Outbound Branch

• **Bldg 1450** – 4th street across from DEERS
• **Open:**
  0730–1630 Mon-Fri
• **Contact us at:**
  (760) 830-1691
  (760) 830-1658
Basic Orders

• What are Basic Orders?
  – They notify you of an upcoming PCS/PCS0/PCA
  – Tells you if your going Accompanied/Unaccompanied/Restricted
  – Give you the No Earlier than and No Later than dates for checking in
  – Shows the Family members authorized travel for your orders
  – Give Travel Information in the box at the bottom

• How to Get them?
  – After completing your Outbound interview (OBI) you can access your Basic Orders
  – S-1 When they look at your OBI or even IPAC
Types of Orders

• PCS - Permanent Change of Station

• TEMINS - Temporary Duty While Under Instruction

• DUINS - Duty While Under Instruction
TEMINS
Temporary Duty While Under Instruction

• If you do not have an Outbound Interview come see IPAC for a Paper version
• Under 20 weeks of school / training
  – With dependents
    ☐ Usually TAD to school house via Defense Travel System
    ☐ Movement of family members and shipment of household goods/POV is not authorized until completion of school
  – Without dependents
    ☐ Shipment of household goods is authorized to the point of entry or to temporary storage
PCS Orders - CONUS

Continental U.S. (48 states)

REQUIREMENTS:
- Completed and Approved OBI
- Smooth Move pink slip or blue stamp on BN Checksheet
- Obligated Service (If you get a pop up see Career Planner ASAP)
- BN Checkout sheet with
PCS Orders - OCONUS

REQUIREMENTS:

- Report of Suitability (NAVPERS 1300/16) (Given by IPAC)
- Port Call (Completed through IPAC)
- Area Clearance (Requires Report of Suitability)
- Obligated Service
- Government Travel Charge Card
Port Call Request

• Going to Okinawa, Iwakuni, and Korea fly AMC out of Seattle **Thursdays only**
• Going to Germany, and Bahrain out of Norfolk any day of the week
• Going to Hawaii is out of LAX any day of the week

• Port call tickets are released 3 months in advanced, this does not prevent you from waiting on submitting your port call.
• **The sooner you submit the better the odds of getting your requested fly out date.**

• Pets are authorized transportation at members expense. In order to request your pet travel along, we will need to know what kind of pet, **Length, Width, Height, Weight of pet in kennel.**

• Every effort is made to accommodate your request; You may need to adjust your plans (i.e. availability, contract carriers, etc.).
Report of Suitability/ Area Clearance

• IPAC will give you the **NAVPERS 1300/16**
• AMCC fills out pages 1-3
• Page 3 requires all **APPROVED** Family members to be filled in and marked “Yes”
• Page 3 also requires a Medical Officers Signature and Stamp
• BN CO and BN SEA fills out page 4
Report of Suitability/ Area Clearance

• Once the Report of Suitability (ROS) is fully completed bring it to IPAC
• Upon receipt of ROS we will work on the Area Clearance for you and your family
• Area Clearance is submitted through AMHS and can take upwards of a month to be confirmed by future command
• Once confirmed IPAC will call and give Member a copy of the Area Clearance
OUTBOUND INTERVIEW (OBI)

- Once you have obtained a copy of your web orders. You will need to start on your OBI.
- **Completely** fill out your OBI and submit it to your Chain of Command (S1/G1) for approval
- Once it has been approved, visit the IPAC Outbound BLDG 1459
Notifications for CPL DAVID A. LITTLE

* You do not have any notifications.

You do not have any Commander's Messages
OUTBOUND INTERVIEW

Travel and Orders

Welcome to the new Travel and Orders page. This is where you will be able to access your personal Outbound Interview if you have been issued orders or are pending separation/retirement. Those that have unit leader permissions will be able to access the Unit Orders tracker.

**Individual Member**
- Outbound Interview
- View Basic Orders
- Separation Travel Voucher (Travel only, DO NOT use for property claims)

**Personal Property (External Sites)**
- Household Goods (HHG) Move
- Personally Procured Move (PPM) Claims

**Unit Leaders**
- Outbound Management

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**Checklists**

**Independent Duty**
- Screening / Interview Guide (Active duty only, not necessary for AR)
- Financial Worksheet

**Overseas Screening**
- NAVPERS 1300/16
- NAVMED 1300/1
- NAVMED 1390/2
- DD Form 2667-1
FUTURE MCC:

COMMAND NAME:

REPORT NO EARLIER THAN DATE

REPORT NO LATER THAN DATE:

INTERVIEW STATUS:

*Ensure that any family members traveling with you have their passports.*
# Current Contact Information

Required fields are noted with an asterisk (*)

## Mailing Address

Address is currently formatted as a U.S. address. You may reformat this address as an **APO/FPO address** or as a **foreign (non APO/FPO) address**.

- **Street**: *
- **State, Zip**: *
- **City**: *

## Physical Address

Address is currently formatted as a U.S. address. You may reformat this address as an **APO/FPO address** or as a **foreign (non APO/FPO) address**.

- **Street**: *
- **State, Zip**: *
- **City**: *

## Phone Number

At least one phone number is required.

- **Home**:  
- **Work**:  
- **DSN Prefix**:  
- **Cell**:  
Physical Address:

- Same As Mailing Address

Address is currently formatted as a U.S. address. You may reformat this address as an APO/FPO address or as a foreign (non APO/FPO) address.

- Street: *
- State, Zip: *
- City: *

Phone Number:

At least one phone number is required.

- Home:
- Work:
- DSN Prefix:
- Cell:
- Secondary:

Email:

At least one email address is required.

- Work:
- Personal:
- Secondary:
TRAVEL INFORMATION

Preferred Method of Travel: COMMERCIAL AIR

Travel Days: Travel Days will be entered by your administrative support office.
Proceed Days: 4 (Refer to ManAdmin 667/12)

Requested Flight Date:

10 Day Flight Window:________ to ________

Flight Destination:

If taking pets: Complete Pet Form

Circuitous Travel:

- Move with DMO Assistance
- DITY (DO IT YOURSELF) Move
- Store Household Goods
**Note:** Per MCO 1050.33, leave periods of 45 days or more must be approved by CMC (MMEA, MMOA, or RA) as applicable.
**Dependent Information**

Check the box by each family member who will be traveling. Select the family member even if they aren't going to the same location as you. If your family member is going to a location away from your new duty station, or if they will be traveling to a different location, then click on the "Separate Travel" link next to their name and enter the address to which they will be traveling.

Note that not all dependents are authorized for travel and transportation allowances. If any of your dependents are not displayed, are displayed incorrectly, or if a person is displayed who is not your dependent, contact your IPAC or Administrative Office to correct your information.

<table>
<thead>
<tr>
<th>DEPENDENTS</th>
<th>DOB</th>
<th>RELATIONSHIP</th>
<th>SSN</th>
<th>LOCATION</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spouse</td>
<td></td>
<td>SPOUSE</td>
<td></td>
<td>KAILUA, HAWAII</td>
<td>Separate Travel</td>
</tr>
<tr>
<td></td>
<td></td>
<td>LEGITIMATE SON</td>
<td></td>
<td>KAILUA, HAWAII</td>
<td>Separate Travel</td>
</tr>
</tbody>
</table>

Back  Save  Next
The purpose of Emergency Contact is to provide contact information in case of emergency. The Emergency Contact must be someone who is not traveling with you. Required fields are noted with an asterisk (*).

First Name*

Middle Initial

Last Name*

Relationship:

Physical Address:
Physical Address is currently formatted as a U.S. address. You may reformat this address as an APO/FPO address or as a foreign (non APO/FPO) address.

Street*

State, Zip*

City*

Phone Number*
Do you want an Advance of Pay?

Normal parameters allow 1 month Advance of Base Pay (less taxes and SGLI) to be paid back with an automatic payroll deduction for 12 months. A 2 or 3 month Advance of Base Pay requires member justification and command certification.

You can select a one month advance of your base pay that will be automatically paid approximately 10 days prior to your departure.

- No, I do not want any advance pay.
- Yes, I'd like to receive a 1 month advance of pay with 12 month payback.
- I'd like to receive a different advance choice. (Provide Justification in Section Below)

Your options are 2 or 3 months base pay with 12 or 24 month payback. Marines who request a repayment schedule in excess of 12 months must demonstrate that severe hardship would result for a liquidation period of 12 months. You can also always pay back sooner by coordinating directly with your local Disbursing Office.

Months to Pay to Receive: 2  
Months to Repay Advance: 12

Justification:

(Up to 2000 characters)

A list of actual or anticipated expenses, and an explanation of individual circumstances which cause the greater than normal expenses to be incurred. (House or apartment hunting trip, supporting two households when a service member is unable to rent or sell the house at old duty station, the down payment on purchase of a house, or excess household goods shipment charges are examples of circumstances which might cause greater expenses to be incurred.)

Here is the estimated amount of advance pay you will receive: $4,271.24

- Yes  
- No  

I have, or will have prior to PCS, a Government Travel Charge Card (GTHCC).

To select other pay advance options, your request will need to be processed by your IPAC. Selecting one of the options below will not cause any payment to be released until your Chain of Command, the IPAC and Disbursing Office have reviewed the request to include your justification.

Other Advance Requests:
- Advance Travel
- Advance Dislocation Allowance
- Advance Dependent Travel
TRAVEL ENTITLEMENTS

The following information is provided as a summary of the Estimated Travel Allowances based on the information you have entered in your Outbound Interview.

If you selected that you have a Government Travel Charge Card (GTCC), the travel entitlements will become a part of your spending limit; it is your responsibility to provide receipts for any authorized expenses charged to your GTCC in order to settle your PCS travel claim once you arrive at your new duty station.

Here is the estimated amount of travel entitlements you will receive: $XXX XX

Travel Allowance Estimates

Member Per Diem: $0.00
Family Member Per Diem: $0.00
Dislocation Allowance: $0.00

Total Amount of Estimated Travel Allowances

Member Total Allowances: $0.00
Family Member Total Allowances: $0.00

Temporary Lodging Expense (TLE): You are authorized a maximum of ten (10) days (CONUS to CONUS) or five (5) days (CONUS to OCONUS) Temporary Lodging Expense (TLE) in connection with your PCS. This temporary lodging must be, in fact, a temporary place of residence, acquired in the vicinity of the old or new permanent duty station (PDS), or both, or at a designated place (if applicable). You should try to obtain government quarters first. If government quarters are not available, you must obtain a statement of non-availability from the local command if you intend to claim TLE. If your old or new PDS, where TLE was incurred is not located at a post, camp, station, base, or depot, or if it is a city or metropolitan area, a statement of non-availability is not required.

Temporary Lodging Allowance (TLA): You are authorized a Temporary Lodging Allowance (TLA) if applicable, payable ten (10) increments, to reimburse you for expenses incurred during occupancy of temporary lodgings and expenses of meals at your new PDS, in connection with your permanent change of station orders. This temporary lodging must be, in fact, a temporary place of residence, acquired in the vicinity of your new permanent duty station (PDS). Every attempt must be made to obtain government quarters before the use of off-base facilities. Statements of non-availability of government lodging facilities must be obtained for the use of off base facilities in order to be reimbursed for the lodging expenses incurred.
PCS Entitlements

- Defense Travel Management Office (DTMO) has established the following entitlements:
  - Per Deim: Gas, Food, and Lodging
    - Mbr Per Diem: $149.00/Travel Day
    - Family Per Diem:
      - 12 and up: 75% of $149.00 which is $111.75
      - 11 and under: 50% of $149.00 which is $74.00
  - Member Mileage: $0.20/Mile (DTOD establishes miles)
  - DLA: Dislocation Allowance is for Security depositions, Rentals, and other Moving expenses
  - Air Commercial Travel: Based on where you are headed to
PCS Entitlement/GTCC

• **Advance Pay**
  - May be requested 30 days prior to detachment; or your new duty station up to 60 days after arrival

• **Government Travel Charge Card**
  - Members PCSing must have an activated government travel charge card **PRIOR** to detaching per **Maradmin 001/16 & Maradmin 100/18**
  - See your command **Agency Program Coordinator APC** for more details regarding the GTCC ins and outs
  - Any entitlements you do not use will be reimbursed to you once the GTCC has been paid off through the Travel Claim
  - **Keep and turn in all receipts** regarding travel when you do your Travel Voucher
Special Notes

• Picking up orders on the weekends or holidays will be with the CDO/CDSNCO at building 1554 from 0800-1200

• A check out sheet is required regardless of rank, All Marines require a COMPLETED BATTALION CHECKOUT SHEET

• All Marines will have the appropriate Obligated Service:
  – Conus 2yrs Obligates Service
  – OCONUS 3yrs if accompanied

• IPAC requests at least a 5 business day window to finalize your Orders.
SUMMARY

• Basic Orders
• Types of PCS
• Port Call
• Report of Suitability/Area Clearance
• Government Travel Charge Card
• Entitlements
• Went over the Outbound Interview
Thank You!