



***Headquarters & Service
Battalion, Headquarters
Marine Corps,
Henderson Hall***

Welcome Aboard





Consolidated Administration (CONAD) Department Comments

- **Mission:** To provide personnel administrative support and services to Commander(s), Marines (Active and Reserve), Sailors and Family members by ensuring military personnel records and pay accounts are accurate and properly maintained for preparing individuals for worldwide deployment with the operating forces.
- **Inbound Section:** Responsible for providing un commander(s) with efficient join processing of Marines supported by HQ Battalion, Henderson hall. This section is responsible for all initial join audits, ensures accuracy of the individual's service record and pay records, and completion of the travel claims process.
- **DEERS/RAPIDS ID Card Section:** Provides members of the Armed Forces and family members updating their DEERS information and providing Government ID cards to member and families.
- **Customer Service Section:** Responsible for providing effective and efficient personnel admin service and support relating to routine personnel administrative matters, audits, dependent add/loss, updating eSRB/eOQR's, and pay and entitlements.
- **Command Support Section:** Responsible for providing support to unit commanders on legal administrative reporting, promotion system, limit duty reporting, and training assistance.
- **Outbound Section:** Provides commanders with an efficient separation/retirement process and timely issuance of permanent change of station orders and the information related to the orders process for the Marines supported by HQ Battalion.



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- **What we do:** We provide customer service to Marines, and civilians. We run entries into a system called UDMIPS (unit diary Marine integrated personnel system) to be translated into another system called MCTFS (Marine Corps Total Force System). Please do not mistake MCTFS with MCTIMS (two totally different systems). MCTIMS is mostly an S-3 function. (training, service schools, etc). S1 will do the leg work and we update your personnel record.
- **How we do it:**
 - Conduct audits of your record within OMPF and MCTFS IOT identify discrepancies.
 - Research, validate and work all electronic personnel request (EPAR) through Marine Online. This is the primary means of communication between the CONAD and service members.
- **Qualifying Life Events (QLE)**
 - When life changes for you and your family, your TRICARE options may also change. These are known as Qualifying Life events.
 - If you want to enroll in or change your plan, you must:
 - Make the enrollment changes within **90** days following QLE
 - Pay any enrollment fees or premiums due during that period.
- No matter when you initiate this change, coverage starts the date of the QLE. If one member in a sponsor's family experiences a QLE, all eligible family members may change their enrollment status during the QLE



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- **Failure to update information within DEERS, TRICARE and MCTFS can result in lapse of insurance for up to 1 year.**

Military Changes

- Activating
- Deactivating
- Deploying
- Injured on Active Duty
- Moving
- Separating
- Retiring

Family Changes

- Getting Married
- Getting Divorce
- Having a Baby or Adoption
- Children to College
- Children become Adults
- Becoming Medicare-Eligible
- Death in Family
- Loss or gain of Other Health Insurance



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POINTS OF CONTACT: Office number (703) 693-7171

Director: CWO4 Skowronski, Dennis

Deputy Director: CWO2 Ridley, Andrew

CONAD SNCOIC: GySgt Heninger, Nicole

Inbound Chief: SSgt Thomas, Britni

Customer Service Chief: SSgt Aguirre, Arturo

Command Support Chief: SSgt Aguirre, Arturo

Outbound Chief: SSgt Jenkins, Christopher

QA Chief : (VACANT)



Questions?