



UNITED STATES MARINE CORPS
I MARINE EXPEDITIONARY FORCE
U.S. MARINE CORPS FORCES, PACIFIC
BOX 555300
CAMP PENDLETON, CA 92055-5300

IF REPLY REFER TO
1000
G1/PERS
JUN 28 2016

LETTER OF INSTRUCTION 1-16

From: Commanding General, I Marine Expeditionary Force
To: Distribution List

Subj: UNIT DIARY REPORTING INITIATIVE AT THE REGIMENT AND GROUP LEVEL

Encl: (1) 0170 Billet Responsibilities

1. Situation. I Marine Expeditionary Force (MEF) identified a disparity in the reporting of Operational Readiness between Commanders and information that is resident in the Marine Corps Total Force System. This prompted discussion between Headquarters Marine Corps and I MEF to identify a more timely way to capture accurate reporting for operational purposes.

2. Mission. From 1 February to 31 August 2016, designated Regiments and Groups within I MEF will participate in a study which will allow Regiment and Group Personnel Officers the ability to report specific entries into the Marine Corps Total Force System via Unit Diary. This should allow operational commanders the ability to report the operational readiness of their unit's personnel more timely and accurately.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Participating Commanders are expected to optimize this opportunity by ensuring their Personnel Officers are engaged in accordance with enclosure (1). This is a priority for I Marine Expeditionary Force.

(2) Concept of Operations. The three phases of this transition include:

(a) Phase I - Pre-trial preparation (1 to 31 January 2016), participating Regiment and Group Commanders will receive a brief which will be provided by the I MEF G-1 and MCI-W(MCB) personnel. Administrative personnel from the selected units will also receive a brief. Survey input will be solicited for participating Commanders and administrators.

(b) Phase II - Trial period (1 February to 31 August 2016). During this period, Regiment and Group Personnel Officers will report identified Type Transaction Codes via Unit Diary. This period can be extended for 30 days if necessary.

(3) Phase III - Post-trial period (1 to 30 September 2016). During

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this period a working group consisting of Participating Personnel Officers from I MEF and representatives Headquarters Marine Corps will meet to assess the effectiveness of this trial.

b. Subordinate Element Missions. I MEF Assistant Chief of Staff, G-1, will provide overall oversight for this initiative and on-call IPCs throughout the trial period.

4. Administration and Logistics. Omitted

5. Command and Signal

a. Point of contact for this matter is Chief Warrant Officer-5 Trevor Dempsey at 760-725-9149 or Trevor.dempsey@usmc.mil.

b. This Letter of Instruction is effective the date signed.



D. H. BERGER

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LETTER OF INSTRUCTION 1-16

REGIMENTAL/GROUP PERSONNEL OFFICER RESPONSIBILITIES

The Regimental/Group Personnel Officer functions as a special staff officer and primary advisor to the Regimental/Group Commander on matters related personnel administration and acts as the primary communication linkage between the Installation Personnel Administration Center (IPAC) and subordinate commands. Those Regimental/Group Personnel Officers of reserve organizations may, in addition to the responsibilities in the following list, also be responsible for all duties previously outlined for the IPAC, as reserve organizations may not be serviced by an IPAC.

The Regimental/Group Personnel Officer's responsibilities include, but are not limited to, the following:

- Provide personnel administration expertise to the Regimental/Group Commander and subordinate units.
- Advise on issues related to personal affairs, benefits, and privileges.
- Receive, research, and respond to service IPAC administrative requirements, as applicable.
- Provide oversight to ensure that source documents for reportable events are administratively correct and are completed in a timely manner.
- Oversee the interface of IPAC with the supported commands and ensure effective communication, coordination, and personnel administration, as applicable.
- Use administrative systems to conduct analysis and perform unit level management of systems, when appropriate.
- Assist the subordinate unit S-1s with unit level manpower management.
- Ensure IPAC visibility of unit deployment, location, and unit level matters impacting personnel readiness, as applicable.
- Assist the travel program administrator with management of the travel program within the regiment/group.
- Provide subordinate command administrative training, as required, and assisting with unit inspection preparation.
- Provide oversight of personnel accountability and the duty status of personnel.
- Provide pay policy oversight and assistance to the subordinate unit S-1s.
- Provide oversight on the timely and accurate reporting of junior enlisted promotions, leave management, limited duty, and training data reporting.

Enclosure (1)



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 Camp Pendleton, CA 92055-5300



1. DATE June 1, 2016

2. OPERATION CODE

- X ORIGINATOR OF ROUTE SHEET
- A APPROPRIATE ACTION
- B SIGNATURE
- C CONCURRENCE
- D INFORMATION
- E RETENTION
- F RETURN TO:
- G COMMENT(S)

3. **SUBJECT:** LOI FOR THE UNIT DIARY REPORTING INITIATIVE AT THE REGIMENT AND GROUP LEVEL

9. NATURE OF ACTION REQUIRED	ORIGINATOR INITIALS	DUE DATE
ROUTINE/URGENT	DHO	

10. ACTION OFFICER (NAME, GRADE, SECTION, EXT)
M. PIZZULLI, MAJ, ADJ, 760-725-9249

11. REMARKS AND SIGNATURE:

PURPOSE: Routed to CG signature.

DISCUSSION: To allow Regiment and Group Personnel Officers the ability to report specific entries into the Marine Corps Total Force System via Unit Diary.

RECOMMENDATION: Requesting CG signature.

4. RTNG	5. OPR CODBE	6. ADDRESSEES	7. DATE		8. INITIALS	
			IN	OUT	CONC UR	NON CONCUR
8	B	CG	6/27	6/28	DR	
		DCG				
7	C	COS	6/27	6/27	mg	
		SERGEANT MAJOR				
		CMD MASTER CHIEF				
6	C	SSEC	6/24	6/24	GOV	
5	C	SSEC CHIEF	6/23	6/23	GOV	
4	C	AC/S G-1		6/20	MDA	
		AC/S, G-2				
		AC/S, G-3				
		AC/S, G-4				
		AC/S, G-5				
		AC/S, G-6				
		AC/S, G-7				
		AC/S, G-8				
		COPS				
		FOPS				
1	X,C	G-1/ADJUTANT CHIEF	6/1	6/1	ADJ	
3	C	ADJUTANT		6/1	AP	
2	C	PERSONNEL CHIEF	6/1	6/1	JMA	
		IMA				
		IMO				
		SJA				
		PAO				
		INSPECTOR				
		SURGEON				
		CHAPLAIN				
		CAREER RETEN SPEC				
		SECURITY MANAGER				
		SGTMAJ DRIVER				
		COMPANY CDMR, IMHG				
		COMPANY OFFICER, IMHG				

received
 Cpl Romero 6/24

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IN REPLY REFER TO
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G-1/PERS
JAN 21 2016

LETTER OF INSTRUCTION 1-16

From: Commanding General, I Marine Expeditionary Force
To: Distribution List

Subj: UNIT DIARY REPORTING INITIATIVE AT THE REGIMENT AND GROUP LEVEL

Encl: (1) Regimental/Group Personnel Officer Responsibilities

1. Situation. I Marine Expeditionary Force (MEF) identified a disparity in the reporting of operational readiness between commanders and information that is resident in the Marine Corps Total Force System (MCTFS). This prompted discussion between Headquarters Marine Corps (HQMC) and I MEF to identify a more timely way to capture accurate reporting for operational purposes.

2. Mission. From 1 February to 30 April 2016, designated regiments and groups within I MEF will participate in a study which will allow Regiment and Group Personnel Officers the ability to report specific entries into the MCTFS via Unit Diary (UD). This should allow operational commanders the ability to report the operational readiness of their unit's personnel more timely and accurately.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Participating commanders are expected to optimize this opportunity by ensuring their Personnel Officers are engaged in accordance with enclosure (1).

(2) Concept of Operations. The three phases of this transition include:

(a) Phase I: Pre-trial preparation (1 to 31 January 2016), participating Regiment and Group Commanders will receive a brief which will be provided by the I MEF G-1 and Marine Corps Installation-West (MCI-W) personnel. Administrative personnel from the selected units will also receive a brief. Survey input will be solicited for participating commanders and administrators.

(b) Phase II: Trial period (1 February to 30 April 2016). During this period, Regiment and Group Personnel Officers will report identified Type Transaction Codes via UD. This period can be extended for 30 days if necessary.

(c) Phase III: Post-trial period (1 May to 30 May 2016). During this period a working group consisting of participating Personnel Officers

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from I MEF and representatives from HQMC will meet to assess the effectiveness of this trial.

b. Coordinating Instructions. I MEF Assistant Chief of Staff G-1 will provide oversight for this initiative.

4. Administration and Logistics

a. Administration. Omitted.

b. Logistics. Omitted.

5. Command and Signal

a. Point of contact for this matter is Chief Warrant Officer-5 William Beath at 760-725-9149 or William.beath@usmc.mil.

b. This Letter of Instruction is effective the date signed.


M. L. JONES
Chief of Staff

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LETTER OF INSTRUCTION 1-16

REGIMENTAL/GROUP PERSONNEL OFFICER RESPONSIBILITIES

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- Oversee the interface of IPAC with the supported commands and ensure effective communication, coordination, and personnel administration, as applicable.
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- Ensure IPAC visibility of unit deployment, location, and unit level matters impacting personnel readiness, as applicable.
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Enclosure (1)



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I MARINE EXPEDITIONARY FORCE
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1. DATE 7 January 2016

2. OPERATION CODE

- X ORIGINATOR OF ROUTE SHEET
- A APPROPRIATE ACTION
- B SIGNATURE
- C CONCURRENCE
- D INFORMATION
- E RETENTION
- F RETURN TO:
- G COMMENT(S)

3. SUBJECT: 0370 SPECIAL OPERATIONS OFFICER (SOO) T/O DECISION

9. NATURE OF ACTION REQUIRED	ORIGINATOR INITIALS	DUE DATE
ROUTINE/URGENT	WEB	

10. ACTION OFFICER (NAME, GRADE, SECTION, EXT)
W. E. BEATH, CWO5, G-1, PERSO

4. RTNG	5. OPR CODE	6. ADDRESSEES	7. DATE		8. INITIALS	
			IN	OUT	CONC UR	NON CONCUR
		CG				
		DCG				
3	A,B	COS	1/20	1/20	my	
		SERGEANT MAJOR				
		CMD MASTER CHIEF				
2	A	SSEC	1/20	1/20	K.A	
1	C	AC/S, G-1		1/21	AM	
		AC/S, G-2				
		AC/S, G-3				
		AC/S, G-4				
		AC/S, G-5				
		AC/S, G-6				
		AC/S, G-7				
		AC/S, G-8				
		COPS				
		FOPS				
	X/F	PERSONNEL	1/6	1/6	WEB	
		RLO				
		IMA				
		SJA				
		PAO				
		INSPECTOR				
		SURGEON				
		CHAPLAIN				
		CAREER RETEN SPEC				
		SECURITY MANAGER				
		Adjutant	1/11	1/12	CEP	

11. REMARKS AND SIGNATURE:

CoS

PURPOSE: Request ~~CG~~ signature on LOI for Regt/Group PersO Unit Diary Capability.

DISCUSSION: I MEF requested to be a test site from HQMC for an initiative that will allow Regiment and Group PersOs the ability to report specific Type Transaction Codes via Unit Diary. I MEF will publish the LOI for subordinate units.

**W. E. BEATH
CWO5 USMC**

DECISION:

Concur without comments

Concur with comments

Non-concur with comments

TCB '18
1/20 - ready for review and signature
MlySgt M

received
OP Form 201-70

RECEIVED