



Outbound Interview (OBI) Separation Process

Headquarters Marine Corps Service Battalion Henderson Hall
Regional Personnel Administrative Center

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

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 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.

Member Information

Marine Information

Dependent Verification

Travel Plan

Pay Entitlements

Contact Information

Submit Package

Marine Information

Separation Information

Final physical/dental should be scheduled not less than 6 months before the effective date of separation to allow time for necessary medical treatment and/or disability processing. Transition Readiness Program (TRP) is mandatory and attendance is preferred between 12 to 14 months prior to effective date of separation.

Final Physical:

Transition Readiness Program:

Expiration Of Active Service: 20191231

Retirement/Transfer to FMCR Date: 20191231

Home Of Record: MECHANICSVILLE, MD

* Home Of Record Zip Code:

* Place From Which Called/Ordered to Active Duty (PLEAD):

Permanent Mailing Address

Type:

* Address:

* State:

* City:

* Zip:

* Phone Upon Separation:

Will be Staying in the Local Area:

The Marine may select the option to stay in the local area.

Home of Selection

Same As Permanent Mailing Address:

Next

Save

Dependent Information

Marine Information

Dependent Verification

Travel Plan

Pay Entitlements

Contact Information

Submit Package

Dependent Verification

Are your below family members displayed correctly?

DEPENDENTS	DOB	RELATIONSHIP	LOCATION
	19810611	SPOUSE	
	20050426	DEPENDENT SON	
	20100330	LEGITIMATE DAUGHTER	
	20150531	LEGITIMATE SON	

- In the event that dependent information is either missing or incorrect, the Marine can reload the dependent verification page.

- ❖ Please note that the information generated for dependents will only allow dependents that are claimed in your record.
- ❖ If a dependent is not listed, please ensure they have been claimed in your record.
 - ❖ YES - Please call Henderson Hall RPAC at (703)-614-7171
 - ❖ NO - Please come speak with the Henderson Hall RPAC-Command Support

Travel and Leave Information

Marine Information
Dependent Verification
Travel Plan
Pay Entitlements
Contact Information
Submit Package

Leave / Travel Dates Dependent Travel Travel Summary

Your End of Active Service Date is: 20191231

* Your Estimated Departure Date: ⓘ ←

* Your estimated date to start travel to final destination: ⓘ Same as Departure Date ←

* Your estimated date to arrive at final destination: ⓘ ←

Available: Days Requested:

Leave Balance: 81.5 ←

Leave to Sell: 60 ←

PDMRA Balance: 0 ⓘ ←

Transitional PTAD: ⓘ ←

All transitional PTAD must be completed/approved through the MOL leave/liberty module.

Transitional 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.						

←

*Please ensure that you have accounted for any planned leave periods prior to selecting your estimated date of departure.
If you do not account for leave that you plan on taking, it could impact your estimated date of departure.

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.

Dependent Travel Information

Marine 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
	DEPENDENT SON
	LEGITIMATE DAUGHTER
	LEGITIMATE SON

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.

Travel Summary Information

Marine 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

Date		Location	Type	Method of Travel	Action
2019-12-31	Depart	Cherry Point, North Carolina 28533	Origin	Private Vehicle	
	Arrive	TBD	Destination		

Personally Owned Vehicles

Total Number of POVs driven by you: 1

Not Traveling

Name	Relationship
	SPOUSE
	DEPENDENT SON
	LEGITIMATE DAUGHTER
	LEGITIMATE SON

Method of Travel

Private Vehicle

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

The travel Summary tab allows the member to choose what mode of travel they will use for both the member and their dependent.

Pay Entitlements-Travel

Marine Information
Dependent Verification
Travel Plan
Pay Entitlements
Contact Information
Submit Package

Travel Advance **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.XX
Note: This estimate will not be presented until your reporting unit (IPAC) 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.

- ❖ For calculations of travel, please review the Defense Travel Management Office
 - ❖ Per Diem Rate Lookup
 - ❖ Mileage Rates

Contact Information

- 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.

Marine Information
Dependent Verification
Travel Plan
Pay Entitlements
Contact Information
Submit Package

Current Contact Information Emergency Contact Information

Current Mailing Address:

Type:   

* Address:

* State: MARYLAND

* City: LEXINGTON PARK

* Zip: 20853

Physical Address:

Same As Mailing Address: Yes No

Type:   

* Address:

* State: MARYLAND

* City: LEXINGTON PARK

* Zip: 20853

Phone Number:

Home:

Work:

DSN Prefix: 582

Cell:

Email:

Work:

Personal:

* Email Upon Separation: Work Email Personal Email

Emergency Contact Information

- Marine 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:**

- Emergency contact information does not auto populate, and the information provided must be someone who is not traveling.

Submitting Package Attachments

SEP Order Interview : GySgt (ADMIN CERTIFIED)

SUBMIT PACKAGE

Reenlistment Eligibility Code: 2A - TRANSFERRED TO FMCR BEFORE REACHING MAXIMUM SERVICE LINATION FOR GRADE

Comments Attachments

Date and Time	Contributor	File Name	Description
20160801 @ 0846	GySgt (UDMIPS Certifier)*	GySgt	SEP DMO Endorsement.pdf

- 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

Back

Submitting Package

SEP Order Interview : (MOL IN PROGRESS)

SUBMIT PACKAGE

Marine Information
Contact Info
Travel Info
Leave
Dependent Info
Emergency Contact
Travel Advance
Travel Entitlements
Submit Package

Comments Attachments Proficiency/Conduct Marks

4000 characters remaining.

Save Comment

Cpl Devil Dog 19 Jan 2017 @ 1307 CST	Travel days adjusted to 0 days.
Cpl Devil Dog 19 Jan 2017 @ 1251 CST	***System Generated*** User Chose to Edit Submitted Interview

Submit For Review

- 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.

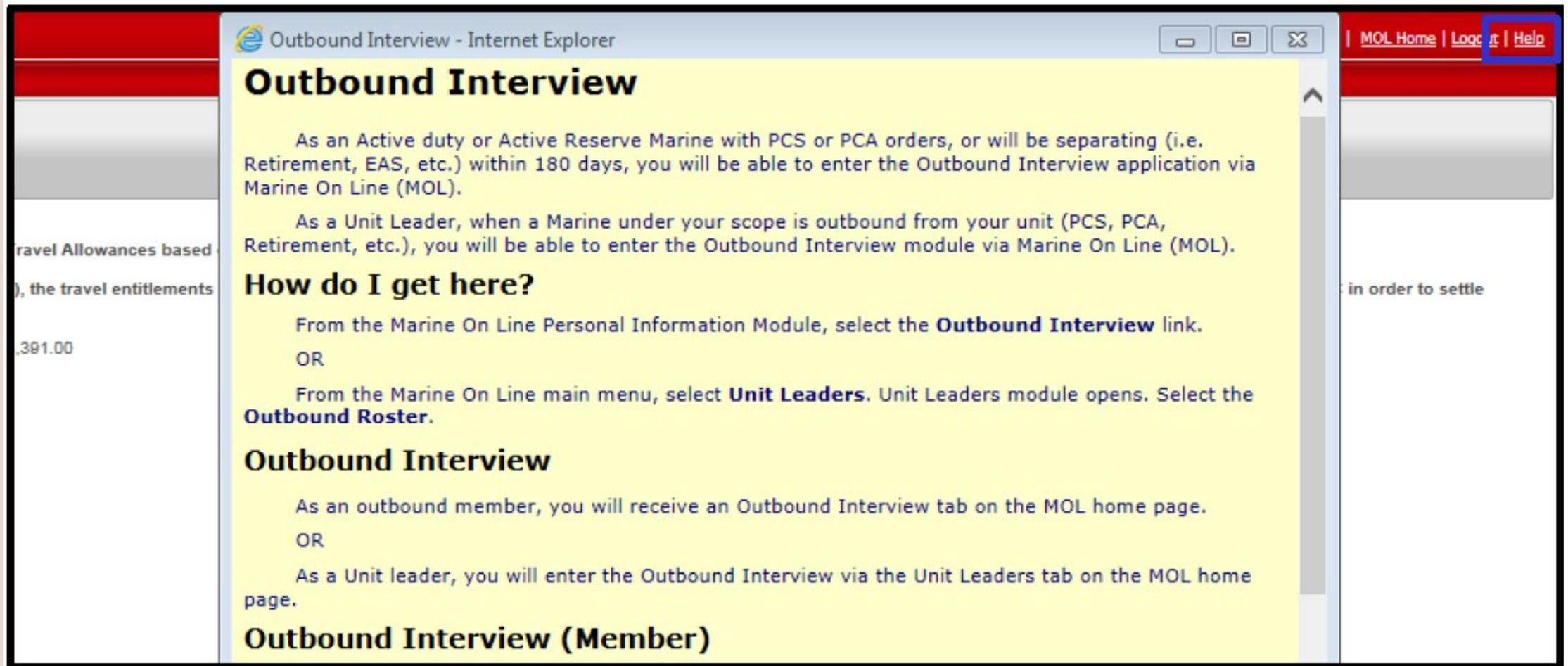
Edit Outbound Interview (OBI) while in Submitted Status

NOTICE

⚠ This interview is in a Submitted status. Select Edit if you would like to pull it back to make changes and resubmit, or select View Only if you only want to view it and do not want to change the interview's current submitted status.

- 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.

Outbound Interview (OBI) Information



The screenshot shows a web browser window titled "Outbound Interview - Internet Explorer". The browser's address bar and navigation buttons are visible. The page content is highlighted in yellow and includes the following text:

Outbound Interview

As an Active duty or Active Reserve Marine with PCS or PCA orders, or will be separating (i.e. Retirement, EAS, etc.) within 180 days, you will be able to enter the Outbound Interview application via Marine On Line (MOL).

As a Unit Leader, when a Marine under your scope is outbound from your unit (PCS, PCA, Retirement, etc.), you will be able to enter the Outbound Interview module via Marine On Line (MOL).

How do I get here?

From the Marine On Line Personal Information Module, select the **Outbound Interview** link.

OR

From the Marine On Line main menu, select **Unit Leaders**. Unit Leaders module opens. Select the **Outbound Roster**.

Outbound Interview

As an outbound member, you will receive an Outbound Interview tab on the MOL home page.

OR

As a Unit leader, you will enter the Outbound Interview via the Unit Leaders tab on the MOL home page.

Outbound Interview (Member)

On the right side of the browser window, a navigation menu is visible with links for "MOL Home", "Logout", and "Help". The "Help" link is highlighted with a blue box.

- 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.

Thank you, please feel free to contact
the Henderson Hall RPAC-Separations
Team if you have any questions

OUTBOUND OFFICE MAIN:
(703)-614-7171

OUTBOUND SEPARATIONS/RETIREMENTS BRANCH PERSONNEL:

(703)-693-7612

(703)-693-7714

(703)-693-8083