

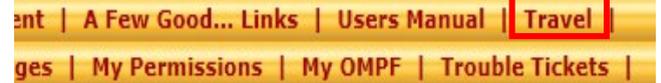
Quick Start Guide

Completing an IBI

The Inbound Interview (IBI) module is an electronic method of processing a newly joined Marine. *Please enter information completely and accurately to avoid errors or delays in processing.*

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1 Log in to MOL at <https://mol.tfs.usmc.mil/>



2 Click on the "Travel" menu item

Individual Member

3 On the left side of the screen click on "Inbound Interview"

- Outbound Interview
- **Inbound Interview**
- View Basic Orders
- Historical Vouchers
- Travel Voucher (Travel only, D)

4 You will be prompted to **confirm** the date you reported to the unit. If you do not see this option contact your Unit administration section.

Please note, this date **WILL** affect your pay and allowances if incorrect.

Is this date correct?* Yes No

5 Click on the "Download Reporting Endorsement" to download a copy of your reporting endorsement for your records.

Report Date has been confirmed.

Download Reporting Endorsement

6 Confirm Or Update Personnel Information.

A screenshot of the 'Personal Information' tab in the MOL Inbound Interview form. The form has four tabs: 'Reporting Information', 'Personal Information', 'Family Information', and 'Summary'. The 'Personal Information' tab is active. The form contains the following text: 'Is all of your contact information below correct? Yes No'. Below this is a list of contact information: 'Physical Address: 123 Marine, Marine, USMC 177599', 'Mailing Address: 123 Marine, Marine, USMC 177599', 'Work Phone: 555-555-5555', 'DSN Prefix: 555', 'Cell Phone: 555-555-5555', 'Home Phone: 555-555-5555', 'Work Email: Marine@usmc.mil', 'Personal Email: Marine@aol.com', and 'Secondary Email:'. A red box highlights the entire form content.

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- 7 **Update** or **confirm** family information. Ensure each Family member is or isn't Claimed for BAH. If the Member doesn't have dependents this tab will not appear.

Dependency Status Certification			
Name	Address	Update All	Claimed for BAH
Y	123 Marine Marine, USMC 177599	Update	<input type="radio"/> Yes <input type="radio"/> No
A	123 Marine Marine, USMC 177599	Update	<input type="radio"/> Yes <input type="radio"/> No

- 8 Review and submit Interview by **clicking** on "Submit Inbound Interview"

✓ Reporting Information ✓ Personal Information ✓ Family Information ✓ **Summary**

Toggle All

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Reporting Information

Report Date: 2019/12/10
BHQS: 0111
Billet Description: Admin SNCOIC
BIC: M00318EX104
Company Code: B
Work Station:
Platoon Code: 0051

Personal Information

Physical Address: 123 Marine, Marine, USMC 177599
Mailing Address: 123 Marine, Marine, USMC 177599
Work Phone: 555-555-5555
DSN Prefix: 555
Cell Phone: 555-555-5555
Home Phone: 555-555-5555
Work Email: Marine@usmc.mil
Personal Email: Marine@aol.com
Secondary Email:

Family Information

Dependency Status Certification

Previous Save **Submit Inbound Interview** 8

What happens next?

After submitting your IBI, it will be pending review by the appropriate Command personnel in your unit for determination of what action needs to occur.