

## IPAC Inbound Information

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

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Prior to starting the process please review [MARADMIN 396/20](#)

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## 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.**

**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 depends on your location of ROM.**

### **Join Dates:**

Your situation will determine your join date. Please keep that in mind and provide your documents accordingly. If you are supposed to be joined immediately but it is delayed then there could be a significant impact to your pay due to BAH overpayment.

The following personnel should be **joined immediately upon arrival:**

Port to Home program (Accompanied)

Single Marines in the barracks (Unaccompanied)

The following personnel are joined **upon completion of ROM:**

ROM at a hotel (Accompanied)

ROM at temporary government quarters (also referred to as contingency housing / temporary base housing) (Accompanied)

\*Note\* - If you are extended in ROM due to a positive COVID test your join will be after ROM.

## Self-certify via MOL

Immediately when entering ROM 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

## Documents Required for Join and Travel Claim

### EPAR Instructions –

Please submit **1 EPAR only** with all the documents below. Please include your **name, where you reside, if you're accompanied, email, and a phone number** where we can reach you. If you are having issues your Sponsor can submit all documents on your behalf. Just ask your sponsor to include information so we can contact you.

**Please review and place documents in this order. If you are missing any documents, please submit via EPAR or email them to [mcbbutleripacinbound@usmc.mil](mailto:mcbbutleripacinbound@usmc.mil)**

### Audit

Reporting Endorsement from **your S-1** with following information:

-Arrival to island

-ROM From/To (Should only be 14 days unless extended by medical)

-Type of housing (WestPac, Permanent Gov Family Qtrs, Perm Gov Single Qtrs, Contingency etc..)

Original Orders and any modifications (from previous IPAC/S-1)

Basic Orders and any modifications

Barracks Occupancy Letter for Single Officers and SNCOs who desire COLA at the higher rate.

See MCIPAC-MCBBO 7220.1A for Barracks that are authorized COLA O vice COLA B

Area Clearance for Dependents

Delayed Dependent Travel Approval from MMIB, if applicable

Member to Member Data Sheet – Those with military spouses

-Available on website

Spouse LES if applicable

### Travel Claim

Port Call showing AMC Flight Itinerary for each dependent and member

-If missing you need to call the Outbound section at your previous command or contact PTO at your previous command for a copy.

Delay Letter, if AMC flight was delayed

Commercial Flight Itinerary arriving to SeaTac with \$0.00 balance

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

-SATO online

[https://www.cwtsatotravel.com/traveler\\_info/contactInfo.html?cid=3919](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

-Vehicle Checklist

-Shipping Instruction Summary

-Vehicle Drop off documents

**\*Note:** Orders must state VPC authorized

\_\_Any additional receipts the member would like to claim

-Excess baggage receipts

-Tolls

-Miscellaneous

\_\_14 day ROM lodging receipt, if applicable to claim per diem

\_\_1<sup>st</sup> night lodging receipt after ROM

\_\_Pet Quarantine Receipts– Up to \$550.00 can be claimed

\_\_Housing Assignment Letter, if quarters assigned upon arrival

**Note: Members should have access to log into Citibank at**

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

**to reference expenses if they are missing receipts.**

**Missing any of the required documents could significantly delay payment of your travel claim.**

## Information for Appointments

### **Prior to your appointment**

Upon entering ROM, please complete the MOL Self Certification for your Record of Emergency Data and all other personal updates. Please conduct one final self-audit as well. Often members show up without required documents and we are unable to submit anything for payment.

### **Setting up your appointment**

Appointments can be made by the following methods:

Primary: EPAR via Marine Online

Secondary: Email at [mcbbutleripacinbound@usmc.mil](mailto:mcbbutleripacinbound@usmc.mil)

Tertiary: Calling the phone numbers below

645-7728      645-9447      645-7914      645-1114

**\*Note: If you send an email, you will receive a response. No response within 24 hours indicates we did not receive it due to it being blocked by Marine Corps Cyber. Please resubmit if no response is received within 24 hours (Mon-Fri)**

### **Required Information for Appointments**

At a **minimum** we need your **Name, Rank, EDIPI, where you currently reside, and a way to contact you**. This can be via personal email (preferred) or cell phone. If there are issues with your claim or additional items are needed we will reach out to you for more information or documentation.

\*Note: The goal of making appointments is to smooth out the process, allow for the member to be better prepared in order to maximize reimbursement, and allow us to serve you more efficiently and effectively. We aim to reduce the amount of time you spend checking in.

### **Location of IPAC**

IPAC is located at Building 5966 on Camp Foster

Lat long: 26.2936158, 127.7681395

Search Passport Office on Google Maps

## Temporary Lodging Allowance

This is to pay for lodging after ROM but 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 at IPAC. Then request a copy of the TLA Datasheet Form MCIPAC/III MEF Disbursing/7220/3 from IPAC.**

**Step 3:** Get TLA Datasheet Form MCIPAC/III MEF Disbursing/7220/3 completed by USMC Housing Office across from the Camp Foster Firehouse Gate. Please review the information below:

Housing & Billeting Branch  
DSN: 645-3912,  
Commercial: +81989703912 / 2474 or 0989703912 /2474  
Building 361 – Rm 101.  
Lat Long: 26.306306, 127.771920  
GPS: 26° 18' 22.7016" N127° 46' 18.912" E  
Google Maps: <https://goo.gl/maps/DnW2VmDtWG7z7pby8>

You must complete this form and have it certified by the personnel at this office prior to IPAC submitting for TLA reimbursement. Copies of this form can be provided by IPAC after your travel claim audit.

**-Step 2:** 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:** IPAC will prepare the TLA Request Form and Appendix C. Once complete IPAC will submit it back to you for signature. Once you sign and date the form you must return it to IPAC.

**-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

**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 do your housing brief within 2 days of leaving ROM.

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.