except that this date will be changed to reflect lost time only, and will not be affected by any contract or agreement to serve beyond the original date.

b. The information contained in this block will be retained upon expiration of obligated service.

c. For those male personnel who were initially appointed, enlisted or inducted into any branch of the Armed Forces after 19 June 1951, enter the date their military service obligation expires under the terms of the UMT&S

Act. See paragraph 16281.11 in determining the obligation incurred.

d. For those male personnel who were initially appointed, enlisted or inducted into any branch of the Armed Forces prior to 19 June 1951, and for all female personnel, enter a "0."

12. Block #12--No entry required. (See subpar. 16229.1d.)

13. Block #13--No entry required. (See subpar. 16229.1d.)

14. Date Last Physical Examination--Block #14

a. The date (month and year) derived from block #6 of latest Standard Form 88 (Report of Medical Examination), which form is contained in the health record, is inserted in this block. The date is not to be changed unless substantiated by a Standard Form 88. Example:

DATE LAST PHYS EXAM	14
Aug59	

Ch date last phys exam to Aug59

15. Block #15--No entry required.

16. Block #16--No entry required. (See subpar. 16229.1d.)

17. Special Designation--Block #17. Insert the same information as for block #17 on IRC, NAVMC 976-PD.

18. Total Months Active Duty--Block #18

a. The information in this block is required in connection with mobilization planning since the Armed Forces Reserve Act requires that previous active service be considered in connection with involuntary recall of reservists to active duty.

b. Enter the total number of months of active duty in any branch of the Armed Forces. This includes any period of regular active duty, extended active duty, active duty in the Reserve program, or active duty for training in excess of 30 days in any branch of the Armed Forces. Do not include periods of active duty for training which are 30 days or less, active duty without pay or periods of repeated training duty. Enter a zero if no countable active duty has been performed. Example:

John Paterson enlisted in the Regular Marine Corps for 3 years on 18 June 1952 but was retained CofG 20 days. Upon release from active duty, he was assigned to Class III, Marine Corps Reserve, and was subsequently assigned to an Organized Reserve unit. He attended annual training duty from 3Aug56 to 17Aug56. On 24Aug56 he was ordered to extended active duty and was released from active duty on 21 Nov57. In computing Paterson's total months of active duty, he would receive credit for:

18Jun52 to 7Jul55--3 yr 20 days

24Aug56 to 21Nov57--1 yr 2mos 28 days
4 yr 2mos 48 days

or

4 yrs 3mos 18 days--52mos

TOTAL MONTHS ACDU 18

52

c. In totaling several periods of active duty, odd days may add up to more than 30. Increments of 30 days will be carried over to the month column and 15 days or more credited as a full month.

d. The information for this block will be determined by inspection of documents available at the district headquarters or in the possession of the individual. Such documents are the service record book, officer's qualification record, DD Form 214, discharge certificates or certificates of satisfactory service. In most instances, the service record book or officer's qualification record will contain the information. Only in cases when service cannot be determined from the documents mentioned above will inquiry be made to the Commandant of the Marine Corps (Code DGK).

e. Unit diary entries would be required to correct the number of months if erroneously shown on the IRC; or to supply the data if it was not known at the time the IRC was submitted. Examples:

Ch total Acdu to 36

Total Acdu 24 mos Not prev reported

19. Block #19--No entry required. (See subpar. 16229.1d.)

20. Date Ready Reserve Service Expires--Block #20. Reporting units will record in this block the date of ex-

piration of Ready Reserve service. Corrections to dates previously reported will be reported on the unit diary. Example:

DATE READY RES SERV EXPIRES	20
--------------------------------	----

27Oct60

Ch date Ready Res serv expires to
17 Aug 62

21. Block #21--No entry required. (See subpar. 16229.1d.)

22. Block #22--No entry required.

23. Date Screened--Block #23. Reporting units will enter the date of last screening and report any corrections or changes by unit diary entry. Example:

DATE SCREENED	23
---------------	----

17Jul58

Ch date screened to 17Jul59

24. Block #24--No entry required. (See subpar. 16229.1d.)

25. Block #25--No entry required. (See subpar. 16229.1d.)

26. Block #26--No entry required.(See subpar. 16229.1d.)

27. Training Categories and Pay Groups--Block #27

a. Ready reservists in Organized Reserve units are placed in

appropriate training categories and/or pay groups. The following code has been provided to represent the training categories and/or pay groups, as appropriate, to which reservists in Organized Reserve units are assigned.

Training Category	Annual Number of Periods of Inactive Duty Training	Annual Active Duty for Training	Pay Group	Annual Number of Paid Periods of Inactive Duty Training	Annual Paid Active Duty for Training	Code
A	48	15	A	48	15	A
B	24	15	B	24	15	B

b. Enter the appropriate code to represent training category and/or pay group in block #27.

28. The lower line (name, service number, grade, MOS, component/class code and RU code) will be completed by inserting the same information as recorded on the lower line of IRC, NAVMC 976-PD.

16283 INSTRUCTIONS FOR REPORTING ITEMS NOT SHOWN ON THE INDIVIDUAL RECORD CARD

1. Items not included on the IRC for which remarks are required for Personnel Accounting System information are:

Unauthorized absence

In the hands of civil authorities

Casualty or injury

Hospitalization

Confinement

2. Courts-martial or commanding officer's nonjudicial punishment

Associate duty and repeated training duty without pay

16284 ABSENCE--UNAUTHORIZED

1. All unauthorized absence (UA), occurring during service at a unit, and the definition of such absence (AOL, AWOL, etc.), as outlined in the Uniform Code of Military Justice, articles 85, 86 and 87, is to be reported on the unit diary. The entries are required to show that the absence was properly recorded at the time of its occurrence and are used to substantiate charges in courts-martial. Unauthorized absence status of less than 24 hours will, if appropriate, be reported on the unit diary.

2. Use the abbreviations AOL, AWOL, MM, in addition to hours and dates. Missing movement of a unit or ship (MM), will be included where applicable as an aggravation of the absence offense. Notation of missing a movement need not be made upon return from unauthorized absence. Status of being "in hands of civil authority" occurring while on unauthorized absence may be included in "from" unauthorized absence remarks. If absence results in declaration of desertion, the individual is dropped from the unit account as shown in subparagraph 16280.6.

3. Sample remarks:

To UA (AOL) since 0601

To UA (AWOL) since 0831

To UA-abs fr gd post since 1430

To UA-failing to go to appt place of du at 0900

Fr UA 1635 surr at comd

Fr UA 1635 del this post by SP IHCA Rome NY 5-7Jan60 suspicion of robbery--charges drop rel by CA Del to SP 8Jan60

On UA (AWOL) from 0801 to 1310

16285 IN HANDS CIVIL AUTHORITIES

1. When an individual is delivered to civil authorities show dates, times, designation of civil authority, together with charges and authority for delivery. When an individual is apprehended and retained by civil authorities show dates, times, charges and designation of civil authority. If the individual is brought to trial a remark will be shown indicating whether convicted or acquitted.

2. Sample remarks:

Del to CA SDIEGO at 1310 auth _____
chg grand larceny

Aprnd and held by CA CHASN 1300 on suspicion car theft

16286 CASUALTY OR INJURY

1. Any injury that requires an investigation in accordance with the JAG Manual, will be reported on the unit diary. The remark will show the nature of injury and location of occurrence. Examples:

Injured automobile acdt Carlsbad Calif to sk USNH Santa Margarita 0930

To sk USNH PHILA 1100 burned acdt post galley

2. When a reservist is hospitalized as a result of an injury received while performing extended active duty, active duty for training or inactive duty train-

ing, an entry will be made on the unit diary reporting the incident, the name of the hospital and whether the injury or disease was incurred in line of duty. Transfers from one hospital to another or discharges from hospitals will also be shown in diary entries.

3. If a reservist is injured and is entitled to benefits, the Commandant of the Marine Corps will issue a Notice of Eligibility for Disability Benefits to the individual via the officer who reported the injury and will furnish the individual's commander a copy, if other than the officer who reported the injury. The individual's commander will, upon receipt of the Notice of Eligibility for Disability Benefits, cause the individual's election of benefits to be shown in a diary entry. Upon notice of termination of benefits, an appropriate diary entry will be made showing the date of termination if other than date of diary.

a. Sample diary entries:

Fractured rt arm dur wk dr prd at armory to sk CityHosp

Benefits under 10 U.S. Code 64 6148 term

Elected benefits under 10 U.S. Code 6148 auth CMC ltr _____

16287 CONFINEMENT

1. Report all periods of confinement. Changes in disciplinary status (e.g., from awaiting trial to serving sentence) while in confinement may be shown for local purposes, but are not required by this directive. Sample remarks:

Cnfd PBrig ATLSPCM

Fr cnfd serv sent SCM to du enl ext 30 days time lost auth _____ New EOS (day, mo & yr) Ch PEBD to (day, mo & yr)

Fr UA (AWOL) at 1015 cnfd PBrig AOH

16288 COURTS-MARTIAL--COM-MANDING OFFICER'S NON-JUDICIAL PUNISHMENT

1. Courts-martial which result in conviction shall be reported on the unit diary. Generally, the remark should be reported only at such time as the sentence is ordered executed. However, as an exception to the foregoing, a remark must be reported upon approval by the convening authority of any sentence which includes an unsuspended punitive discharge, but where such sentence is not ordered executed pending appropriate review. Unit diary remarks concerning trial by court-martial must include: type of court-martial; date of approval by the convening authority if other than the date of the diary; the sentence as approved by the convening authority; and any reduction in grade effected pursuant to sentence of the court.

2. Nonjudicial punishment imposed under Article 15, UCMJ, which results in forfeiture of pay, detention of pay, confinement, and/or reduction in grade shall be recorded on the unit diary. In any case where detention of pay is imposed, the diary remark must include the date on which the detained pay is to be credited to the member's pay account.

3. If subsequent events/actions affect a previously reported sentence or punishment, this shall be reported through an entry on the diary showing the effect of the event/action involved, the date and authority effecting the change, and, in cases involving restoration of grade, the grade and date of rank to which restored.

4. Sample entries:

a. (SCM) (SPCM) (GCM) appr and ordered executed. Sent to forfeit \$___ per mo for ___ mo, to be cnfd for (period), to be red to (grade). Red to (grade) to rk fr (date) PurSent. Cnfd Post Brig serv sent CM.

b. SPCM appr but not ordered executed. Sent (here show sentence as approved by the convening authority). Forfeiture applies to pay and alw due on and after (date directed by CA).

c. SPCM appr but not ordered executed by CA (date), by Supervisory Auth (date), by Bd of Review (date), and affirmed by Court of Mil Appeals (date), ordered executed (date) by (competent authority which ordered execution of the sentence). Red to (grade) to rk fr (date) PurSent.

d. Findings of GCM appr (date) set aside, auth ___. Restored to (grade) to rk fr (date).

e. Nonjudicial punishment imposed under Art. 15, UCMJ. To have \$___ per mo for ___ mo detained, and to be red to (grade). Detained pay payable on (date). Red to (grade) to rk fr (date) auth Art. 15, UCMJ.

16289 ASSOCIATE DUTY AND RE-PEATED TRAINING DUTY WITHOUT PAY

1. Reserve activities will report all assignments of individuals to associate duty, or repeated training duty without pay.

2. Unit diary remarks will indicate the type of duty assignment and the unit or command with which the duty is performed. Examples:

▶ Asg repeated trng du w/o pay at Hq 12th MCD

Asg assoc duty with 11th InfBn MCR

Associate duty is any duty appropriate to the grade and qualifications of the reservist concerned which is specifically authorized by competent authority and performed, without pay, with an Organized unit of a Reserve component of the Armed Forces.

SECTION 5: AUDITING PERSONNEL ROSTERS AND GAIN AND LOSS STATEMENTS--CONTENT AND AUDIT OF

16300 GENERAL

1. Personnel rosters are prepared by the data processing installations for each account in the Personnel Accounting System at certain times for the purpose of verifying information in the punched cards of the system and to furnish a part of the permanent personnel records of the Marine Corps. These rosters are:

a. Organized Reserve

(1) The rosters are designated Auditing Personnel Rosters (APR), and are prepared quarterly as of the last day of March, June, September and December.

b. Volunteer Reserve

(1) Two rosters are prepared for the Volunteer Reserve and are designated as follows:

(a) Auditing Personnel Rosters--are prepared as of the last day of the month in accordance with the following schedule:

Officers	Jun & Dec
Enl Inact Status List and Spl Vol Res accts	Mar & Sep
Enl alphabetically divided accts:	A-D Feb - Aug E-K Mar - Sep L-R Apr - Oct S-Z May - Nov
14th MCRD--All accts	Mar, Jun, Sep & Dec

(b) Gain and Loss Statements--are prepared monthly as of the last day of the month except months for which an APR is prepared. These statements aid in maintaining correct strength balances between audits and facilitate research at Headquarters Marine Corps.

(c) For accounts at zero strength or for accounts having neither gains or losses during the reporting month, a negative APR or G&L statement, as appropriate, is prepared.

16301 FORMAT OF AUDITING PERSONNEL ROSTERS AND GAIN AND LOSS STATEMENTS1. Organized Reserve

a. The APR's are printed on a standard form which is divided into three sections:

(1) The Heading, which includes the title of the document, the complete designation, the date of the last unit diary reflected in the information on the roster, the designation of the DPI which prepared the roster, and the description of auditing items.

(2) The Body, or listing, in which the names and other related information is shown. This is divided into two parts; personnel in the unit at the end of the period, and personnel reported dropped during the period.

(3) The Certification, which is added by the reporting unit after the roster has been audited and corrected if necessary.

2. Volunteer Reserve

a. The APR's are printed on a standard form which is divided into three sections:

(1) The Heading, which includes the title of the document, the complete unit designation, the date to include the last day for which information was reflected on the roster and the designation of the DPI which prepared the roster.

(2) The Body, or listing, in which the names and other related information is shown. This is divided into three parts; personnel in the unit at the end of the period, personnel joined during

the period covered by the roster, and personnel dropped during the period. If the account is at zero strength, and neither gains or losses have occurred since the last report, the body will consist of the notation, "Zero Strength."

(3) The Certification, which is added by the reporting unit after the roster has been audited and corrected if necessary.

b. The gain and loss statement is printed on a standard form which is divided into three sections:

(1) The Heading, which includes the title of the document, the complete unit designation, the date to include the last day for which information was reflected on the statement and the designation of the DPI which prepared the roster.

(2) The Body, or listing, in which the names and other related information is shown. This is divided into two parts; personnel joined during the period covered by the roster and personnel dropped during the period. If the account is at zero strength, and neither gains or losses have occurred since the last report, the body will consist of the notation, "Zero Strength."

(3) The Certification, which is added by the reporting unit after the statement has been audited and corrected if necessary.

16302 CONTENT OF THE AUDITING PERSONNEL ROSTERS AND GAIN AND LOSS STATEMENTS

1. Organized Reserve

► a. The body of the auditing personnel roster always shows the following information:

Name--as much of the last name as can be printed in 13 type spaces, followed by the first initial and second initial for personnel joined (e.g., JOHNSON, James J. III would be shown as JOHN-SON JJ); and as much of the last name as can be printed in 5 type spaces,

plus the initials, for personnel dropped (e.g., JOHNSON, James J III would be shown as JOHNS JJ)

Service Number--preceded by a "W" for women officers. Women enlisted are readily identifiable by "7" as the first digit of service number.

Grade Code

Primary MOS

Component/Class Code

Training Designator

b. In addition to the standard information listed above, each quarter one, two, or three other items of information contained in the punched card may be shown in the "auditing items" column on the roster. These are to be verified in addition to the standard items to ensure correctness of all data reported. The names are listed in the body alphabetically, Marine officers followed by Marine enlisted, then Navy personnel in the same sequence, then personnel of other services. Following the names of personnel joined to the unit at the end of the period, will appear the names of personnel dropped during the period covered arranged alphabetically, Marine officers, Marine enlisted, Navy officers, Navy enlisted and other services. In the dropped section, the date dropped is shown for each person in lieu of auditing items. Persons who have been dropped and rejoined prior to the end of the accounting period will be shown in the main body and in the "dropped" section. Persons who have been dropped more than once during the accounting period will be shown the same number of times in the "dropped" section. Non-Marine personnel who have been dropped and rejoined during the period will be shown only in the main body of the roster.

c. At the end of the roster, after the "dropped" section, is shown the total of Marine officers, Marine enlisted, officers of other services, and enlisted of other services, who are reported as being joined to the unit on or before the cutoff date of the APR. To

the right of these totals is the grand total of all personnel in the account of the unit. These totals should be the same as the totals which were shown on the unit diary for the cut-off date of the roster. Also at the bottom of the roster, the reporting unit code number will be shown. This is the same number that is required to be entered in the upper left-hand block of the strength balances section of each unit diary.

2. Volunteer Reserve

a. Auditing Personnel Roster

◆ (1) The body of the auditing personnel roster always shows the following information:

Name--(See subpar. 16302.1a.)

Service Number--preceded by a "W" for women officers. Women enlisted are readily identifiable by "7" as the first digit of service number.

Grade Code

Primary MOS

Component/Class Code

Training Designator/Promotion Qualifier Code

(2) The names are listed in the body alphabetically, Marine officers followed by Marine enlisted. Following the names of personnel joined to the unit at the end of the period, will appear the names of personnel joined during the accounting period, Marine officers followed by Marine enlisted in alphabetical sequence. In addition to the information shown in the "on board" section, the "joined" section will show the joining type of change code and date joined. Following the "joined" section will be the "dropped" section. This section will list all personnel who were dropped from the unit during the reporting period. In addition to standard information, this section will show the dropped type of change code, date dropped, and the reporting unit code of the unit to which transferred or the separation code.

b. Gain and Loss Statement

◆ (1) The body of the gain and loss statement always shows the following information:

Name--(See subpar. 16302.1a.)

Service Number--preceded by a "W" for women officers. Women enlisted are readily identifiable by "7" as first digit of service number

Grade Code

Primary MOS

Component/Class Code

Training Designator/Promotion Qualifier Code

(2) The names are listed in the body alphabetically, Marine officers followed by Marine enlisted joined during the accounting period, followed by Marine officers and Marine enlisted dropped from the unit during the reporting period. In addition to the standard information, the "joined" section will show joining type of change code and date joined; the "dropped" section will show dropped type of change code, date dropped and the reporting unit code of the unit to which transferred or the separation code.

c. Since Volunteer Reserve accounts are very large, subtotals are shown after each group of names which commence with the same letter of the alphabet. For example, if there are 203 individuals whose last name begins with the letter "A," the total 203 would be shown after the last name commencing with "A." The total strength of the account will be indicated after the total for the last letter group shown in the main body of the auditing personnel roster. The same procedure is followed in the "gained" and "dropped" sections of the APR and G&L statements; a total for each letter group followed by a final total of all personnel in the section. On these accounts the reporting unit code number is shown at the top right hand corner of the pages.

d. At the bottom of the gain and loss statement a strength difference total is shown which represents the net gain or loss for the period involved. For example, if 27 individuals were transferred during the period and 135 individuals were joined, the net strength difference would be a gain of 108. This total would be shown at the bottom of the statement. Whether the strength difference is a gain or a loss is indicated by a minus sign (-) for loss and as asterisk (*) for gain.

3. A person who joined a unit prior to the end of an accounting period but whose joining was not reported prior to or on the last day of the accounting period, will not appear on the roster. This does not make the roster incorrect. It is improper to add that person's name, since he had not been reported joined on or before the effective date of the roster. This is another reason for reporting gains and losses promptly--so that all reports represent current personnel information for the unit.

16303 CODES AND DATES USED ON AUDITING PERSONNEL ROSTERS AND GAIN AND LOSS STATEMENTS

1. Codes may be shown on the APR and G&L Statement for certain of the items of information. Most of these codes are contained in MCO P1080.20, Personnel Accounting Codes Manual; those not shown therein will be explained at such times as they are used.

2. Dates will indicate either day, month, and year; month and year; or year alone, according to the following examples:

29 11 53 would be 29 November 1953

1 58 would be January 1958

58 would be 1958

16304 PREPARATION AND FORWARDING OF AUDITING PERSONNEL ROSTERS AND GAIN AND LOSS STATEMENTS

1. Organized Reserve. The APR will be prepared by the DPI as soon after

the end of the accounting period as the last unit diary is received and processed. The original and at least two copies of the roster will be forwarded to the unit by the DPI. Most reporting units will receive the roster between the 5th and 10th of the month following the end of the accounting period. Mailing distances must be considered by outlying units. Additional copies may be arranged for by agreement between unit or command and the command exercising accounting jurisdiction.

2. Volunteer Reserve. The APR or G&L statement will be prepared by the DPI as soon after the end of the accounting period as is deemed practicable by the command exercising personnel accounting jurisdiction.

16305 AUDITING THE ROSTERS

1. Organized Reserve

a. Upon receipt of the auditing personnel roster, the reporting unit will audit it to ensure that it is in agreement with unit records. This means that the standard identifying information and the auditing items for each individual must be compared against basic records (enlisted service record book or officer qualification record) or the individual record card.

b. Usually, the roster would be audited from information contained in the IRC--and if it has been correctly prepared and maintained, the audit will be effective. In the case of auditing items the service record book, officer's qualification record and IRC should be compared.

c. It must be remembered that data appearing in the auditing personnel roster is based upon the content of the IRC and not the IRC (Res). Care should be taken in the preparation, audit and maintenance of IRC's to ensure that data common to both is at all times identical.

d. Errors found during the APR audit may be divided into two groups: (1) erroneous reporting and/or failure

to report on the part of the reporting unit. These errors are to be corrected only by means of entries on the unit diary submitted for the date the roster is certified and with which the roster is returned to the DPI; (2) errors which were the result of faulty processing at the DPI; that is, the unit reported correctly but the entry was missed or incorrect information was entered into the punched cards at the DPI. These errors are to be corrected on the roster.

2. Volunteer Reserve

a. APR's and G&L Statements will be audited to ensure that the information shown is in agreement with the service records.

b. An additional copy of each Inactive Status List officer account (or combined officer-enlisted account) will be provided for audit. Ensure that only those officers who are in fact members of the Inactive Status List account are reflected thereon, for the appearance of an officer's name on these rosters establishes the fact that the officer is not eligible for consideration for promotion.

16306 METHOD OF CORRECTION

1. Organized Reserve

a. In making corrections on the APR, line out the item in error and insert the correct item above it. To the left of the name of the individual involved, show the identity of the document on which the correct information was reported to the DPI by the reporting unit.

b. When an item which has been reported to the DPI is blank on the roster, insert the correct data and underline it. Note to the left of the name that the data was reported on the IRC or unit diary number _____. In case of a blank caused by failure to submit the information to the DPI, do not enter the data on the roster but report it by entry on the unit diary with which the roster is returned to the DPI. An as-

terisk appearing to the extreme right after the name on the roster indicates that the DPI does not have complete information on that individual and an IRC is required immediately. Need for an IRC (Res) is not denoted by the asterisk on the roster.

c. Correction of items, as the result of auditing personnel roster audit, which appear on both the IRC and IRC (Res) may be accomplished by denoting correction is applicable to both IRC's. For example, if service number as shown on the auditing personnel roster does not agree with the service number, as reported on the diary, IRC and IRC (Res), a DPI error, insert correct data and underline it, and line out erroneous service number. In the left hand margin enter "IRC/IRC(Res)" or unit diary number.

d. The roster portrays the personnel "on board" as of the cut-off date. If the unit has reported an individual transferred or separated, but his name still appears on the roster, draw a single line through that line of information and insert in the left-hand margin, the diary number on which the drop entry was reported.

e. If the name of any individual who was in the unit on the cut-off date is not shown, add the standard information for that individual at the end of the roster, even though that individual may have been subsequently transferred. However, if the individual is still on the rolls of the unit at the time the roster is audited, include the auditing item data. In those cases where a name is added, but that individual has been dropped from the unit subsequent to the cut-off date, insert in place of the auditing items, the word "Dropped." Insert the unit diary number on which the drop entry was reported in the left-hand margin.

f. Corrections which are made on the rosters will be entered with black ink or by typewriter. In lining out an entry, do not obliterate it--a single line drawn through it will suffice. Corrections will be entered on the original, DPI copy, and unit copy.

g. Totals at the end of the roster will be corrected if they are affected by a correction shown on the roster. Totals on the APR will be audited against totals shown on the diary for the cut-off date of the APR.

h. Remember that the roster is as of a certain cut-off date. Corrections made should reflect the record or status as they were reported up to and including that date. No additions or deletions on the roster shall be made using as reference a unit diary submitted after the cut-off date of the roster. If a unit diary is listed as missing on the first page of the roster, this diary will be considered as one submitted after the cut-off date of the roster, and the effects of the entries on the diary will not be reflected on the roster, nor will this diary be used as a reference for any additions or deletions.

2. Volunteer Reserve. Auditing personnel rosters and gain and loss statements will be corrected by lining out the item in error and inserting the correct item above it. Corrections will be made in the same manner as described in subparagraph 1 above except that reference cannot be made to IRC's or unit diaries since these documents are not prepared for Volunteer Reserve accounts.

16307 ADDITIONAL PAGES FOR NAMES ADDED

1. In cases requiring the addition of many names to the roster, it may be necessary to add one or more pages to list them. These additional pages will be plain white bond paper. The heading shown on the first page of the machine prepared roster will be repeated on the additional pages and the word "ADDENDA" will be shown below the heading. List the standard identifying information for personnel who should have been included in the roster. If "Addenda" pages are used, the certification of the entire roster will appear on the last page of the addenda.

16308 CERTIFICATION OF AUDITING PERSONNEL ROSTERS--GAIN AND LOSS STATEMENTS

1. Organized Reserve

a. After the roster has been checked, it will be certified as to correctness by the commander of the reporting unit or the officer normally authenticating the unit diaries. The certification will be added immediately after the "dropped" section of the last sheet, including any addenda sheets, in one of the appropriate forms shown below:

(1) If no errors were detected during the audit the statement will read: "I certify that this roster is in accordance with the records of this activity."

(2) If only DPI errors were found and corrected on the roster, the statement will read: "I certify that this roster, corrected as indicated, is in accordance with the records of this activity."

(3) If only reporting unit errors or omissions were detected during the audit and no corrections were made on the roster, the statement will read: "I certify that this roster is in accordance with reporting by this activity. Entries to correct erroneous or omitted reporting will be submitted on the unit diary prepared for this date."

(4) If both DPI and reporting unit errors were detected during the audit (corrections on the roster plus unit diary entries required), the statement will read: "I certify that this roster, corrected as indicated, is in accordance with reporting by this activity. Entries to correct erroneous or omitted reporting will be submitted on the unit diary prepared for this date."

► b. After the appropriate statement, the Auditing Personnel Roster-Gain and Loss Statement will be authenticated in the same manner as the Unit Diary (see subpar. 16254.9) and dated

to the right of the commander's name. In the event the authenticating official is other than the commander, his name, grade, component and billet assignment will be typed above that of the commander's.

2. Volunteer Reserve. After the roster has been checked it will be certified as to correctness by the official who normally authenticates the reports submitted by the DPI. This certification will be made in the manner described in subparagraph 1 above for the rosters for the Organized Reserve, utilizing the statements shown below:

a. If no errors were detected during the audit the statement will read: "I certify that this roster is in accordance with the records of this activity."

b. If errors were found and corrected on the roster, the statement will read: "I certify that this roster, corrected as indicated, is in accordance with the records of this activity."

3. In the event of insufficient space at the bottom of the APR for the certification of the authenticating official, an additional numbered page will be used which will be a sheet of plain white bond paper, and the same identifying information will be shown as described in paragraph 16307.

16309 DISPOSITION OF AUDITED ROSTERS

1. Organized Reserve

a. As soon as the roster is certified, the original and one copy, with corrections noted, will be returned to the DPI (together with the unit diary for the date if one is required). One copy, with corrections noted, will be retained by the unit.

b. Units must audit and return the roster within 5 working days after its receipt in the unit.

c. Roster will be returned by air-mail if this method will result in earlier delivery at the DPI from units located away from the DPI command; otherwise regular mail will be used. Rosters are not to be folded for mailing. Units on the same station will deliver the audited roster to the DPI.

2. Volunteer Reserve

a. As soon as the roster is certified, the original will be disposed of in accordance with instructions contained in directives furnished the DPI. One copy, with corrections noted, will be retained by the auditing activity.

b. The additional copy of Inactive Status List officer accounts (or combined officer-enlisted accounts) will be forwarded to the Commandant of the Marine Corps (Code DGL) immediately upon completion of the audit.

SECTION 6: INSTRUCTIONS FOR ENTERING PAY DATA ON THE UNIT DIARY

16325 GENERAL

1. The provisions of section 5, part A, of this chapter are applicable to the Reserve Establishment.

16326 SAMPLE FORMATS FOR ENTRIES TO BE SHOWN ON UNIT DIARIES
TO SUPPORT PAY RECORD ENTRIES--ALL DATES ARE INCLUSIVE

1. The following sample formats are in addition to those contained in paragraph 16111:

<u>ITEM NO.</u>	<u>REMARKS</u>	<u>EXPLANATION</u>
1.	Drop tr to Cl III and to OffVolRes 6th MCD auth _____ PMA 904 4th Ave Atlanta Ga	For transfer to Class III Reserve. PMA for mailing final settlement check.
<u>DISCHARGE WITHOUT REENLISTING</u>		
2.	Drop HonDis CofG (Reason) auth ALMAR _____ will not reenl RR PMA 904 4th Ave Atlanta Ga	For discharge without reen- listing. PMA for mailing final settlement check.

◆ PART C: DELETED (Ch. 6)

16400 DELETED (Ch. 6)	16411 DELETED (Ch. 6)
16401 DELETED (Ch. 6)	16412 DELETED (Ch. 6)
16402 DELETED (Ch. 6)	16413 DELETED (Ch. 6)
16403 DELETED (Ch. 6)	16414 DELETED (Ch. 6)
16404 DELETED (Ch. 6)	16415 DELETED (Ch. 6)
16405 DELETED (Ch. 6)	16416 DELETED (Ch. 6)
16406 DELETED (Ch. 6)	16417 DELETED (Ch. 6)
16407 DELETED (Ch. 6)	16418 DELETED (Ch. 6)
16408 DELETED (Ch. 6)	16419 DELETED (Ch. 5)
16409 DELETED (Ch. 6)	16420 DELETED (Ch. 6)
16410 DELETED (Ch. 6)	