Delayed Dependent Travel Process:

How to bring your dependents before expiration

Who is considered delayed dependent travel?

- Dependent that was approved to stay CONUS for a period of time by MMIB-3 and BAH has been authorized **OR**
- A dependent was on your orders or could have been on your orders but you chose to not bring them for whatever reason and BAH is not authorized **OR**
- Any other situation where you were authorized to bring the dependent at the time you executed orders to Okinawa.

If you did not have the dependent at the time of the orders then you must consult with the Pay/Dependency Section at IPAC for travel. Your movement of dependent may be considered a tour conversion. Tour conversions must go through your Career Planner/S-1.

Steps to bring your dependent

1. Complete ALL FORMS listed below and attach the required documents.
2. **Create an EPAR and submit all forms and documents to the Inbound Branch via EPAR. Put "Attention Inbound – Delayed Dependent Travel" in your EPAR. Provide us with a working personal email to add to the request. This will allow you to be on the email chain for when we submit your portcall and you will be notified once it's been approved.** Follow up with an email at mcbbutleripacinbound@usmc.mil with reference to your EPAR #. **Do not submit documents via email.** Once received we will review and submit this to the Passenger Travel Office for booking.
3. Confirm with your Agency Program Coordinator(usually S-1) that your GTCC is turned on.
4. We will submit a copy of the approval once complete.
5. Once travel is completed you will need to file a travel claim for reimbursement.
6. **Requests for booking travel should be completed at a minimum of 3 weeks in advance.**

Forms Required

(1) Personal Data Form.pdf

(2) Incentive Portcall Request Form.pdf

(3) GTCC Payment Form.pdf

(4) Statement of Understanding Form.pdf

(5) Memorandum Form.pdf

(6) DD Form 884

(7) Original Orders

(8) Basic Orders

(9) Area Clearance for the dependent you want to bring