Outbound Interview

Separation Process (Member)

Current as of 19 February 2019
Interview Location

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 Separation Interview will be available when the Marine is within 180 days of his/her Expiration of Active Service (EAS) and/or when a HQMC approved separation has processed in MCTFS.
No Current Orders Display

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 is displayed when there are no active interviews for the Marine.
- Marines that are within 180 days of their EAS, or have a HQMC approved separation and still receive this message, are advised to contact their administrative chain for further research and appropriate corrective action.
The Marine may select the option to stay in the local area.
In the event that dependent information is either missing or incorrect, the Marine can reload the dependent verification page.
Dependent Info

Dependent Verification

Are your below family members displayed correctly?

Would you like to refresh the list with current information from the Marine Corps Total Force System (MCTFS)?

<table>
<thead>
<tr>
<th>DEPENDENTS</th>
<th>DOB</th>
<th>RELATIONSHIP</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>19810611</td>
<td>SPOUSE</td>
<td></td>
</tr>
<tr>
<td></td>
<td>20050426</td>
<td>DEPENDENT SON</td>
<td></td>
</tr>
<tr>
<td></td>
<td>20100330</td>
<td>LEGITIMATE DAUGHTER</td>
<td></td>
</tr>
<tr>
<td></td>
<td>20150531</td>
<td>LEGITIMATE SON</td>
<td></td>
</tr>
</tbody>
</table>

- If family members are not displayed correctly you can refresh the page and any dependents that have been added recently will show on the page.
The Leave and Travel tab allow the member to choose what day they wish to depart, how much leave, PTAD, or PDMRA they wish to take.
The Dependent travel tab allows you to choose which dependents are traveling with or without you and to create a separate travel plan for their travel.
The travel Summary tab allows the member to choose what mode of travel they will use for both the member and their dependent.
Travel Entitlements

Upon Separation from the Marine Corps you are entitled to the reimbursement of travel and transportation from your current Permanent Duty Station to your Home of Record.

The estimated reimbursement can currently only be calculated to your Home of Record that is resident in the Marine Corps Total Force System. However, if you are a Retiree and will be choosing a Home of Selection other than your Home of Record you may contact your supporting Finance Office for an updated estimate.

Here is the estimated amount of travel entitlements you will receive upon submission of your final travel claim: $X,XXX
Note: This estimate will not be presented until your reporting unit (RPAC) certifies your DMO endorsement and/or separation orders.

**Travel Allowance Estimates**

- Member Per Diem: $0.00
- Member Mileage Allowance: $0.00
- Family Member Per Diem: $0.00

**Total Amount of Estimated Travel Allowances**

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

- The Travel Allowance Estimates are provided on this screen based off of the information available within the interview, following the certification of the DMO letter and/or the interview.

- Please note that this is only an estimate of the Marine’s projected reimbursable expenses for planning purposes and actual reimbursement amounts may vary.
The Marine’s contact information will be auto-populated from information pulled directly from MCTFS.

The Marine must then verify this information and make any applicable changes.

Once the Outbound Interview is approved by the MOL Unit Leader, any changes made to the Marine’s contact information submitted within the interview will be updated in MCTFS.
Emergency Contact

- Emergency contact information does not auto populate, and the information provided must be someone who is not traveling.
Selecting the “Submit For Review” button will prompt the interview to complete an initial validation 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 to the package when submitted.
- Once submitted, it will be available for review by the MOL Reviewer/Approver prior to submission to the order issuing authority.
Once the package is in a “Submitted” or “Reviewed” status, the Marine is still able to access the Interview. However, a pop-up message will display stating that the Marine must take ownership of the interview in order to edit it.

Marines will be able to return to the Interview after it has been submitted in order to check the status of the Interview and verify an estimate of the travel entitlements.
• Selecting the “Help” hyperlink will display a pop-up with information about the Outbound Interview.

• The information presented changes based on which screen the Marine is currently viewing when “Help” is selected.
The DMO Endorsement is needed in order to complete a separations move in Move.mil.

Once the DMO Endorsement is certified, the Marine is able to access it from the “Attachments” tab within the “Submit Package” page.

The SDN is used as the “Order Number” on Move.mil. Once the DMO Endorsement is certified, the SDN will be available on the “Travel Info” page as well as the DMO Endorsement.
Outbound Interview