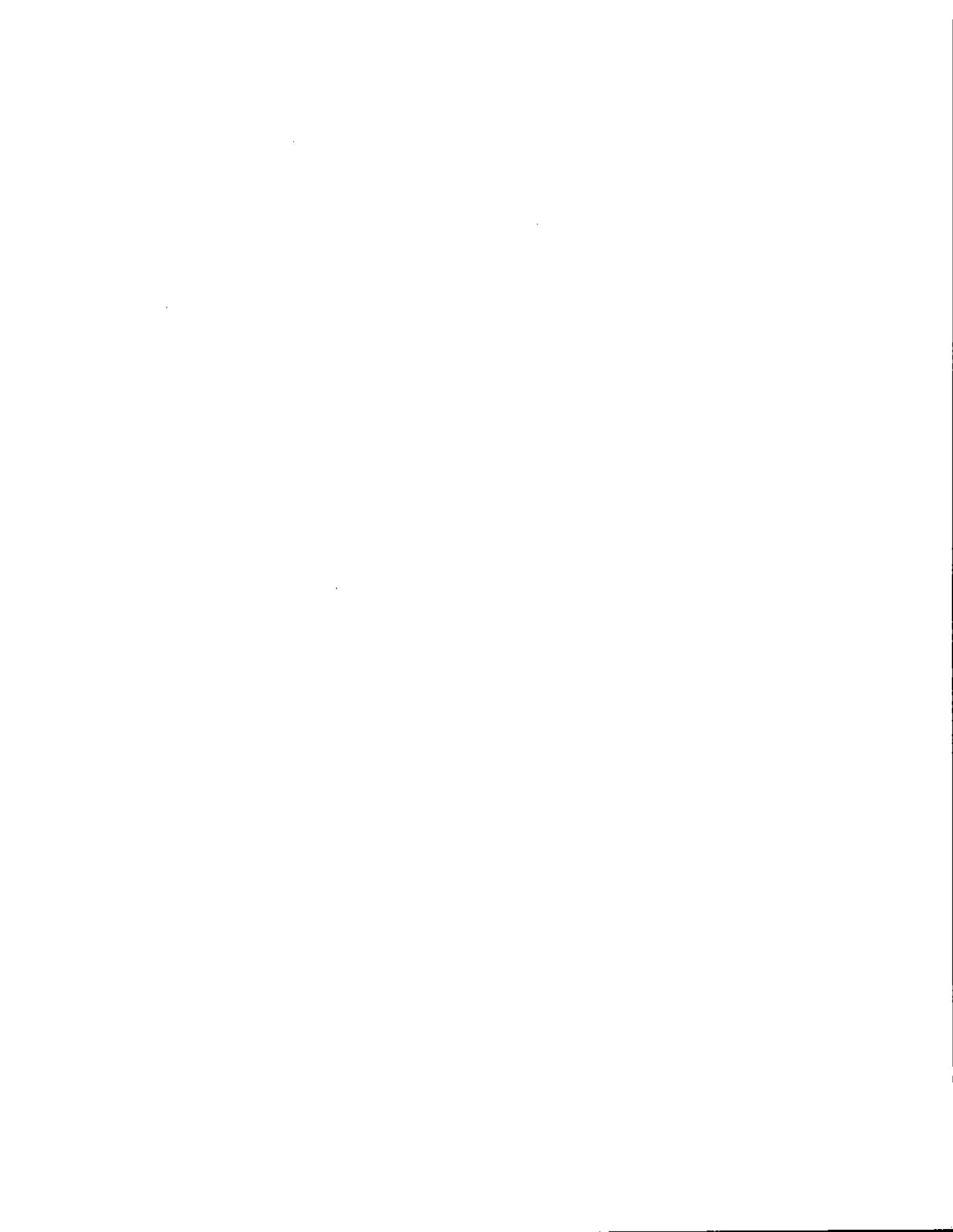


INDIVIDUALS MARINES' ADMINISTRATIVE RESPONSIBILITIES

Commanders are ultimately responsible for the accuracy of their Marines' records. However, individual Marines are also responsible for the accuracy of their records, especially information for which they are the source. Specific individual responsibilities include:

1. Reviewing Service Record Books and Officer Qualification Records. These documents are typically formally audited every time a Marine is transferred, and at other times as determined by command and Marine Corps policy. Marines, assisted by their commander and the IPAC as necessary, should take immediate action to correct any errors identified during these reviews.
2. Reviewing the accuracy of information in MCTFS via Marine OnLine (<https://www.mol.usmc.mil>). Certain information, such as addresses, phone numbers, and religion, can be input by the individual Marine. Changes to more sensitive information must be submitted with supporting documentation to the command or supporting IPAC.
3. Ensuring documents are accurate and up-to-date; e.g., marriage documents, divorce documents, family member documentation, Exceptional Family Member Program documentation, etc.
4. Properly requesting, checking out on, and checking in from leave.
5. Ensuring Record of Emergency Data (RED), Servicemen's Group Life Insurance (SGLI), Basic Training Record (BTR), and Basic Individual Record (BIR) are accurate and that any changes are submitted in a timely manner.
6. Submitting documents relating to special qualifications such as jump records and school certificates.
7. Reviewing Leave & Earnings Statement (LES) and notifying the commander of any errors. MyPay (<https://mypay.dfas.mil/>) is the primary method for reviewing LESs and changing selected financial information.
8. Ensuring all orders and related claims documents are accurate.
9. Reporting any changes or discrepancies in pay and benefits.
10. Reporting changes to their medical status.
11. Ensuring, via Marine OnLine, the accuracy of their career service dates including Pay Entry Base Date (PEBD), retirement date, Armed Forces Active Duty Base Date (AFADBD), Date Entered Armed Forces (DEAF)

ENCLOSURE (2)



MCO 5000.14D

12. Periodically reviewing their Official Military Personnel File (OMPF) and Master Brief Sheet (MBS).

13. Ensuring all information in the Defense Enrollment Eligibility Reporting System (DEERS) is accurate and up-to-date by either contacting their local RAPIDS/military ID card facility or by calling 1(800) 538-9552.

ENCLOSURE (2)

