



# **Outbound Interview (OBI)**

## **Permanent Change of Station (PCS) Process Member**

**Current as of 28 January 2019**

# Interview Location



MARINE OnLINE

[Logout](#) | [Help](#)

[Home](#) | [Resources](#) | [Unit Leaders](#) | [Reports](#) | [MOL Management](#) | [System Support](#) | [A Few Good... Links](#) | [Users Manual](#) | [Travel](#)

## 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](#)
- [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](#)

### Checklists

#### Special Duty Assignment (SDA) and Independent Duty

- [Combat Instructor \(with instructions\)](#)
- [Drill Instructor Duty \(with instructions\)](#)
- [MSG Detachment Commander Duty \(with instructions\)](#)
- [Recruiting Duty \(with instructions\)](#)
- [Financial Worksheet](#)

#### Overseas Screening

- [NAVPERS 1300/16](#)
- [NAVMED 1300/1](#)
- [NAVMED 1300/2](#)
- [DD Form 2807-1](#)

The Outbound Interview will be available after Basic Orders have been issued by HQMC and the information is resident in MCTFS.



# No Current Orders Display



## Outbound Interview

| [MOL Home](#) | [Logout](#)

### Authorization Error

You have no pending Outbound Interview action to complete at this time.

Please return when you receive PCS or PCA orders, your retirement is approved, or when you are within 180 days of Separation.

- This screen will display when there are no active Basic Orders issued by HQMC from which to meet the data requirements to build the Outbound Interview.
- Marines that do have orders and still receive this message are advised to contact their Installation Personnel Administration Center or Administrative Office for further research.

# Orders Information



**Outbound Interview** | PCS-CC Order Interview: GYSGT | (MOL In Progress) | MOL Home | Logout

**Orders Information**

Dependent Verification  
Travel Plan  
Pay Entitlements  
Contact Information  
Submit Package

**Orders Information**

**FMCC:** 1A5  
**REPORT NO EARLIER THAN:** 2019-07-01

**COMMAND:** MAWTS-1 TECOM YUMA AZ  
**REPORT NO LATER THAN:** 2019-07-31

**TOUR:** 36 MONTHS, CONUS (OPERATIONAL-FROM/WITHIN CONUS)  
**BILLET:** 7242, E7

**Order History**

| Text   | DATE       | Type           |
|--|------------|----------------|
| DATE DESIGNATED DIRECT AND TRANSFER MARINE TO PROCEED AND REPORT NOT EARLIER THAN 01 JUL 2019 AND REPORT NOT LATER THAN 31 JUL 2019 TO MAWTS-1 TECOM YUMA AZ (MCC 1A5) FOR DUTY IN BILLET MOS 7242. PER MCO P1300.8R PARA 1102.2 SUBJECT NAMED MARINE MUST HAVE 2 YEARS OBLIGATED SERVICE UPON ARRIVAL AT THE GAINING DUTY STATION. THESE ORDERS ARE NOT AUTHORITY TO EXTEND/REENLIST EXCEPT IN ACCORDANCE WITH MCO 1040.31. IF SNM DOES NOT HAVE SUFFICIENT OBLIGATED SERVICE TO COMPLY WITH THE PRESCRIBED TOUR LENGTH AND WILL NOT EXTEND/REENLIST, DO NOT DETACH SNM AND NOTIFY MMEA VIA NAVAL MESSAGE WITHIN 20 DAYS OF RECEIPT OF ORDERS. ENSURE SERVICE RECORD, HEALTH RECORD, DENTAL RECORD, AND COPIES OF ORDERS ACCOMPANY THE MARINE. FOR RELOCATION ASSISTANCE INFORMATION PRIOR TO PCS, SEE YOUR INSTALLATION RELOCATION ASSISTANCE PROGRAM MANAGER, OR ACCESS MILITARY ONE SOURCE ON THE WEB AT WWW.MILITARYONESOURCE.COM. MARINE IS ENCOURAGED TO ACCESS THE MOST CURRENT INFORMATION ON FAMILY MEMBER TRICARE PRIME, AND TRANSFER THEIR ENROLLMENT TO THE NEW REGION VIA THE ONLINE WEB SITE AT WWW.TRICARE.MIL/ENROLLMENT. IF YOU HAVE SCHOOL AGED DEPENDENTS THAT WILL ACCOMPANY YOU ON THESE ORDERS, ENSURE YOU CHECK OUT AND CHECK IN WITH THE INSTALLATION SCHOOL LIAISONS TO ASSIST IN THE EDUCATIONAL TRANSITION OF YOUR STUDENT. A LISTING OF SCHOOL LIAISONS CAN BE FOUND AT HTTPS://WWW.MANPOWER.USMC.MIL/PORTAL/PAGE/PORTAL/M_RA_HOME/MF/FAMILY%20CARE/SCHOOL%20LIAISON%20PROGRAM. | 2018-09-13 | Original Order |

[Print Basic Orders](#)

The "Interview Status" updates when action is taken throughout the interview process.

- This information is generated from the Marine's Basic Orders.
- If the information is not correct/current, inform your command's S-1/G-1 so a PIR can be submitted to the MISSO via the MISSA/MISSO Portal for correction.

# Dependent Verification



Orders Information

**Dependent Verification**

Travel Plan

Pay Entitlements

Contact Information

Submit Package

## Dependent Verification

Are your below family members displayed correctly?

Yes

No

| DEPENDENTS | DOB      | RELATIONSHIP        | LOCATION |
|------------|----------|---------------------|----------|
|            | 19840319 | SPOUSE              |          |
|            | 20100311 | LEGITIMATE SON      |          |
|            | 20160107 | LEGITIMATE DAUGHTER |          |
|            | 20160107 | LEGITIMATE SON      |          |

- The Dependent Tab now know as the Dependent Verification tab now list all dependents and ask the member whether the dependents are traveling with the member.



# Travel Plan

Orders Information

Dependent Verification

**Travel Plan**

Pay Entitlements

Contact Information

Submit Package

Leave / Travel Dates

Dependent Travel

Travel Summary

\* When would you like to depart your current command?  ⓘ

\* When would you like to arrive at your next command?   ⓘ

\* When do you plan to start traveling to your next command?  ⓘ  Same as Departure Date

Travel Days: 7

Requested Annual Leave: 23 Available Leave Balance: 41.5 ⓘ

Requested PDMRA: 0 Available PDMRA: 0

House Hunting PTAD Requests

| Organization   | Actual Start Date | Actual End Date | Requested Start Date | Requested End Date | # Days | Request Status |
|--|-------------------|-----------------|----------------------|--------------------|--------|----------------|
| No results for PTAD returned, submit request through the MOL Leave and Liberty Module if required. |                   |                 |                      |                    |        |                |

\*\*Note: Per MCO 1050.33 leave periods of 46 days or more must be approved by CMC (MMEA, MHOA, or RA) as applicable.

Leave Address

Type:

\* Address:

\* State:

- Once the Marine enters the dates they wish to 'Depart' and 'Arrive', the amount of "Requested Annual Leave" days will automatically update based on the information the Marine inputs for Estimated Date of Departure (EDD), Estimated Date of Arrival (EDA), Travel Days, and if applicable, Post Deployment Mobilization Respite Absence (PDMRA) days available.
- "Travel Days", "Available Leave Balance" and "Available PDMRA" will be automatically generated from MCTFS.

- The date the Marine elects to 'Start Traveling' is the date that they expect to physically depart the area and begin travel to their next command. Travel Advances, if elected, will be paid approx. 10 days prior to this date.



# Dependent Travel

Orders Information  
Dependent Verification  
**Travel Plan**  
Pay Entitlements  
Contact Information  
Submit Package

Leave / Travel Dates   **Dependent Travel**   Travel Summary

Select the dependents that are traveling with you.

| Traveling With Member |          |
|-----------------------|----------|
| Name                  | Relation |
| None Selected         |          |

| Dependents Not Traveling |                     |
|--------------------------|---------------------|
| Name                     | Relationship        |
|                          | SPOUSE              |
|                          | LEGITIMATE SON      |
|                          | LEGITIMATE DAUGHTER |
|                          | LEGITIMATE          |

• This tab allows the member to select which dependents are planning to travel with the member.

**Select Travelers**

|                                     | Name | Relation            |
|-------------------------------------|------|---------------------|
| <input checked="" type="checkbox"/> |      |                     |
| <input checked="" type="checkbox"/> |      | SPOUSE              |
| <input checked="" type="checkbox"/> |      | LEGITIMATE SON      |
| <input checked="" type="checkbox"/> |      | LEGITIMATE DAUGHTER |
| <input checked="" type="checkbox"/> |      | LEGITIMATE SON      |

# Dependent Travel



- Orders Information
- Dependent Verification
- Travel Plan**
- Pay Entitlements
- Contact Information
- Submit Package

- Leave / Travel Dates
- Dependent Travel**
- Travel Summary

Select the dependents that are traveling with you. [+ Select Dependents](#)

| Traveling With Member |          |
|-----------------------|----------|
| Name                  | Relation |
| None Selected         |          |

[+ Create a Separate Travel Plan](#)

| Dependents Not Traveling |                     |
|--------------------------|---------------------|
| Name                     | Relationship        |
|                          | SPOUSE              |
|                          | LEGITIMATE SON      |
|                          | LEGITIMATE DAUGHTER |
|                          | LEGITIMATE SON      |

**Create Travel Plan 2**

| Select Travelers                    |                     |
|-------------------------------------|---------------------|
| <input checked="" type="checkbox"/> | Relation            |
| <input checked="" type="checkbox"/> | SPOUSE              |
| <input checked="" type="checkbox"/> | LEGITIMATE SON      |
| <input checked="" type="checkbox"/> | LEGITIMATE DAUGHTER |
| <input checked="" type="checkbox"/> | LEGITIMATE SON      |

**Origin:**  Current Duty Station  Other Location  
Cherry Point, North Carolina 28533

\* **Depart Date:** 2019-07-01

\* **Method of Travel:** Select One

**Destination:** Yuma, Arizona 85369

\* **Arrival Date:** 2019-07-31

- Selecting the Create a Separate Travel Plan button allows the member to create a new itinerary and add the dependents that are not traveling with the member to it.

# Travel Summary



Orders Information  
Dependent Verification  
**Travel Plan**  
Pay Entitlements  
Contact Information  
Submit Package

Leave / Travel Dates    Dependent Travel    **Travel Summary**

Travel Plan 1

| Traveler |  | Relationship |        |
|----------|--|--------------|--------|
|          |  |              | MEMBER |

Stops + Add Stop

| Date                 |        | Location                           | Type        | Method of Travel | Action |
|----------------------|--------|------------------------------------|-------------|------------------|--------|
| 2019-07-01           | Depart | Cherry Point, North Carolina 28533 | Origin      | Select One       |        |
| <input type="text"/> | Arrive | TBD                                | Leave       | Select One       |        |
| <input type="text"/> | Depart |                                    |             |                  |        |
| 2019-07-31           | Arrive | Yuma, Arizona 85369                | Destination |                  |        |

Not Traveling

| Name | Relationship        |
|------|---------------------|
|      | SPOUSE              |
|      | LEGITIMATE SON      |
|      | LEGITIMATE DAUGHTER |
|      | LEGITIMATE SON      |

Select One

- Select One
- Private Vehicle
- Private Aircraft
- Private Vessel
- Commercial Aircraft
- Commercial Bus
- Commercial Train
- Commercial Vessel
- Government Aircraft

The modes of travel displayed will be limited based off of the type of orders received. ( i.e., Overseas Travel )



# Advance Pay and Travel Advance

Orders Information  
 Dependent Verification  
 Travel Plan  
**Pay Entitlements**  
 Contact Information  
 Submit Package

Adv Pay/Travel Adv

Travel Entitlements

## 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 months 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 months 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 months 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.

I have, or will have prior to PCS, a Government Travel Charge Card (GTCC).   [i](#)

Other Advance Requests: **(Must be processed by your IPAC, selecting any of the below options will not effect payment until your interview is certified.)**



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.

Advance Member Travel:

Advance Member Dislocation Allowance:

Advance Dependent Travel:

- MARADMIN 001/16 mandates the use of the Government Travel Charge Card (GTCC) during a Marine's PCS travel for all travel and DLA expenses.

- The options for member travel advances will only appear if "No" is selected for GTCC.
- When a Marine is not able to obtain a GTCC due to reasons outlined in MARADMIN 001/16, an endorsement must be provided when the advance travel request is submitted to the DO/FO.
- The endorsement is not required for 'Advance Dependent Travel' when dependents are traveling non-concurrently with the Marine and 'Separate Travel' is elected.

# Pay Entitlements



Orders Information  
Dependent Verification  
Travel Plan  
**Pay Entitlements**  
Contact Information  
Submit Package

**Adv Pay/Travel Adv**   **Travel Entitlements**

The following information is provided as a summary of the Estimated Travel Allowances based off of 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. Information regarding the mandatory use of the GTCC can be found in MARADMIN 001/16. A YouTube video is also available and provides an overview of the use of the GTCC during PCS travel: [Mandatory Use of GTCC During PCS](#).

Here is the estimated amount of travel entitlements you will receive: \$8,047.00

Disclaimer: The estimated amount shown is subject to change based upon actual travel performed. Final travel settlement may be less than the estimated amount. Travelers must ensure that all travel performed is in accordance with established regulations.

| Travel Allowance Estimates |            |
|----------------------------|------------|
| Member Per Diem:           | \$1,043.00 |
| Family Member Per Diem:    | \$2,346.00 |
| Dislocation Allowance:     | \$2,658.00 |

  

| Total Amount of Estimated Travel Allowances |            |
|---|------------|
| Member Total Allowances:                    | \$3,701.00 |
| Family Member Total Allowances:             | \$2,346.00 |

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 commander 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 in 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.

- Marines will be provided with an estimate of travel allowances which will be generated at the time the order is imported to the interview.
- Modifications to the orders may adjust the estimated travel allowance.
- The estimated travel allowance will not adjust from any changes made within the interview.



# Contact Info

Orders Information  
Dependent Verification  
Travel Plan  
Pay Entitlements  
**Contact Information**  
Submit Package

**Current Contact Information**    Emergency Contact Information

**Current Mailing Address:**

Type:

\* Address:

\* State: NORTH CAROLINA

\* City: HAVELOCK

\* Zip:

**Physical Address:**

Same As Mailing Address:

Type:

\* Address:

\* State: NORTH CAROLINA

\* City: HAVELOCK

\* Zip:

**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:

- The Marine's contact information will be auto-generated from information pulled directly from MCTFS.
- The Marine will then verify this information and make any applicable changes if necessary.
- Once the Outbound Interview is Certified by the orders issuing authority, any changes made to the Marine's contact information will be updated in MCTFS to reflect what was submitted in the interview.

# Emergency Contact



Orders Information

Dependent Verification

Travel Plan

Pay Entitlements

**Contact Information**

Submit Package

Current Contact Information

**Emergency Contact Information**

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.

\* First Name:

Middle Initial:

\* Last Name:

\* Relationship:

Physical Address:

Type:      

\* Address:

\* State:

\* City:

\* Zip:

\* Phone:

- The Marine can enter the contact information for someone that is not traveling with them. This information can be used by the command in the event of an emergency.

# Submit Package



Orders Information

Dependent Verification

Travel Plan

Pay Entitlements

Contact Information

Submit Package

## Submit Package

Comments/Attachments

Comments

Attachments

**Comments:**

4000 characters remaining.

Save Comment

|                                      |  |
|--------------------------------------|--|
| <b>SGT</b><br>28 Aug 2018 @ 0603 CST | Travel Entitlements Obtained from MCPDT.                         |
| <b>SGT</b><br>28 Aug 2018 @ 0603 CST | ***System Generated*** Interview transitioned to MOL In Progress |
| <b>SGT</b><br>28 Aug 2018 @ 0604 CST | Basic Order receipt acknowledged by member.                      |

- Selecting the “Submit For Review” button will prompt the interview to validate for errors.
- If there are errors, the Marine will be prompted to fix them prior to submission.
- If there are no errors, a historical statement will be added stating the package was submitted.
- Once submitted it will be available for review by the MOL Reviewer/Approver prior to submission to the order issuing authority.



# Submit Package cont.

Comments/Attachments

Comments Attachments

**Attachments:**

Add a File by clicking the Browse button, typing a remark, and clicking the Add button.

255 characters remaining in remark.

| Contributor       | File Name | Description | Remove |
|-------------------|-----------|-------------|--------|
| No records found. |           |             |        |

- Before you submit your pack you have the option to add any final attachments saved to your desktop.



# Help

Orders Information - Internet Explorer provided by DoD

MOL Home | Logout

Show << >>

## Orders Information

This page is the first screen to complete prior to submitting the completed package for approval, prior to being issued Permanent Change of Station (PCS) or Permanent Change of Assignment (PCA) orders. This page lists information about your next duty station and your estimated departure and arrival dates as applicable. Information input is saved when using the navigation menu to move between screens.

**How do I get here?**

Select the **Orders Information** link from the left menu.

OR

Select the **Back** button from the [Dependent Verification](#) page.

In this Topic [Hide](#)

- [PCS/PCA](#)
- [Permanent Mailing Address](#)
- [Home of Selection](#)
- [Notification](#)

### PCS/PCA

Complete the following during the PCS/PCA interview:

- **Orders Information** - Current page.

- The “Help” hyperlink will display a pop-up window with information that explains more in-depth information regarding the Outbound Interview.
- This information displayed changes dependent upon which screen the Marine is on when selecting “Help”.



# Outbound Interview

