

JRC New Joins Checklist

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

3/15/2021

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IPAC Process Simplified

All Members new to Island must be joined in the Marine Corps Database to their respective units. This starts pay and entitlements while providing an opportunity to seek reimbursement for the inconveniences of travel.

Failure to complete this process WILL RESULT IN A PAY ISSUE!

Process Steps:

1. Arrive to island and turn in SRB, orders, reporting endo, and any documents to support your claim such as receipts.
2. IPAC collects these documents at the airport.
3. We immediately join you and wait for your arrival at the [Joint Reception Center Brief](#) to conduct your audit and claim.
4. At the [Joint Reception Center Brief](#) you will need to have all documents required on the checklist [below](#).
5. Once complete we will process your audit and claim.
6. You will receive up to \$2000 after 30 days if the process is complete.
7. Not all areas of your record will be updated. To update them completely you must register for an [MOL Account](#) and [self-certify](#) your record.

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1. Before your arrival to Island – Guide for Sponsors and S-1

JRC is for Unaccompanied, E5 and below Marines only. E6 and above or accompanied should refer to the IPAC New Joins Guide for inbound processing information.

Prior to arrival to the island, Marines should utilize whatever resources they have available to maintain a digital copy of all documents pertaining to travel. Utilizing the check-in checklist Marines can scan the documents and save them for later as there will be many requests for their documents upon arrival.

As a sponsor or the S-1, you should request the documents in order to aid the Marine during the join process.

Contact should be made with either the IPAC or the JRC to inquire about the upcoming JRC Brief. Typically they run on Mondays at the base theater or building 495 on Camp Foster. A lack of participation in JRC for junior Marines will cause pay issues.

Prior to Marines arrival the sponsor should instruct the Marines to register in MOL and create an account. Once an account is established the Marine should self-certify and update their information. This will allow for a faster and smoother JRC Admin Process.

Once a Marine completes the JRC process they can be expected to receive payment for a travel claim within 3 weeks of attending. If a Marine does not receive payment they could contact IPAC.

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How to Gain Access to MOL

If you do not have an MOL account, immediately register for one by taking the following steps:

1. Go to MOL at <https://mol.tfs.usmc.mil/>
2. **Click** on “Don’t have an account? Register here!”
3. The **Self-Registration** screen will appear.
4. Enter your **First Name** and **Last Name**. Ensure to include any suffix in the last name per the on screen instruction.
5. **Enter** your 9 digit **Social Security Number** (SSN). No dashes or spaces.
6. **Enter** your **Date of Birth** in dd mmm yyyy format. For example, “01 Jan 2000”
7. **Enter** your **Pay Entry Base Date** (PEBD) in dd mmm yyyy format. For example, “01 Jan 2019”
-This is the day you reported to Basic Training
8. Enter your four digit **Primary MOS**. If you just finished recruit training but have not started MOS school your primary MOS will be 8011. If you started MOS school, your primary MOS should reflect your intended general occupational field such as ‘0300’ for infantry or ‘0100’ for administration.
9. Enter your primary **Contact Phone** number. Ensure to include the area code, DSN prefix, or country code as appropriate.
10. Enter and confirm your **Password**. Your password must be between 15 and 50 characters. Ensure to use at least two uppercase, two lowercase, two numbers, and two special characters. Valid Special Characters: !@#\$%&*?()+{}[]_!-="
11. **Click** Submit. The application will return your new username in the following screen. Click “Login” to return to login page and enter your username and password.

What happens next?

Once your account is created, you’ll additionally be able to associate your Common Access Card (CAC) from a CAC enabled device. Don’t forget to configure Email Password Reset!

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Self-Certify Via MOL

Immediately upon entering ROM, self-certify via MOL. Self-certification will allow us to reduce the time spent on your audit. You will also be able to guarantee the accuracy of the information in your record.

The following is best completed through self-certification:

- Physical Address (Barracks)
- Mailing Address
- Work phone number
- Home phone number
- Work email
- ALL Record of Emergency Data Items

To self-certify in MOL:

Click **Personal Info**

Scroll to **Personal Updates**

Click **Contact Information**

Change information, then click **Submit Changes**

Click **Update Record of Emergency Data**

Change information, then click **Submit Changes**

If you have recently changed your marital status or gained a dependent, please provide the following documents via EPAR or email them to mcbbutleripacinbound@usmc.mil

- __ Copy of marriage certificate or divorce decree
- __ Copy of spouse's birth certificate, passport, or driver's license
- __ Copy of child's birth certificate
- __ Court order for spousal/child support

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Documents Required for Audit and Travel Claim

Your travel claim and audit will be conducted at the Joint Reception Center (JRC) upon being released from Restriction of Movement (ROM). Missing any of the required documents could significantly delay payment of your travel claim.

Please review and place documents in this order:

Unit Check-In Sheet

Reporting endorsement stamp listing the **date and time** of arrival to island

Original Orders from Recruit Training to MCT

Original Orders from MCT to MOS School

Original Orders from MOS school to Okinawa and any modifications **OR** Original orders from previous duty station

Basic Orders and any modifications

PTAD Orders for Recruiters Assistance

AMC Flight Itinerary

Delay Letter, if AMC flight was delayed

Commercial Flight Itinerary arriving to SeaTac with \$0.00 balance

Commercial Flight Itineraries for flights from Recruit Training to MCT, MCT to MOS school, etc

-If missing you can get a copy from the booking agency.

-SATO online: https://www.cwtsatotravel.com/traveler_info/contactInfo.html?cid=3919

-SATO Camp Foster – DSN 645-5329

-The Alamo Travel Group – +1 (210) 593-3997

Any lodging receipts

-This includes at the prior PDS for TLE and Seattle-Tacoma Airport

All VPC documents, if vehicle was stored

-DMO Approval Letter

-Vehicle Checklist

-Shipping Instruction Summary

Any additional receipts the member would like to claim

-Excess baggage receipts

-Tolls

-Taxi receipts

-Miscellaneous

GTCC statements, if applicable

Note: If you have a Government Travel Charge Card (GTCC) you are able to access your GTCC statements to reference expenses if they are missing receipts.

<https://home.cards.citidirect.com/CommercialCard/ux/index.html#/login>

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Information about the Joint Reception Center

The following personnel will participate in the Joint Reception Center's indoctrination process:

- Marines E-5 and below on an Unaccompanied/Dependent Restricted Tour

During the COVID-19 Pandemic, Marines will participate in the JRC indoctrination process after being released from ROM. This includes receiving an audit, travel claim and various cultural awareness classes. JRC indoctrination training is held on a weekly basis, Monday through Tuesday or the first working day after a 72/96. The JRC's mission is to receive and provide an efficient and effective means of transportation, in-processing, orientation, and billeting during the processing period. The JRC provides administrative and logistical support for all Marines and Sailors who are assigned to Marine Corps Commands on Okinawa.

JRC Duty Driver Phone: +81 90-6861-4727 or 090-6861-4727

JRC Office: 645-5769 (DSN), 098-970-5170 (commercial) or +81 98 970 5170

H&S Bn Duty Phone: 645-7315 (DSN), 098-970-7315 (commercial) or +81 98 970 5170

MCB Camp Butler Operator: 098-954-5555 (commercial) or +81 98 954 5555

Helpful Resources:

MCCS Okinawa: <https://www.mccsokinawa.com/welcomeaboard/>

III Marine Expeditionary Forces: www.iiimef.marines.mil

3d Marine Division: www.3rdmardiv.marines.mil

1st Marine Aircraft Wing: www.1stmaw.marines.mil

3rd Marine Logistics Group: www.3rdmlg.marines.mil

Marine Corps Base Camp Butler: www.mcbbutler.marines.mil