

Individual Member Inbound Interview (IBI)

MARADMIN 193/21 introduced the use of the IBI process in MOL. Check with your command upon arrival to determine if the command is utilizing the IBI process.

The IBI process will allow the individual to update personal information that is required upon check in which was previously report by the administrative section.

Log On to Marine Online (MOL)

1. Access the MOL Home page:
<https://www.mol.usmc.mil>
2. Enter CAC or Username and Password
3. Select **Login**
4. A link to reset your password is available by selecting **Forgot your Password? Click here!** Security questions are case sensitive.
5. Members may need to adjust their compatibility settings and enable Pop-ups.
6. MOL Help Desk contact information:
(816) 394.7232 (0730-1630 CST)
MOL.Helpdesk@usmc.mil

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MOL IBI

Once logged into MOL select the **TRAVEL** tab, under the section **Individual Member** and then select **Inbound Interview**

Individual Member

- [Outbound Interview](#)
- [Inbound Interview](#)
- [View Basic Orders](#)
- [Historical Vouchers](#)
- [Travel Voucher](#) (Travel only, DO NOT use for property claims)

Reporting Information

You will be prompted to verify your reporting date to your new command.

If the date is correct select **YES** and move forward. If the date is incorrect select **NO** and notify your command the date was improperly set so they can take corrective action.

Report date has a direct impact on your pay and allowance.

Personal Information

The personal information tab will require the member to update the physical Address, mailing address, phone number and email address.

These updates will be transmitted to the member's official personnel record.

Family Information

The Family Information tab is displayed for those Marines that have family members.

Upon arrival to a new duty station a member is required to re-certify their basic allowance for housing (BAH). The member will re-certify BAH on this page.

The member will update the family member(s) address. Address can be updated individually or all can be updated to the same as the member's.

When the member has gained a new family member and they are not display; the service member must contact the administrative section for corrective action. Once reported in MCTFS the member can refresh family members in the IBI.

Summary

The summary allows the member to review all information submitted prior to submission of the IBI. If the information displayed is incorrect return to the section to make corrections.

Upon submission of the IBI, PCS moves will direct the member to the Travel Voucher Interview (TVI).

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HELP

The help icon is displayed in the upper right hand corner of every screen in the IBI. Selecting the help icon will provide guidance for completing the IBI.

Frequently Asked Questions (FAQs)

Can I use the Safari browser to complete by IBI?

Yes, if you are receiving an error message copy the below link into your browser to continue.

<https://mol.tfs.usmc.mil/tvi/ibiTemp/home.e.xhtml>

How do I fix my compatibility view error?

The following screen shots are provided with instructions.

Compatibility View Settings

