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REFERENCES:

1. Department of Defense Financial Management Regulation, Volume 7, Part A, (DoDFMR, Vol. 7A). (<http://www.dod.mil/comptroller/fmr/07a/index.html>)
2. Joint Federal Travel Regulations, (JFTR). (<http://www.dtic.mil/perdiem/jftr.html>).
3. OPNAVINST 5510.1, Department of the Navy Information Security Program Regulation.
4. SECNAVINST 5212.5.
5. MCO P1080.33, Manpower Information System Support Office Manual, (MISSO Manual).
6. MCO P5200.22, Marine Corps Visual Inquiry System User's Manual, (MCVISUM).
7. DFAS-KC 7220.31-R, Marine Corps Total Force System Automated Pay Systems Manual, (MCTFSAPSM). (<https://dfas4dod.dfas.mil/centers/dfaskc/library/userguid/722031r/>)
8. Unit Diary/Marine Integrated Personnel System Users (UD/MIPS) Manual.

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SECTION 1: DEFINITION AND PURPOSE

20100. DEFINITION AND GENERAL INFORMATION

The UD is the input medium used to report events and occurrences of units, personnel action, and data relative to Marines supported by a RU of the Marine Corps.

20101. PURPOSES OF THE UD:

1. Provide the means to report information pertaining to Marines and units into the MCTFS.
2. Serve as a permanent historical record of the unit in the Archives of the United States.
3. Serve as the principal document to substantiate pay status changes or critical personnel changes.

20102. UNITS REQUIRED TO PREPARE UD'S

Personnel reporting is accomplished for each of the below listed units/activities, unless specifically exempted by the CMC (MI).

1. Each battalion, squadron, separate company, or detachment of the Regular Establishment.
2. Each Marine security detachment.
3. Each Marine Corps Logistics Base.
4. Headquarters Battalion, HQMC.
5. Each Expeditionary Warfare Training Group (EWTG).
6. Each ship's detachment.
7. Each MARCORDIST headquarters (Recruiting Stations and substations, Officer Selection Offices, and Military Entrance Processing Stations).
8. Each I-I staff and each Fourth MAW AD support staff.
9. Each company, squadron or detachment of the Reserve Establishment.
10. Each aviation squadron, non-FMF.
11. Each MATSG.
12. Each activated Sub Unit.
13. Each organization that has been specifically authorized by the CMC (MI) to consolidate personnel reporting per Chapter 1.
14. Any unit, activity, organization, or category of personnel as directed by the CMC (MI). In some cases, one RU may be directed to assume personnel administrative responsibility, including UD preparation and submission, for another unit or activity.

20103. UD TIMELINESS

Timely reporting of MCTFS information is considered to be 5 days from the date of occurrence to the date of UD certification. However, accuracy and completeness should not be sacrificed to meet the 5-day goal. Due to the influence the UD process has on the Marine's pay, it is imperative that certain UD transactions receive special attention to ensure their timely submission. Those transactions measured for timeliness are listed in Chapter 12, Section 7. RU commanders are encouraged to become familiar with them and strive to attain timely UD input.

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20104. UD CERTIFICATION

UD's will be certified by use of an electronic signature (ELSIG) by commissioned or warrant officers, or GS-7 and above, except when authorized by CMC (MIO), refer to Figure 2-2.

1. The CO/OIC, I-I or designated officers/GS-7 of the preparing unit will certify the UD.
2. The CO/OIC (Unit Commanders) are delegated the authority to assign a staff noncommissioned officer (SNCO) (e.g., E7 and above) as UD certifying official when the unit has no officer physically present. The term "not physically present" will include officers who are physically on the unit's rolls, but those whose duty location is not in the immediate geographical location, e.g. Marine officer instructor attached to I-I Staffs but physically located at the colleges or universities in other cities. Commanders are required to maintain documentation to verify non-availability of **temporary** certifying officers (e.g., TAD orders, leave papers) assigned to the unit during periods when SNCOs certify diaries. Appointment of senior SNCOs as certifying officers shall be controlled by the CO/OIC or I-I and not be further delegated. Commanders must notify CMC in writing of all circumstances where a SNCO must certify diaries for any period exceeding 30 consecutive days.

3. In those cases where the absence of other available officers is expected to exceed 30 days in duration, the CO/OIC or I-I will notify CMC (MI) via written correspondence (letter, naval message, or e-mail). Notifications will include the following:

- a. Full address of unit appointing a senior staff noncommissioned officer as UD certifier.
- b. Full name, grade, SSN and primary MOS of the designated SNCO.
- c. All RUCs authorized for certification of UD.
- d. Anticipated duration that the senior SNCO will be authorized to certify UDs.
- e. Full name, grade, SSN, primary MOS and title of officer authorizing a senior SNCO to certify UDs.

4. Certified UD/MIPS UDs can be signed electronically. There is no longer a requirement to manually sign in ink (wet signature) Unit Diaries. The use of an electronic signature to certify unit diaries in the Unit Diary/Marine Integrated Personnel System (UD/MIPS) and On-Line Diary System (OLDS) is considered legally sufficient to support certification requirements without the ink countersignature. Additional authority to maintain files electronically resides in the most current edition of the DOD Directive, which may be accessed electronically at <http://www.dtic.mil/whs/directives/corres/html/50152.htm> Select PDF to obtain the DOD Records Management Program Directive.

a. OLDS users: The requirement to place an ink signature on certified unit diaries is rescinded. All other filing and maintenance requirements contained in the MCTFSPRIM remain in effect.

b. UD/MIPS users:

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

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

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

(4) The requirement to print and file a hard copy of the certified Unit Diary is

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

5. I-I's may delegate to Reserve Unit Commanders the authority to certify the I-I UD during their absence. Reserve Unit Commanders may delegate to the I-I the authority to certify the Reserve UD during their absence. A Delegation of Authority card (NAVMC 11119) from each Reserve Unit Commander is required for the I-I/Site Commander or the designated representative in order to certify the reserve unit diaries.

20105. UD PREPARATION, STATEMENTS AND TRANSACTIONS.

The specific instructions for preparation of OLDS or UD/MIPS may also be found in the appropriate users manual.

1. Authority. The authority for an entry is required for legal, research, and disbursing purposes and normally is reported with a history statement.

a. Types of authorities that are normally cited include:

(1) Paragraphs of a Marine Corps Manual, this Manual and/or other manuals approved by the CMC.

(2) Marine Corps directives and/or other directives, such as Navy Department notices, which are the basic authority for the action.

(3) Senior authority that identified the Marine by name, for example, PCS orders.

(4) U.S. codes and/or public laws cited in the CMC letters.

(5) CMC correspondence and messages.

(6) Marine Corps and/or unit special orders.

b. Actions that may require an authority to be included in an entry are:

(1) Record of Events entries, except as provided for in Chapter 6.

(2) Appointment to officer grade or termination thereof.

(3) Changes to items in the officer appointment acceptance and record; enlistment contract and record of induction.

(4) Delivery of a Marine to civil authority.

(5) Extension of enlistment or cancellation of extension.

(6) Involuntary extension of enlistment.

(7) All meritorious promotions and promotions to the grade of Cpl or above.

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

(9) Name and SSN changes.

(10) Reduction in grade.

(11) Transfers directed by the CMC.

(12) Commencement/termination of entitlements and/or monetary allowances.

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2. Classification, storage and transmittal of UD's that contain classified information will be per the instructions contained in OPNAVINST 5510.1.

3. Reporting Dates, Times and UD Numbers.

a. Dates will be shown using an eight-byte format representing the year, month, and day (i.e., 7 June 2000 will be shown as 20000607). When only the month and year are known, the day will be reported as '01' (i.e., July 2000 will be shown as 20000701). When other formats are required for specific statements they will be indicated in the appropriate paragraph.

b. Time will be reported in the remarks as required. For personnel reporting purposes, an event will not be reported with the time of 2400 or 0000. The time will be reported as 2359 or 0001, as appropriate.

c. UD's will be numbered consecutively for each calendar year starting with 00001. The system will automatically default to the next UD number when it is opened.

4. Statement Types:

a. Normal Statement. A statement of specific format and content that can be used for computer processing to update the computer record.

b. Deletion Statement. A statement of specific format and content that is used to delete information from the computer record. A deletion statement can be used only for certain types of transactions and can be used in two different ways (refer to Section 2 of this chapter).

c. History (HIST:) Statement. History statements always begin with HIST: and are normally used to report information required for historical or research purposes and information such as authority or length of confinement. Use of history statements other than as described in specific paragraphs are at the discretion of the commander. The history statement is read but it is not used in the computer processes or posted to the computer record. For example, non-judicial punishment that does not affect pay, allowances, or personnel data items is reported with a history statement.

5. Transactions. Each action statement reported on the UD results in one transaction for computer processing. Action statements that are successfully processed will update some portion of the MCTFS record, generate pay, or pass information on to CMC or other organizations within DoD. Each transaction is grouped into either group A, B, C, D, or E. The assigned group will dictate which correction method may be used to correct erroneous information. (Refer to Section 2 of this chapter.) UD transactions are processed in the following sequence:

- a. By Social Security Number.
- b. UD date.
- c. Action Date.
- d. Type Transaction Code (TTC) sequence.
- e. Correction Code (blank, 1 and 2 in that order)

6. Action Dates.

a. When more than one action statement for a Marine is reported on one UD entry, the action dates determine the sequence in which the statements are processed. For **EXAMPLE**, a statement action dated 20000301 is processed before one action dated 20000302. Statements with the same action date are processed in sequence by TTC, lowest number first. By referring to the TTC listing, the RU can determine the order of processing of transactions with the same action date.

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b. Statements with no action date are automatically assigned the date of the UD as the action date. RU's are cautioned that when reporting an entry that has an action date other than the date of the UD, the correct action date must precede the statement.

c. Statements reporting an occurrence affecting pay/allowance normally contain an Effective Date (ED) as part of the statement format. For statements that contain an ED, the action date is used to determine the sequence of processing.

d. RU's will apply the use of action dates as necessary to ensure that related statements are processed in the proper sequence. It is noted that each action statement has or is automatically assigned an action date. For **EXAMPLE** consider the case of a transfer: On the UD dated 20001005 the unit reports a transfer statement with an action date of 20001003. Assume the entry also contains three other statements reporting rifle range score, school completion, and change of MOS. If those three action statements do not contain an action date, each will have the UD date (20001005) as action date. Earliest dated transactions are processed first, therefore, the transfer will be the first statement processed (action date 20001003). The three other statements will be processed and rejected because the computer record has been transferred out of the RUC. To ensure proper processing, the rifle range score, school completion, and MOS statements each will require an action date of 20001002 or earlier. This would ensure that all three statements are entered into the master computer record before the transfer.

7. Some transactions are reportable at <https://www.mol.usmc.mil/>.

20106. ELECTRONIC UNIT DIARY/EDFR/ELSIG

1. The **Unit Diary** Management Window looks similar to what can currently be seen in Microsoft Outlook and Windows Explorer. This window is separated into 3 different panes: the Tree View pane, the List View pane, and the Preview pane.

a. The Tree View pane consists of the Transaction Pool, Unit Diaries, Couriers, and Archives.

b. The List View pane displays data relevant to the item currently selected in the Tree View pane. Column headers in the List View pane will provide sort/filter functionality along with the ability to choose which columns the user would like displayed. Users may create transactions and store them in a transaction pool without creating a diary, allowing transactions created by different users to be applied to the same diary. Transactions in the pool are displayed in the List View pane. Drag-and-drop functionality exists for transactions to allow users to click and hold a transaction and move it from the transaction pool to a diary, or from a diary to the pool. Users can select several pooled transactions and assign them to a unit of work exclusively for their use. A Unit of Work column header will display the name assigned by the user to the unit of work. A Unit of Work report has been created and serves as a working document when reviewing the supporting documentation associated with a unit of work. The Unit of Work and Research Diary reports are located on the Reports Menu above the tool bar; both are printable.

c. The Preview pane provides a view of data relevant to the item currently selected in the Tree View or List View panes, such as transaction and diary notes (both system-generated and user-created), transaction English descriptions, diary status, courier and archive information. The data displayed in this pane provides no interaction or functionality other than viewing. Right-click functionality provides users with a drop-down menu to allow creation of a new transaction, editing existing transactions, flagging of transactions, assigning transactions to units of work, changing the status of transactions, and deleting or movement of transactions. The same functionality is provided on the Transaction menu located above the tool bar. The Research Diary has replaced the rough Unit Diary. Tabs, titled "Notes", "Activity", and "Tickler", provide users information when editing transactions.

(1) The Notes tab enables users to see all notes, both system-generated or added by the user for a specific transaction and can be modified or deleted.

(2) The Activity tab provides users a view of other diary transactions reported on

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the member being edited.

(3) The Tickler tab provides a view of any transactions resident in the Tickler file for the member being edited.

2. **EDFR** transactions. Users with the proper ELSIG privileges may add Part II or Part III transactions to the Transaction Pool or directly to a Unit Diary. These transactions will be tracked by a transaction serial number between the EDFR and UD modules. In the event an EDFR transaction previously added to a diary or to the pool has been changed, moved from one diary to another, or deleted, the application will notify the user by means of an alert message, make the necessary transaction status change if applicable, and log a system-generated note back to the transaction in the EDFR module.

3. Each **ELSIG** type (e.g., Certifier, Preparer, Reviewer) has a set of predefined default privileges, established with the installation of the software. The CO/ECO has the flexibility to establish and apply their own default privileges for each ELSIG type, based on their current administrative procedures. Management of individual ELSIGs will be completed by the CO/ECO, utilizing the Manage ELSIG option (located under the Tools menu) by selecting and editing an individual ELSIG currently resident within UDMIPS. The following privileges can be applied to an ELSIG or an ELSIG type, at the discretion of the CO/ECO:

- Diary Status Assignments
- Edit/Delete All Transactions
- Create Diary
- Transaction Assignment
- Create Courier
- Archive/Recover Diary
- Edit/Notes
- Lock/Unlock Diary
- Mass Deletion
- Remove Track Courier Log
- Turn On/Off Scheduled Events
- Remote Exec of Scheduled Events

a. A menu item, named "ELSIG Default Privilege Management," is located under the Tools menu and allows the CO/ECO to create or apply ELSIG defaults to a group of ELSIGs for an ELSIG type at the same time. The ELSIG Default Privilege Management window consists of the following:

(1) An "ELSIG Type" drop-down list containing all the current ELSIG types to which default privileges can be assigned.

(2) An "Apply to ELSIG Type" button that will apply the selected privileges to all future ELSIGs created for an ELSIG type.

(3) A "Restore CD Defaults" button which will restore the defaults for the selected ELSIG types back to the original defaults applied when the SR 1-03 software was loaded.

(4) A "Change All ELSIGs of This Type" button which will apply the selected privileges to all current ELSIGs resident within UDMIPS for an ELSIG type.

(5) A "Privilege Description" window containing all the ELSIG privileges which can be applied to an ELSIG type.

b. In addition to the ELSIG report for CO/ECOs currently resident within UDMIPS, an ELSIG report with Privileges has been created and will show all of the current issued ELSIGs along with all of the privileges each ELSIG currently holds. On the "Assign ELSIG" and "Modify ELSIG" windows, a "Privilege Defaults" button may apply the CO/ECOs default privileges to the Individual ELSIG being edited.

c. A menu item in the File menu, located above the tool bar in all UDMIPS modules except the ELSIG module, allows users to view privileges assigned to their ELSIG. From any module,

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users will click on File, then "View Current ELSIG Privileges." A window will be displayed with all possible ELSIG privileges shown. The ELSIG privileges that the user currently possesses will be checked "YES." Those privileges that the current user does not possess will be checked "NO." This is helpful to the user in the event they cannot perform certain diary functions. Users will need to see the CO/ECO for changes/additions to their ELSIG privileges.

20107. AUTOMATED TRANSACTION RECONCILLATION (TRECON)

1. The **Automated Electronic Diary Feedback Report** (EDFR) cyclic process for RUCs connected to the Collection Server along with the TCV RUC Qualified Download allows users to resend the courier to the Collection Server and view/schedule events from a remote desktop. See Chapter 12, Section 2 for additional TRECON information.

a. Modifications made within the Preferences, Scheduled Events-Manual Event process, allow multiple events to be turned on or off using a check box. If these tasks are executed remotely, a flag indicator will be displayed. Users may view the time the event was last executed.

b. The Preferences, File Transfer Service process will display the appropriate approval or rejected status of the unit's request. The Rejection Date may be removed if the status is changed to Approved. The Scheduled Events data is unavailable if in a rejected status.

c. The Automated File Transfer and Reconciliation Process, as well as the Preferences, Scheduled Events tab options, will allow "Receipt and Load of a EDFR" as well as Receipt and Reconciliation of a Tables TRECON.

d. The Tables TRECON reconcile process must be manually performed if there is any TTC impact or an open diary status.

e. The Tools menu has a Log Viewer option available for display of an FTP activity message log of Couriers, TRECONs, and DFRs using a date range. Windows will display when the following actions are initiated (these windows will close automatically when successfully completed):

<u>Event</u>	<u>Processing window</u>
Receive DFR	Process DFR
Load DFR	Load DFR
Receive Tables	Process Tables TRECON (July Patch)
Load Tables TRECON	Reconciliation (July Patch)

2. **ELSIG.** A CO/ECO default privilege can be manually assigned to any user with the exception of Super Viewer, Admin Viewer, or Viewer ELSIGs. These privileges allow the execution of scheduled events, the ability to turn on/off-scheduled events, and remove track courier log for Collection Server Management from a remote desktop.

3. **Unit Diary.** The user may resend a courier to the Collection Server from the Unit Diary Management window within the Courier menu. A Local Status Date column within the Unit Diary Management Courier List will reflect the local date/time stamp of the machine whenever the status changes.

4. The **Diary Feedback Report** Summary process has a DFR Cycle Reconciliation Log that displays the following information for the DFR Cycle Events: "Cycle Number", "Event Date/Time", "Load Type", "User", and "Messages".

20108. TYPES OF UD ENTRIES

1. Record of Event Entry. A record of events entry is used to report information concerning unit activities, or to report occurrences that equally affect all or most members of the unit. Instructions for preparation of Record of Event entries are in Chapter 6.

2. Exclusive Entry. An exclusive entry is used to exclude certain unit members from an occurrence that has been reported by Record of Event entry. Instructions for preparation of

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exclusive entries are in Chapter 6.

3. Individual Entry. An individual entry is an entry pertaining to one person. An individual entry consists of last name, initials, and SSN and the information to be updated.

4. Group Entry. A group entry is an entry that reports the same information for more than one person. This entry is used to avoid repetition of the TTC on the same UD.

5. Situational Reporting. In UD/MIPS this option will bring up a drop down box of available situational reporting selection of pre-formatted list of transactions common to the selection made.

6. Volume Transaction. In UD/MIPS similar to the Group Transaction, but differs in that not all members need to have the same information.

20109. TRANSFER OF PERSONNEL REPORTING JURISDICTION

If a change of personnel reporting jurisdiction results from the transfer or relocation of a unit, or is directed by the CMC, the unit will report a Record of Event per chapter 6.

20110. PAY DATA INSTRUCTIONS

1. Detailed instructions concerning conditions of entitlement to pay and/or allowances are contained in the DoDFMR, Vol 7A and JFTR. **Reference must be made to the DoDFMR, Vol 7A to determine when it is necessary to report changes that affect pay and/or allowances.** Any instructions contained in this Manual are not intended to replace those contained in the references. The instructions contained in this Manual will enable the unit to prepare the appropriate UD entries, such as entitlement starts and stops, once it has been determined that the pay status of the Marine has been affected. The specific reference to determine the entitlement's policy will be included as required (e.g., DoDFMR, Vol 7A, Chap III; and/or JFTR, Vol. 1, Chap 8, 9, 12 and the MCTFS APSM.)

2. Prompt reporting and correction techniques used for pay-related UD statements cannot be overemphasized. MCTFS is limited to 12 months for retroactive monetary consideration of an entitlement when updating the Master Military Pay Account (MMPA). This restriction considers the last 12 calendar months immediately preceding the month in which the UD statement is processed and entered into the MMPA. The restriction applies equally to the delete/add and delete as erroneous UD statements. Reporting an entitlement that predates the retention period will require the FO to adjust the Marine's MMPA for the period that is beyond systems limitations.

20111. SUBMISSION OF UD'S

A UD will be prepared via UD/MIPS and uploaded to the Mainframe or the Collection Server. A separate UD need not be prepared to report changes occurring on a non-workday. Changes occurring on a non-workday should be reported on the UD prepared the next workday.

1. Authentication. A properly authenticated UD is the CO's official report of changes in unit status and personnel or pay status of personnel assigned for administrative control. UD handling and processing at the MISSO will be specified in MCO P1080.33, this Manual, and other current directives. A properly authenticated UD will not be returned to the submitting unit/command unless authorized by the CMC (MI). A UD that is not properly authenticated will be returned for authentication.

2. Message or Electronic Diary. RU's embarked aboard ship, or deployed, in excess of 30 days and units geographically separated from the servicing MISSO, may submit UD's via naval message when no other means of UD transmission is available. Submission via naval message will only be done **after consultation with the MISSO**. When submitting UD in this manner a transmittal letter is not required.

a. Either submit to the parent command (brigade/division/wing) for retyping, or submit directly to the MISSO for retyping. The primary method to be used is a local command

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determination and prior coordination with the MISSO, when more than one command is involved.

b. The principal consideration for the use of message UD's is speed of reporting, although resource availability may become a factor when a large number of RU's desire to submit message UD's. **MISSO's will provide maximum cooperation to embarked, deployed and geographically separated units**; however, the parent commands may elect to augment the MISSO. MISSO's should be capable of retyping the UD's from an infantry battalion or its equivalent before augmentation is required. When commands cannot reach local agreement relative to responsibilities for retyping UD's, resolution will be requested from the CMC (MI).

3. GCS and COs will develop local unit control systems for transmitting UD's to the MISSO. Local procedures will adhere to the standards set forth in this chapter.

4. Whether the parent command elects to retype UD's for embarked/deployed units or use the MISSO for this purpose, the CO of the RU must execute a Delegation of Authority (NAVMC 11119) in writing.

5. Message UD's will be processed by communication centers as **PRIORITY** message traffic. During periods of MINIMIZE, message UD's will continue to be transmitted. Distribution of the retyped message UD will be per Figure 2-1.

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PRIORITY

P 151630Z MAR 00
FM USS NEVER SAIL
TO MISSA KANSAS CITY MO//MISSO-17//

UNCLAS //NO1080//
MSGID/GENADMIN//
SUBJ/UNIT DIARY//

RMKS/1. THIS IS UNIT DIARY 069-00 DTD 20000315 FROM RUC 88815.

2. UNIT DIARY STATEMENTS

NAME	IN	SSN	TTCSEQ	REMARKS
BUTCHER	TM	000000000	003000	CERTIFYING OFFICER 0573000302
STEWART	CR	123456789	335000	20000315 MARKS PRO 4.4 CON 4.5 OCC SC ED 20000315
TROMBA	C	987654321	481006	20000303 PFT 286
STEVENSON	J	453678459	930314	TO SK 1030 ILL 19980314 HOSPITAL HIST: HEART ATTACK

3. LAST UD SUBMIT 068-00 DTD 20000314 DTG 141815Z MAR 00.

Figure 2-1--Example of Message UD.

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20112. DISPOSITION OF THE COMPLETED UNIT DIARY

1. Retention. For **OLDS** users, a signed original copy of the final UD and its transaction counter page will be filed by calendar year in a separate folder and retained according to SECNAV instructions. Should a RU be deactivated, the unit's UD files will be forwarded to the next senior command for the duration of the retention period.
2. It is no longer necessary for **UD/MIPS** units to maintain hard (printed) copies of unit diaries or unit diary feedback reports. Electronic signatures have negated the previous requirements to print, sign, and maintain hard copies. The electronic archival process, by which electronic UDs are stored on diskette, hard drive, or server, is sufficient for filing purposes. The archive is required to be maintained for the current year plus one.
3. Software Release 2-02 Notice will contain continuing policy and procedural changes to support the electronic filing of Unit Diaries, Diary Feedback Reports and the use of the on-line MCTFSPRIM.

20113. UD'S FOR DEPLOYING UNITS, SHIP'S DETACHMENT, FLAG AND STAFF ALLOWANCES

When submitting a UD by a ship's detachment to report a UD aboard ship. This type of UD must account for all personnel joined to the ship's detachment, including personnel not aboard at the time of departure. In some cases, it may be necessary to report an occurrence that normally would be reported on the next UD. For **EXAMPLE**, if the Marine departs for TAD on the date of departure two UD's would be prepared for that date. The TO TAD entry on the Marine would be on the first diary and the UD aboard ship will be the second UD.

1. The sailing of a ship's detachment, flag and/or staff allowances, or deploying unit shall be reported by a Record of Event entry per Chapter 6.
2. Personnel not sailing with the unit shall be accounted for by use of an exclusive entry per Chapter 6.
3. A UD entry aboard ship will be reported each time a permanently embarked unit departs from the homeport location for a period of 31 days or longer.

20114. ON-LINE DIARY SYSTEM (OLDS)

1. The OLDS is a means by which UD's may be prepared using **on-line** terminals at the unit. The RU prepares the UD using on-line terminals per the user's manual. When the personnel clerk completes the UD and the UD is electronically certified by proper authority, it is then automatically transmitted via electronic means to the central computer for processing. The unit retrieves on-line DFR on their local printer within 24 to 48 hours from the date of certifying the UD. The following information applies only to the UD process within the on-line environment:

a. Hard Copy UD's. The OLDS RU will print a copy of the processed UD, including the transaction counter page, after the statistics report indicates that the UD has finished processing. UD's will be available for print for 15 days after the cycle completion date reflected on the statistics report. Extreme care must be taken to ensure that the UD is printed prior to the drop-off date. Failure to do so will result in the RU's inability to print their final copy of the UD.

b. Annotation. After the UD has completed processing at the central computer site, the UD clerk will match the total number of action statements reported on the UD, as indicated on the transaction counter page, against the total number of transactions processed on the statistics report for that UD. For AD RU's, the transaction counter page will be annotated with the number of statements processed, rejected, and total transactions as found on the DSF. When the total number of transactions reported on the UD does not match the total number of transactions processed on the statistics report, the UD clerk will research each transaction reported on the TRF. Any transaction that is unaccounted for on the TRF will be resubmitted on the UD within 2 working days from the date the UD completed processing, and the MISSO should be notified of any discrepancies.

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20115. Electronic Signature (ELSIG)

Detailed instructions for using personal and M-ELSIGs are provided in the OLDS User's Manual and/or the UD/MIPS Users Manual.

1. Master ELSIG (M-ELSIG)

a. The M-ELSIG is an electronic signature that identifies the CO of each RU. It is assigned to the commander by the ELSIG Control Officer (OIC MISSO) or a designated deputy. Upon post/relief of the RU commander, a new M-ELSIG will be requested from the MISSO seven days prior to the change of command, per Figure 2-2.

b. The M-ELSIG is used exclusively to assign a personal electronic signature to the RU commander. The M-ELSIG **will not/cannot** be used for any other purpose.

2. Personal ELSIG Maintenance.

a. The personal ELSIG is an electronic signature that identifies authorized personnel and contains each authorized person's level of authority. The five types of Personal ELSIG's include: the RU Commander, ECO, Certifier, Reviewer, Preparer, Viewer, Super Viewer, and Admin Viewer.

b. The Diary Feedback Report (DFR) module within UD/MIPS can be electronically distributed, worked, tracked, certified and archived.

c. The Electronic Signature (ELSIG) Management system is linked to the EDFR Module for security and work authority. By ELSIG type, the following explains the access and authority for each ELSIG:

(1) Preparer:

(a) Create and apply comments/notes to EDFR transactions.

(b) Create EDFR corrective diary transactions.

(c) Change individual EDFR transaction status to "Open" or "Worked".

(d) Create and apply a note to a Diary.

(2) CO, ECO, and Certifier:

(a) Create and apply comments to DFR transactions.

(b) Change individual EDFR transaction status to "Open", "Worked", "Rejected", or "Certified".

(c) Change the EDFR Cycle status to "Open", "Finalized", or "Certified".

(d) Create and apply a note to a Diary.

(3) Reviewer:

(a) Create and apply comments to EDFR transactions.

(b) Create and apply a note to a Diary.

(4) Viewer:

(a) Create and apply comments to EDFR transactions.

(b) Create and apply a note to a Diary.

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(5) Super Viewer, Admin Viewer:

(a) View the EDFR.

(b) Create and apply a note to a Diary

d. Each individual assigned a personal ELSIG will safeguard it by not revealing the ELSIG or SEED to anyone and by changing the SEED every 60 days or when the ELSIG is suspected to have been compromised. When an individual holding a personal ELSIG is transferred, detached or discharged, the RU Commander or ECO will delete that person from the active ELSIG file for that unit.

3. M-ELSIG Maintenance.

a. For OLDS users the M-ELSIG will be destroyed within 30 days after the creation of the RU Commanders ELSIG.

b. For UD/MIPS users the M-ELSIG will be provided on a diskette to the RU Commander. The M-ELSIG and the M-ELSIG diskette will be kept in a sealed envelope in a safe with limited access. Access to the diskette and maintenance of the M-ELSIG will be controlled by the unit ELSIG Control Officer (ECO). Sites with multiple RUC's may combine all M-ELSIG diskettes in a single envelope as long as the ECO is assigned as the ECO for all of the RUC's. The envelope containing the diskettes will be viewed by the ECO a minimum of once a quarter to ensure that the M-ELSIG's have not been compromised. Should the M-ELSIG be compromised or suspected of compromise, immediately contact the MISSO.

c. A signed copy of the M-ELSIG transmittal cover letter will be maintained in the unit files.

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(LETTER HEAD)

SSIC
Code/Serial
Date

From: Title of activity head, name of activity, location when needed
To: Officer-in-Charge, Manpower Information Systems Support Office
Appropriate Juris)

Subj: REQUEST FOR MASTER ELECTRONIC SIGNATURE (ELSIG)

Ref: (a) MCO P1080.40_

1. Per the reference, request a new Master ELSIG for RUC(s) ____.
2. The following information is provided:
 - a. Unit:
 - b. Current CO:
 - c. Date assumed command:
3. Justification:

SIGNATURE

Copy to:
File
Turnover

Figure 2-2--Letter to Request a New Master ELSIG for RUC(s)

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SECTION 2: CORRECTION PROCEDURES

20200. INTRODUCTION

This section describes procedures for two distinct types of corrections. The following procedures are used to correct, change or delete information in a Marine's computer record:

1. If a previously accepted statement contained incorrect information that is now in the computer record, refer to each Section's TTC listing and determine which subparagraph heading group the statement is listed under.

a. GROUP A Transactions. The previous statement must be deleted and the correct statement reported. This is done with a delete/add statement per this chapter.

b. GROUP B Transactions. Refer to this chapter for corrective procedures.

c. GROUP C Transactions. The original statement may be deleted as erroneous and the data in the computer record restored to its original state per this chapter. A delete/add statement also may be reported.

d. GROUP D Transactions. Report the correct information with an action statement per this chapter. Do not use a delete/add or delete as erroneous statement.

e. GROUP E Transactions. This type transaction can only be corrected with a delete as erroneous statement. Any new or correct information must then be reported with a separate transaction.

2. When there is new information to supersede current information, such as when a Marine is promoted or is awarded a different MOS, report the new information with the appropriate action statement(s).

20201. DELETE/ADD STATEMENT

1. If the computer record contains incorrect information that was previously reported with a GROUP A, GROUP B or GROUP C transaction, and there is correct information that should be reported, use a delete/add statement. The delete statement will remove the incorrect information from the computer record. The add statement will add the correct information into the computer record. If the incorrect information is to be deleted and there is no new or correct information to be added, refer elsewhere in this chapter for delete as erroneous procedures in this section.

2. The delete/add statement is used when the appropriate statement was reported with incorrect data. Do not use a delete/add statement when the wrong statement has been reported. If the unit reports TO UA but had intended to report TO SK, the unit cannot use delete/add to delete the TO UA and add the TO SK. The proper action is to report a delete as erroneous for the TO UA statement and then report TO SK with an action statement.

3. The following rules must be observed with the delete/add concept:

a. The statement being deleted/added must be a GROUP A, GROUP B or GROUP C transaction, and must have posted to the CMF.

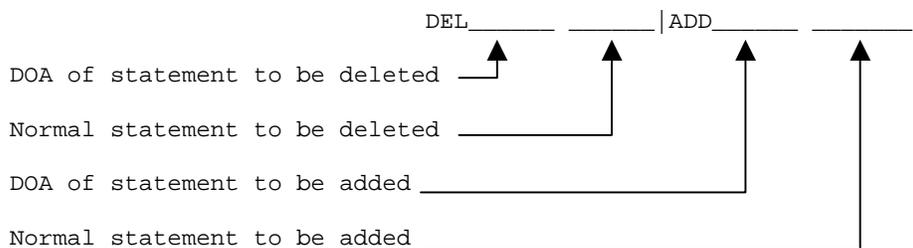
b. Both the delete statement and the add statement must be the same type of transaction. That is, you cannot delete a promotion and add a reduction, or delete a start of flying duty pay and add a start of diving duty pay.

c. The delete statement and the add statement are processed together all through the system. If either one fails, both will fail.

d. When a history statement is used with a delete/add entry, it may only follow the add entry; it cannot appear between the delete and the add statements.

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e. When reporting delete/add statements, the statement being deleted must be reported as it appeared on the UD, not as it appears on the LES. For example, leave entries are modified during processing and do not appear on the LES as they were reported on the UD. The following format must be used:



NOTE 1: The delete/add will be rejected if the action dates are omitted. The action date for the DEL will correspond with the action date for the original entry as reflected in the DFR.

NOTE 2: The action date for the ADD cannot be prior to the action date for the DEL.

4. When the delete/add is accepted at DFAS-KCC the delete statement will be deleted from the computer record and the add statement will be entered into the computer record.

5. When the delete/add is rejected for any reason, both will be displayed on the unit DFR with a description of the reason for failure. The following may cause the delete/add to be rejected during processing:

a. The delete/add statement is a GROUP D or GROUP E transaction.

b. Either (or both) the delete or the add is rejected for invalid data content. Since one of the statements has been rejected both will be rejected.

c. The information to be deleted is not contained in the computer record.

6. The following is an example of the delete/add concept. The previous statement reported was 20001116 PROM LCPL PERM DOR 20001101 ED 19981115. Since promotion is a GROUP A transaction, an enlisted promotion entry will be used in the example. However, the delete/add concept illustrated in this example is applicable to all GROUP A, GROUP B and GROUP C transactions, not only promotions.

a. It is emphasized that delete/add is used only when there is erroneous information to be removed from the computer record. For example, if a PFC is promoted to LCpl, that is a valid change of information, but the previous information was not erroneous. In this situation, the promotion to LCpl would be reported with a regular action statement. In other words, **DO NOT** attempt to delete the PFC in the computer to add the LCpl.

b.. This statement was accepted and entered into the computer record. Then it was discovered that the statement was in error and should have read 20001116 PROM LCPL PERM DOR 20001101 ED 20001101. That is, the reported ED was incorrect. To correct this error, report the following:

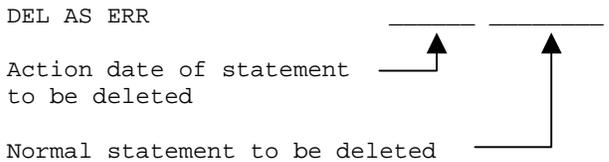
<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
PEPPERS	I	987654321	DEL 20001116 PROM LCPL PERM DOR 20001101 ED 20001115 ADD 20001116 PROM LCPL PERM DOR 20001101 ED 20001101

20202. DELETE AS ERRONEOUS METHOD

1. When a normal statement that should not have been reported has been accepted and entered into the computer record, the computer record **must** be corrected. If a delete as erroneous is

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reported for a transaction, it must be in Group A, B or D.



NOTE: Select either Del/Add or Del/Err in UP/MIPS. In OLDS select the appropriate TTC then Del/Add or Del/Err. The delete as erroneous statement requires the action date that is reflected in the TRF on which the original entry posted.

2. The following example of a delete as erroneous statement is provided for clarification. A RU erroneously reports a Marine to UA. Once it is discovered that the Marine did not actually go UA, the TO UA must be deleted as erroneous. This statement must be reported exactly as the previous statement that is to be deleted. The original statement was 20001101 TO UA 0800. The delete as erroneous would be reported as follows:

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
ASHCRAFT	DL	987654321	DEL AS ERR 20001101 TO UA 0800

3. The following rules should be observed with the Del as Erroneous concept:

a. If the statement to be deleted has not posted at DFAS-KCC, the delete as erroneous will be returned with an English description of the error.

b. When a TO UA entry is deleted as erroneous, computer processing of the delete as erroneous entry will return the Marine's duty status to full duty. If either the Marine's strength category or casualty status were changed, the RU would have to report the correct strength category and casualty status, if appropriate, on the UD. In all other delete as erroneous cases, the RU would have to report the Marine's duty status, strength category, or casualty status if those items had changed, in addition to reporting the delete as erroneous entry.

c. When delete as erroneous entries are to be reported for two previously reported events; for example, a Marine has been reported TO UA and FROM UA and both are to be deleted, care must be taken to ensure that the delete entries process in the proper sequence. If both delete as erroneous entries are on the same UD, a sequence error will result. The TO and FROM UA entries are used as examples, but this applies to any combination of TO and FROM status changes. Report as follows:

(1) First delete as erroneous the FROM UA entry.

(2) After ensuring the delete has posted in MCTFS then report the delete as erroneous for the TO UA entry.

20203. CORRECTION OF ERRONEOUS JOINS, TRANSFERS AND DROPS/SEPARATIONS (GROUP B).

1. When a join, transfer, or drop/separation has been accepted and entered into the computer record and the only discrepancy was an erroneous action date, report a delete/add per this section. For example, the unit submits the following UD and all entries are accepted.

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
GRAYLESS	TR	987654321	20001028 JOIN MCC 010 DU
ANDREWS	PL	876543219	20001028 TR MCC 145 DU

a. These are incomplete entries and are used for purposes of GROUP B delete/add procedures only.

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b. The delete/add can be used to correct the date on the action statement that reported the join, transfer, or separation. It cannot be used to change other statements that were submitted as part of the entry.

2. If all action dates were incorrect, delete/add statement would be reported. It is emphasized that for GROUP B transactions, delete/add can be used only if all data in the statement was correct and only the date was incorrect. The example below shows delete/add statements to correct the dates in the preceding example.

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
WESTFALL	LX	987654321	DEL 20001028 JOIN MCC 010 DU ADD 20001029 JOIN MCC 010 DU

NOTE: Separations from AD are retained on the central database for 6 months beyond the date the separation was processed. Discrepancies discovered after that period of time should be reported by letter to the CMC (MMSB-10).

3. Erroneous Join.

a. If a unit joins a Marine that should not have been joined, the action required is to transfer the Marine back to the proper command/unit or to MCC W96 if the correct command is not known.

b. If the unit joins the Marine with the wrong purpose for which joined; for example, JOIN MCC 010 DU| vice JOIN MCC 010 FOREC HOSP| the action required is to submit action statements to report the correct MCC, duty status, or strength category. If the Marine was joined for further transfer to a different monitored command but subsequently the orders are modified and the Marine is to be retained for duty with the unit, it would be necessary to report the appropriate strength category and duty status.

4. Erroneous Transfer.

a. If the Marine is still a member of the unit and should not have been transferred, the action required is to report a join entry per Chapter 6 Section 2. Ensure that the original DCTB and all other appropriate information is reported.

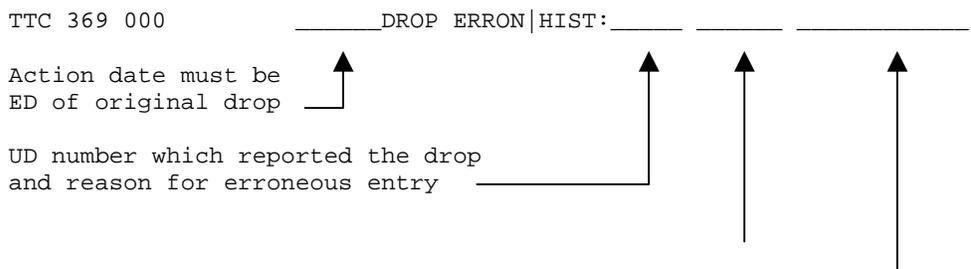
b. If the Marine actually was transferred but the transfer entry contained incorrect EDA, no action is required.

c. If an erroneous MCC was reported in the transfer entry and the Marine has not been joined by the new command, the unit must rejoin the Marine as of the original date of joining and then report the transfer to the correct MCC.

5. Erroneous Separation (TTC 369).

a. If the erroneous separation entry involved retirement/transfer to the FMCR, **contact the CMC (MMSR-7) before** taking the following action. Erroneous data contained in the Drop Statement may be corrected using TTC 877 000.

(1) If the Marine **was actually retired**, but the separation entry contained erroneous information, use the format shown below to reactivate the computer record and report the separation correctly:



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Action date of correct drop _____
 Correct drop statement _____

(2) **EXAMPLE** entries are shown below:

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
COLBERT	C	987654321	20001031 DROP ERRON HIST:UD 040 98 ERRON REPORTED DROP TO FMCR
LANGLOIS	R	976543219	20001031 DROP ERRON HIST:UD 140 98 RPTD INCORRECT SPD IN DROP ENTRY 19981031 DROP SPD NBD1 H RE 2A ED 19981031

b. When the erroneous separation entry did not involve retirement or transfer to the FMCR:

(1) The JOIN DROP ERRON statement is reportable on any member, whether they are auto-joined or joined to the Reserves, as long as no reserve duty has been processed on the member's record (i.e., Inactive Duty for Training (IDT) periods have not been performed).

(2) If the Marine was either not actually separated and is on AD, or actually separated from AD but the separation entry contained erroneous information, use the following format to reactivate the computer record:

TTC 369 001 _____JOIN_____DROP ERRON|HIST:_____|

Action date must be ↑ ↑ ↑
 ED of original drop | | |

Date joined present unit _____| | |

UD number which reported the drop
 and reason for erroneous entry.
 DOA of correct drop statement _____|

NOTE: Do not report any other statements until successful processing of the join. Reactivation of the Marine's record can also be verified by reviewing MCTFS.

(3) **EXAMPLE** entries are shown below:

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
BENNETT	TZ	987654321	20001001 JOIN 20000518 DROP ERRON HIST:UD 144 98 ERRON REPORTED RELAD MARINE STILL MBR THIS RUC
HOPKINS	MR	874958365	20001001 JOIN 20000228 DROP ERRON HIST:UD 022 98 REPORTED DISCHARGE MARINE SHOULD HAVE BEEN RELAD 20001008 DROP SPD MBK3 H RE 1A ED 20001001

NOTE: All corrections of erroneous drops can be initiated only by the unit that reported the original drop.

c. In all cases involving erroneous separations, the date of separation must be considered. Separated records are retained on the central database for 6 months beyond date

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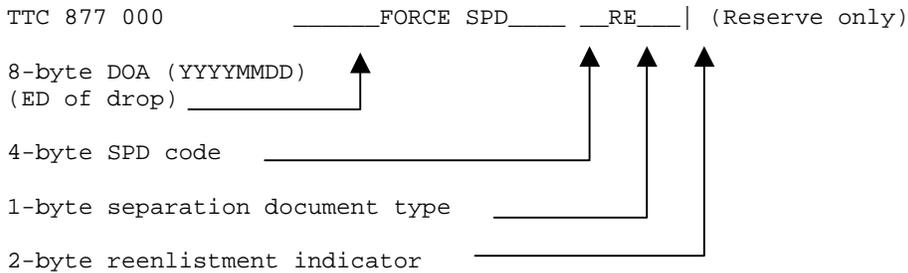
the separation is processed in MCTFS. If corrective action is required later than that period of time, the following must be accomplished:

d. If the Marine still is on AD, notify the MISSO and submit a request for reaccession per Chapter 3.

e. If the Marine was actually separated (more than 6 months) and the separation entry was erroneous, notify the CMC (MMSB-10) by letter.

6. Erroneous Drop to Desertion. If the Marine is a member of a unit and was incorrectly declared a deserter, report a join from desertion entry (per Chapter 6) 1 minute later than the original time dropped to desertion (for example, if drop to desertion was 0701 join the Marine from desertion at 0702). Use a history statement to explain the reason(s).

7. Erroneously Reported Separation Program Designator (SPD) Codes (TTC 877). When a drop entry has been reported with an incorrect SPD code the following transaction will be used to correct the SPD code after the drop has posted:



NOTE: This entry is reportable by CMC, MISSO's and **MOBCOM** only.

20204. MISCELLANEOUS CORRECTION PROCEDURES

1. The following procedure will be followed to correct an erroneous UD number, and/or UD date on a previously submitted UD:

a. Use an EVENT entry (HIST:) to report the correct information.

b. All transactions that were not processed because of the erroneous UD numbering must be resubmitted.

c. Example entries:

<u>LAST NAME</u>	<u>INITIALS</u>	<u>SSN</u>	<u>REMARKS</u>
		EVENT 1	HIST:UD CORR UD 136-98 DTD 19981016 SHOULD BE 137 93 DTD 19981016 HIST:UD CORR UD 134-98 DTD 19981015 SHOULD BE 135-98 DTD 19981015

2. Entries to correct erroneous names or SSNs will be prepared per Chapter 4 Section 1.

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SECTION 3: VIDEO INQUIRY SYSTEM (VIS)

20300. INTRODUCTION

The VIS provides users with procedures to access and review MCTFS data on individual Marines. Instructions as to the operation and different menus available are contained in MCO P5200.22.

20301. BOND AND ALLOTMENT (B&A) SYSTEM

Units have been given access to the B&A System. This capability allows the unit to view individual allotments on Marines in the unit. On-line units will normally prepare allotments utilizing the B&A system. MCO P5200.22 provides additional information on accessing the B&A System.

20302. CENTRAL MASTER FILE (CMF)

On-line units have been given access to the CMF. This capability allows the unit to view the CMF of each Marine in the unit. MCO P5200.22 provides additional information for accessing the CMF.

20303. TRANSACTION RESEARCH FILE (TRF)

The TRF contains all transactions that processed (either successfully or unsuccessfully) in the master file update cycle. All transactions, whether submitted by the RUC/DSSN or CMC, are located on the TRF. Transactions will appear on the TRF for approximately 4 months. If the requirement exists for tracking UD's or transactions that are older than 4 months, contact the MISSO. The English descriptions or error code found on the TRF can be determined by checking the TTC and error code against the error code tables available at the MISSO. The User's Manual for the OLDS provides additional information for accessing the TRF.

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SECTION 4: CUSTOMER INFORMATION CONTROL SYSTEM (CICS)

20400. INTRODUCTION

The CICS provides users with procedures to access and review MCTFS data on individual Marines. CICS is a menu driven process.

20401. CONTENTS

CICS contains the following applications:

1. Pre-computation of Selective Reenlistment Bonuses (SRB) provides for the pre-computation of SRB on individual Marines and Active Duty Career Planners only.
2. Performance Evaluation Record. Displays a listing of Fitness Reports (FITREPs) on file for individual Marines both active and reserve, up until September 30, 1998. To review any FITREPs after 980930, Marines should use MMSB web page at <https://www.mmsb.usmc.mil>.
3. Validation and Extract File Menu Process (VEF1200). Provides for the viewing of data elements on individual Marines.
 - a. VF01. Service Dates/Unit Identification
 - b. VF02. Grade Data/Duty Status
 - c. VF03. Schools/Security/SEP DATA
 - d. VF04. Awards/Family Members
 - e. VF05. User Data Elements (general)
 - f. VF06. Location/Processing Information
 - g. VF07. Pay Data/Promotion
 - h. VF08. Remark Flags/Language Proficiency
 - i. VF09. Reserve Unique Data Element
 - j. VF10. Rifle qualification (Current, Prior, Field Fire)
 - k. VF11. Pistol Qualification (Current, Prior)
 - l. Service Schools/Special Skills
 - m. Academic Test/Local Schools
4. Defense Enrollment Eligibility Reporting System (DEERS) provides for the viewing of information on individual Marines.
5. TRS Remark Summary provides for the viewing of the following pay related data elements from the CMF:

<u>OPTION</u>	<u>DESCRIPTION</u>
P	MCTFS DATA, PAY GRADE, PAY STATUS
E	ENTITLEMENTS
D	DEDUCTIONS
W	WAGE AND TAX SUMMARIES, PAYMENTS
S	PAYDAY DATA/JUMPS REMARKS FLAGS
L	LEAVE ACCOUNT
M	MISCELLANEOUS DEBITS/CREDITS

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C CRA
X SPLIT PAY/MEMBER ALSO APPEARS ON/VHA, BONUSES, TIME LOST, DEL CKG,
CM/NJP, ADV PAY

6. RET PAY MENU. This information was frozen as of 20 June 1994 when the Marine Corps retirees and annuitants were converted to the Defense Retiree and Annuitant System (DRAS) in DFAS, Cleveland. For access to the DFAS, Cleveland DRAS (not contained in CICS), submit a request through your local TASO (Division TASO via an INFOMAN request).
7. MCTFS MENU. Provides for the viewing of Central Master File on individual Marines, Unit Reports and Individual Reports.
8. COMENU. Provides for the viewing of the Common Display Commands System (CDCS).
9. MCTFS RETRIEVAL. Provides for the viewing of the MCTFS UD Retrieval System (TRF).
10. MCTFS LES REVIEW. Provides for the viewing and printing of individual On-line LES's.
11. MCTFS OLDS. Provides access to On-line UD System.
12. BONDS AND ALLOTMENTS. Provides access to the Bonds and Allotments System.
13. ONLINE LES PRINT. Provides for the batch printing of on-line LES's.
14. BAH ONLINE. Provides access for computing anticipated BAH for a specific geographic location.
15. IATS ON-LINE VIEW. Provides for access to travel settlement information for the DFAS-KSC disbursing symbol.

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SECTION 5: VALIDATION AND EXTRACT FILE (VEF)

20500. VEF1200A AND VEF1200B

1. The Validation and Extract File 1200 (VEF1200A and VEF1200B) is an overview of selected personnel data elements, which resides in the CMF. For ease of referral throughout this manual, the VEF1200A and VEF1200B will be referred to simply as the VEF1200. In actuality, the file, due to it's size, is split into two parts, the VEF1200A and VEF1200B. The VEF1200 is updated cyclically after each central cycle is processed.

2. Access to Manpower Information Systems or files is controlled by the functional manager. Specific access to the VEF1200 is controlled by the MISSA, to include type of access, whether on-line or requested reports. Request access through your Division TASO, via an INFOMAN (Information Management) request.

3. Off-line reports from the VEF1200 should be requested through the command's Information Systems Management Officer (ISMO), or if no ISMO is available, through the MISSO.

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SECTION 6: UPDATE AND EXTRACT (U&E)

20600. Update and Extract Cycle

1. U&E is a scheduled part of the monthly cycle Schedule and Functions. U&E cycle is normally run on or about the 5th and 20th of each month. The first U&E in a month (normally on or about the 5th) is called the End Of Month U&E (EOM U&E). The second U&E in a month (normally on or about the 20th) is referred to as the Mid-Month U&E. See paragraph 0503011 of the APSM.

a. End Of Month U&E. This process is considered a "hard update" to a members pay record. This process will balance a members pay account for the previous month, will forecast pay for the current month, and adjust pay based on any entries run following the last U&E. Example: If 5 Jun is End Of Month U&E then the following will occur: Forecast pay to 30 June, Balance pay to 31 May, and process anything prior to last U&E 30 April.

b. Mid Month U&E. This process is considered a "soft update" to a members pay record. This process will forecast to the 15th of the following month payday, balance the account for 1st payday of the following month, and adjust pay based on any entries run following the last U&E. Example: If 20 Jun is Mid-Month U&E then the following will occur: Forecast pay to 15 July, Balance pay to 30 June, and process anything prior to last U&E 31 May.