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, you 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!

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 <u>via</u> 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

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

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: 090-6861-4727

JRC Office: 645-5769 (DSN), 098-970-5170 (commercial)

H&S Bn Duty Phone: 645-7315 (DSN), 098-970-7315 (commercial)

MCB Camp Butler Operator: 098-954-5555 (commercial)

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