

## IPAC Inbound Information

<https://www.mcbbutler.marines.mil/Base-Information/IPAC/IPAC-Inbound/>

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Prior to starting the process please review [MARADMINs 207/21](#) , [297/21](#), and [348/21](#)

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**\*\*\*ATTENTION: MARINES, THE NEW INBOUND MODULE IS UP AND RUNNING. PLEASE SEE YOUR S-1 FOR CHECK-IN. YOU SHOULD NOT REPORT TO IPAC. THE JOIN PROCESS WILL BE COMPLETED VIA YOUR S-1 AND MOL.\*\*\***

## Inbound Interview Process:

In accordance with [MARADMIN 193/21](#), The Inbound Interview Process is now available via MOL. Marines should now visit their S-1 to complete the join process. Please review the process below to complete your join process.

Process Outline:

- Marine Reports to S-1.
- S-1 inputs the date the member arrived to Okinawa.
- The S-1 Approves the date inputted.
- The Member confirms the date inputted.
- Member completes interview via Inbound Interview in MOL
- Member completes travel claim via Travel Voucher Interview in MOL
- S-1 Reviews the interview
- S-1 Approves the Interview
- Member submits an EPAR if applicable with any required pay documents (COMRATS, COLA Forms, M2M Datasheet, and FSA-R Form). EPAR Subject should be "Inbound Interview (IBI)"
- Join Process is complete

### **Important Links:**

[IBI Member Checklist](#)

[IBI Trouble Tickets](#) (for Reporting Errors with IBI)

[S-1 IBI Assistance Page](#)

## Types of Joins:

### **Unaccompanied:**

Members who do not have dependents and will reside in the barracks. These personnel do not receive a delayed join or ROM per diem since they are furnished a room in kind. If you are assigned a ROM barracks room and change rooms you will not rate the per diem for changing barracks rooms. **These members will be joined the day after arrival. Failure to complete IBI processing will cause a significant overpayment. Each day you are not joined is a day that you are being over paid BAH transit if you are single.**

**At no point should a Marine occupy commercial lodging if they are unaccompanied. This will not be reimbursed by disbursing unless there are extraordinary circumstances (No barracks space on the entire island)**

### **Accompanied:**

Members who have command sponsored dependents. The dependents must be listed on an Area Clearance. **The join is the day after arrival.**

### **Join Dates:**

The join date is always the day after arrival. The report date should be inputted in the inbound interview. Example: Member arrives at 2300 on 11 November. The S-1 will set the report date as 11 November. The join will post as 12 November once approved and confirmed. Please keep that in mind and provide your documents accordingly. If there is a delay then the report date will be the date of arrival to Okinawa. This is regardless of the situation (i.e. weather, COVID, etc...).

**Failure to set the report date with the S-1 and confirm it in MOL will cause an overpayment of BAH or COMRATS.**

Please review the III MEF website for the latest on PCS ROM requirements. Your sponsor can assist as well.

## Vaccination Status Info

**Vaccinated personnel:** When traveling AMC-PE to Okinawa, upon arrival VACCINATED personnel will have full access to military installations and can travel from one military installation to another. Please consult with your sponsor on the latest III MEF/MARFORJ COVID Restrictions.

## Self-certify via MOL

Immediately upon arrival please self-certify via MOL. Self-certification will allow us to reduce the time of your appointment. You will also be able to guarantee the accuracy of the information in your record.

The following is best completed through self-certification:

Mailing Address

Work phone number

Home phone number

Work email

ALL Record of Emergency Data Items

To self-certify in MOL you must click on “**Personal Info**” tab

### **Click on Personal Updates**

#### Update Contact Information

For mailing address you must select APO/FPO box

For physical all members **MUST SELECT** foreign address

#### Update Record of Emergency Data

Change information, then Self-Certify

### **Self-Verification of documents to support payment.**

In accordance with [MARADMIN 015/20](#), All payments need to be supported by source documents. The following documents should be verified if they apply:

Dependent Birth Certificates

Marriage certificates

Custody / Child Support Order

Lease agreements for high BAH Cost areas (San Francisco or NYC)

If you are missing these documents in your OMPF, please provide them upon your check in.

Marines can submit these documents themselves by emailing them to [smb.manpower.mmrp@usmc.mil](mailto:smb.manpower.mmrp@usmc.mil). Please write your EDIPI on all documents being sent to OMPF.

## Temporary Lodging Allowance

**\*\*ALL TLA SHOULD BE SUBMITTED VIA EPAR. REVIEW THIS GUIDE THEN SUBMIT ALL DOCUMENTS VIA EPAR\*\***

TLA is to pay for lodging incurred in Okinawa before occupying family type government quarters/housing for MARRIED MEMBERS ON AN ACCOMPANIED TOUR WITH DEPENDENTS PRESENT. At no point should a member without their dependents be housed in the TLF. This will result in non-reimbursable expenses.

### **How to get reimbursed for TLA:**

**-Step 1:** Complete the housing brief via your housing agent. Submit all required documents back to Kadena Housing.

**Step 2: Complete your travel claim via the Travel Voucher Interview on MOL. Then download a copy of the TLA Datasheet Form MCIPAC/III MEF Disbursing/7220/3 (Template on our webpage)**

**Step 3:** Get the TLA Datasheet Form MCIPAC/III MEF Disbursing/7220/3 stamped by the Kadena Housing Office **OR** your housing agency.

Please review the information below:

Housing & Billeting Branch  
DSN: 645-0582/83,  
Building 217  
Lat Long: 26.33920, 127.77269

You must complete this form and have it stamped/certified by the personnel at Kadena or your housing agency prior to IPAC submitting for TLA reimbursement. The form is available on our website.

**-Step 2:** Prepare the TLA Request Form and Appendix C. Submit receipts and TLA Datasheet to IPAC via EPAR. If you are having difficulty please contact us at Email: [mcbbutleripacinbound@usmc.mil](mailto:mcbbutleripacinbound@usmc.mil)

**-Step 3:** Submit receipts and TLA Datasheet, TLA Request Form, Appendix C, and Receipts to IPAC via EPAR. Please add the following note to your EPAR: "Attention IPAC Inbound TLA Section". If you are having difficulty please contact us at Email: [mcbbutleripacinbound@usmc.mil](mailto:mcbbutleripacinbound@usmc.mil)

**-Step 4:** The COMPLETED TLA Request Form, Receipts, and COMPLETED TLA Datasheet will be forwarded to Disbursing for payment via IPAC

### **Summary and additional notes on TLA:**

#### **Documents needed to complete TLA:**

TLA Datasheet Form MCIPAC/III MEF Disbursing/7220/3 – Signed and Dated by Member **AND** Housing and Billeting Office

TLA Request Form – Signed / Dated by Member

Appendix C – Initial / Signed / Dated By Member

Certificate of Non-Availability if applicable (staying at a hotel not coordinated by TLF)

WestPac Receipts with \$0.00 balance

Hilton Hotel JMUPS Receipt

GOVCC Statement of Pending Charges

**Your lodging receipts must be itemized by night. We cannot accept a receipt for a lump sum payment.**

**Notes-**

TLA Stops the day prior to occupying quarters. I.e. if you occupy on the 5<sup>th</sup> the last payment of TLA is the 4<sup>th</sup>.

Your Travel claim must be submitted to submit for TLA.

TLA is paid in a maximum of 10 day increments.

You will not be reimbursed more than 30 days of TLA without a special waiver.

You must complete the housing brief within 2 days of arrival.

For your final payment of TLA after checkout you must present either a completed OHA Form or Quarters Occupancy Form from the Kadena Housing Office.

Lastly, **IPAC does not pay out TLA**, we are simply the liaisons between you and disbursing. Our goal is to get you reimbursed as easily as possible.

More information on TLA can be found on our webpage under "TLA Process"