



UNITED STATES MARINE CORPS

MARINE CORPS LOGISTICS BASE
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22 Feb 24

MARINE CORPS LOGISTICS BASE ALBANY POLICY LETTER 002-24

From: Commanding Officer, Marine Corps Logistics Base Albany, Georgia
To: Defense Agencies Initiative System Oracle Time and Labor Users and Supervisors

Subj: POLICY LETTER FOR MARINE CORPS LOGISTICS BASE ALBANY DEFENSE AGENCIES INITIATIVE ORACLE TIME AND LABOR USERS AND SUPERVISORS

Ref: (a) SECNAVINST 7000.27D
(b) DOD 7000.14-R, Volumes 5 and 8, "Department of Defense Financial Management Regulations"
(c) MCO 5200.24E
(d) MARADMIN 358/21
(e) MCIEAST-MCB CAMLEJO 7420.2B

1. Situation. Marine Corps Logistics Base Albany (MCLBA) strives to remain dedicated and focused to support the installation and the members it serves while ensuring it maintains and sustains audit integrity. Regarding this policy, the goal is to provide internal procedures and responsibilities within the organization regarding time and attendance.

2. Purpose. To establish and publish procedures for timekeeping administration for personnel assigned to MCLBA in accordance with direction and policy guidance contained in the references for users of Defense Agencies Initiative (DAI) system Oracle Time and Labor (OTL), the time and attendance system aboard MCLBA.

3. Scope. This internal policy applies to all DAI OTL users assigned to MCLBA and their supervisors.

4. Information

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To ensure the MCLBA Executive Director and Department Heads are provided a level of assurance regarding the effectiveness and efficiency of control activities under their supervision and direction, and to establish roles and responsibilities to record, approve, and manage time and attendance (T&A) data in the OTL module within the DAI system in accordance with the references.

(2) Concept of Operations. Leaders at all levels will focus on controls associated with the assigned missions, tasks, and responsibilities to properly approve bi-weekly T&A. Approval provides an affirmative attendance record and is the basis for computing pay for all civilian employees. The approval of T&A constitutes an authorization for the expenditure of government funds. Each employee's T&A must be accurately recorded and approved by the employee's supervisor, acting supervisor, other equivalent official, or a higher-level manager authorized to act as an alternate approver at the end of the pay period.

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b. Action

(1) All Military and DoD Civilians who record or approve time in DAI OTL as part of their duties will adhere to the policies and procedures that govern the use of DAI OTL.

(2) OTL Super Timekeeper shall:

(a) Create an account in the Access Request Management Services (ARMS) system via <https://odsf.mcw.usmc.mil/arms2/>. Once an ARMS account is created, the Super Timekeeper must upload a Cyber Awareness Challenge Certificate and an approved DD Form 577. The Super Timekeeper must be appointed via a DD Form 577. The Super Timekeeper will then create an access request to begin the DD Form 2875 System Authorization Access Request (SAAR) process for the DAI OTL account creation. Step-by-step instructions are posted in the "DAI ARMS Access Request" section of the DAI Knowledge Base through Confluence: <https://tsoconfluence.mcw.usmc.mil/display/DKB/DAI+ARMS+Access+Request>. This site contains helpful job aids and how-to guides on performing DAI OTL tasks.

(b) The Super Timekeeper will perform timekeeping actions on behalf of the employees within their assigned timekeeper group. These actions may be performed at the request of the employee or the employee's supervisor. The Super Timekeeper will accurately record T&A data into DAI OTL. The Super Timekeeper may also run reports to track the status of by-weekly time cards and will assist employees with OTL T&A questions.

(c) Ensure the employee's tour of duty (TOD) matches the hours recorded on the time card.

(d) Ensure all prior pay corrections are processed in accordance with all applicable DAI OTL guidance.

(3) T&A OTL Supervisor shall:

(a) Create an account in the ARMS system via <https://odsf.mcw.usmc.mil/arms2/>. Once an ARMS account has been created, the Supervisor Approver must upload a valid Cyber Awareness Challenge Certificate and an approved DD Form 577. The Supervisor Approver will then create an access request to begin the DD Form 2875 SAAR process for the DAI OTL account creation. Step-by-step instructions and troubleshooting guides are posted in the "DAI ARMS Access Request" section of the DAI Knowledge Base through Confluence: <https://tsoconfluence.mcw.usmc.mil/display/DKB/DAI+ARMS+Access+Request>. This site contains helpful job aids and how-to guides on performing DAI OTL tasks.

(b) Verify that T&A is accurately recorded in DAI OTL and that each employee has affirmed the T&A data to be accurate by selecting the affirmation checkbox on the time card. If the employee has not selected the affirmation checkbox, the OTL Supervisor Approver must affirm on behalf of the employee and enter a comment as to the reason why the employee was not able to affirm the time card. If the employee time card is not approved by the OTL Supervisor Approver, the employee's pay will default to annual leave. If annual leave is unavailable, the employee's pay will default to a no-pay due status.

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(c) Verify all supporting leave documentation (i.e., court leave, military leave, advance sick leave, annual leave, restored leave, etc.). A doctor's excuse or court leave documentation may be attached to the time card in DAI OTL. No health-related information should be attached to time cards in DAI OTL. A copy of military orders or other paperwork that substantiates military service should be provided to the payroll office; however, it should not be attached to the employee's time card in DAI OTL. All leave should be requested/approved in DAI OTL. All premium time (i.e., overtime, comp time, travel time, holiday grade, etc.) must be requested and approved in DAI OTL.

(d) Ensure the employee's TOD matches the hours submitted on the time card.

(e) Ensure prior pay corrections are processed in accordance with applicable DAI OTL guidance.

(f) Take DAI OTL Supervisor training including Certifying Officers Legislation (COL) training.

(g) Approve time cards by noon on the Friday before the pay period closes unless otherwise directed by Civilian Payroll due to accelerated pay or other situations that affect time and attendance reporting.

(h) Upcoming holidays and special circumstances that dictate accelerated pay will require time and attendance to be processed no later than noon on Thursday. Instructions and guidance will be disseminated to employees via MCLBA All Hands Wildcard.

(i) Take appropriate disciplinary action if the employee knowingly makes erroneous time submissions or does not follow the time and attendance policy of MCLBA.

(4) OTL Employee shall:

(a) Create an account in the ARMS system via <https://odsf.mcw.usmc.mil/arms2/>. Once an ARMS account is created, the employee must upload a valid Cyber Awareness Challenge Certificate. The employee will then create an access request to begin the DD Form 2875 SAAR process for the DAI OTL account creation. Step-by-step instructions and troubleshooting guides are posted in the "DAI ARMS Access Request" section of the DAI Knowledge Base through Confluence: <https://tsoconfluence.mcw.usmc.mil/display/DKB/DAI+ARMS+Access+Request>. This site contains helpful job aids and how-to guides on performing DAI OTL tasks.

(b) Input T&A, request leave, and premium hours in DAI OTL prior to the submission and approval of the time card.

(c) Affirm to the accuracy of all entries in DAI OTL by selecting the affirmation checkbox on the time card and submit to the supervisor for approval.

(d) Attest to time and attendance and submit to the supervisor for approval before noon on the Friday before the pay period closes unless otherwise directed by Civilian Payroll due to accelerated pay or other situations that affect time and attendance reporting.

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c. Coordinating Instructions

(1) All DAI OTL users must gain access to DAI via a two-step process.

(a) Using Google Chrome, log into the ARMS website: <https://odsf.mcw.usmc.mil/arms2/> and follow the ARMS Instructions. The ARMS Instructions are located at: <https://tso-confluence.mcw.usmc.mil/display/DKB/DAI+ARMS+Access+Request>. Ensure email address for the Supervisor and the Security Manager are correct and confirm the proper level of access is being requested. The user must upload a Cyber Awareness Certificate, and OTL Supervisor Approvers and Super Timekeepers must also upload a completed DD Form 577. The user should monitor the request in ARMS through the final step when the information owner (IO) approves the request. After the user receives confirmation of the IO approval, proceed to the next step.

(b) After the user receives confirmation of the IO approval, the user must request Employee Time User Access in DAI OTL. Using Google Chrome, go to the following website: <https://ebs.dai.csd.disa.mil/>. Using the gear icon in the top right corner close to the employee's name, choose "Access Requests." Click on "Request Access". Click on the "USMC Responsibilities" button and then select "Category." Click on "Next 10" until the role needed is found. Employees will choose "Employee Time User USMC." Check in the box and then "Add to List." Once the role is added, click the "Next" button in the top right corner. In the "Justification" box in the center of the screen, enter the approved SAAR number from ARMS, then click "Next." Review the information and click on "Submit." It can take several days for the role to be approved by the USMC DAI Program Management Office. Once the roles are approved, the role will appear in the navigation screen on the home page of DAI. Other role requests utilize the same process and can be done concurrently by selecting the roles needed. For example, supervisors will select the roles "OTL Supervisor Approver USMC" and "Employee Time User USMC."

(c) All supervisors and employees must view the training videos located at the MarineNet eLearning website located at: <https://portal.marinenet.usmc.mil/>. Click into the search icon and type in "DAI" to locate the "USMC DAI Oracle Time and Labor: Supervisor Training Video" for supervisors and "USMC DAI Oracle Time and Labor: Employee Time User Training Video" for employees.

5. Administration and Logistics. The point of contact for this policy is the Base Comptroller, Sara Thorson, at (229) 639-6429 or via email at sara.thorson@usmc.mil.

6. Command and Signal

a. Command. This policy is applicable to all personnel assigned to MCLBA.

b. Signal. This policy is effective the date signed.

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