

HOW TO EXECUTE PCA/PCS ORDERS

CAMP LEJEUNE RPAC – OUTBOUND

RPAC Outbound, Orders Section Camp Lejeune, Building 60, 2nd Floor OIC: (910) 450-9400 SNCOIC: (910) 450-9540 NCOIC: (910) 450-7308 Overseas: (910) 450-9546 PCS: (910) 450-7307 PCA: (910) 450-9389

Q: How do I check the status of my Outbound Interview (OBI)?

A: Log on to MOL under the travel tab.

Not Started: You have received orders, please submit your Outbound Interview.

MOL in Progress: Marine has open the Outbound Interview. RPAC will not work your Outbound until it's approved by S1.

MOL Submitted: Pending on S1.

MOL Approved: S1 approved, RPAC is able to work on your orders.

Admin being work: Admin clerks are working on your package.

Admin Finalized: Admin clerks have prepared your package, and it's ready to be certified.

Certified: Package has been completed and ready to pick up for the detach date requested.

Q: When and where can I pick up my orders?

A: Original orders will be physically picked up on the certified detach date at one of the following: RPAC, your Satellite Support Center, or your S-1, with your battalion check-out sheet completed. Basic Orders are not valid without the endorsement.

Q: When do I check-in for PCA orders?

A: PCA orders will be executed on the same day. You may checkout at 0800 and will report by 2359 of same day as per the NET/NLT dates on Basic Orders and certified endorsement in the OBI. There are no travel days, leave in conjunction, nor any travel entitlements. You must bring a completed checkout sheet (from your current unit) on planned departure date. Both IIF stamps are required per II MEF Order 4400.6 – Individual Issue Facility (IIF) Procedures.

Q: What is the timeframe for the PCS process?

A: OBI will be available on MOL once the Basic Orders are posted.

PCS within CONUS:

1. Verify in MOL that all of your dependents are reflecting correctly. If not, you will need to come into the RPAC, your satellite support center or submit an EPAR to have your dependents corrected. Make sure to provide required documents.
2. Review and submit your outbound interview.
3. Have your S1 approve your outbound interview.
4. Verify with your S1 if you're in a TAD or FAP status. If you're in a TAD or FAP status, you will need to provide a detaching endorsement to the RPAC order before you detach.
5. (If applicable) Special Duty Assignments (SDA): Turn in Screener work sheet to RPAC Orders section, via EPAR, or your nearest Satellite Support Center.
6. Once approved and necessary documents have been turned in, contact RPAC Orders section to verify leave dates (if applicable) and departure dates.
7. Admin clerk will work on your package. Requested detach date will be the day you pick up your endorsement from RPAC, S1 or your nearest Satellite Support Center. If your detach date is over a weekend, or holiday, you will pick up your orders the very last available work day. Make sure to have your check-out sheet with you.
8. The OBI should be submitted, and unit approved via MOL NLT 10 days prior to the requested detach date.
9. Once all pertinent documents are received, the RPAC will certify the OBI within 10 working days of receipt of approved OBI.

PCS OCONUS (Unaccompanied):

1. Verify in MOL that all of your dependents are reflecting correctly. If not, you will need to come into the RPAC, your satellite support center or submit an EPAR to have your dependents corrected. Make sure to provide required documents.
2. Review and submit your outbound interview.
3. Have your S1 approve your outbound interview.
4. If an Area Clearance is required, the RPAC will submit an area clearance request. To do this, we must have the following completed documents: Medical Suitability.
5. Once the Area Clearance gets approved, the RPAC will submit a port call request to DMO.
6. Verify with your S1 if you're in a TAD or FAP status. If you're in a TAD or FAP status, you will need to provide a detaching endorsement to the RPAC before you detach.
7. If you're storing or shipping a vehicle, provide a Vehicle Processing Letter (VPC) to the RPAC Orders section, provided from DMO.
8. Once approved and necessary documents have been turned in, contact RPAC Orders section to verify leave dates (if applicable) and departure dates.
9. Admin clerk will work on your package. Requested detach date will be the day you pick up your endorsement from either the RPAC, S1 or your nearest Satellite Support Center. If your detach date is over a weekend, or holiday, you will pick up your orders the very last available work day. Make sure to have your check-out sheet with you.
10. The OBI should be submitted, and unit approved via MOL NLT 30 days prior to the requested detach date.
11. Once all pertinent documents are received, the RPAC will certify the OBI within 10 working days of receipt of approved OBI.

PCS OCONUS (Accompanied):

1. Verify in MOL that all of your dependents are reflecting correctly. If not, you will need to come into the RPAC, your satellite support center or submit an EPAR to have your dependents corrected. Make sure to provide required documents.
2. Review and submit your outbound interview.
3. Have your S1 approve your outbound interview.
4. If an Area Clearance is required, the RPAC will submit an area clearance request. To do this, we must have the following completed documents: Medical Suitability, Area Clearance Request and anti-terrorism certificate through JKO for any dependents over 16. Once the Area Clearance request come back approved we can start on your flights.
5. The RPAC will submit a port call request to book reservations on behalf of Marines and their dependents based on the information provided in the OBI.
6. Verify with your S1 if you're in a TAD or FAP status. If you're in a TAD or FAP status, you will need to provide a detaching endorsement to the RPAC before you detach.
7. If Basic Orders direct you to apply for no-fee passports, you will need to fill out a DD Form 1056, located in the OBI travel tab, and once filled out, route the form through your chain of command, and then to your S-1. The S-1 will notify your command when the form is ready to be picked up, and then schedule an appointment with DMO to submit/process passport application with the form.
8. If you're storing or shipping a vehicle, provide a Vehicle Processing Center (VPC) Letter to the RPAC Orders section, provided from DMO.
9. Verify in MOL that all of your dependents are reflecting correctly. If not, you will need to come into the RPAC, or nearest Satellite Support Center, and complete a NAVMC 10922.
10. Once approved and necessary documents have been turned in, contact RPAC Orders section to verify leave dates (if applicable) and departure dates.
11. Admin clerk will work on your package. Requested detach date will be the day you pick up your endorsement from either the RPAC, S1 or your nearest Satellite Support Center. If your detach date is over a weekend, or holiday, you will pick up your orders the very last available work day. Make sure to have your check-out sheet with you.
12. The OBI should be submitted, and unit approved via MOL NLT 10 days prior to the requested detach date.
13. Once all pertinent documents are received, the RPAC will certify the OBI within 10 working days of receipt of approved OBI.

Q: What if my reenlistment is pending?

A: To PCS, you must have sufficient obligated service identified in your Basic Orders. If an extension/reenlistment will be necessary, plan accordingly, as orders will not be issued without obligated service requirements or waiver from HQMC. If waiver is granted, your Monitor will need to modify your Basic Orders to reflect as such.

Q: What if my dependents will not accompany me?

A: If you are executing OCONUS Accompanied orders, contact your monitor to have your Basic Orders modified.

If your dependents will be traveling at a later time, Delayed Dependent Travel will be approved by HQMC (MMIB-3). The request is submitted via AA Form through your chain of command within 20 days of receipt of Basic Orders.

If you are executing OCONUS Unaccompanied orders, you will designate a location where your dependents will reside during tour. You will draw housing entitlements for that location.

Q: What is proceed? Do I rate it?

A: Proceed is a form of administrative absence taken in conjunction with a PCS. Proceed time is not intended to serve the needs of military check-out and check-in procedures with military personnel offices, security and pass offices, billeting offices, and public quarters clearance and the like, which are military administrative requirements to be provided for during normal working hours. Proceed time is designed to enable the Service member to attend to the administrative details involved in matters such as disestablishing and/or establishing residences, changing vehicle licensing, and changing residence for taxation and voting purposes.

You may be authorized 4 days of proceed time when being reassigned to or from a dependent restricted or unaccompanied overseas tours. For more details on Proceed time, refer to MARADMIN 667-12.

Q: How do I get my travel entitlements?

A: Use your GTCC for all travel expenses. Upon checking in, you will complete a travel claim/audit and a payment will be issued towards the balance on the card, any additional funds left will be directly deposited to your personal account.

In the exceptional cases in which a Marine does not have a GTCC, he/she may request for travel advances. If you fit this criteria, contact the RPAC Orders Section for more information on how to process the request.

Q: What is TLE and TLA?

TLE – Temporary Lodging Expense: designed to partially reimburse a service member for the cost of lodging and meals when he or she or a dependent occupies temporary lodging in the Continental United States (CONUS) during a PCS move when government quarters are not available.

TLA – Temporary Lodging Allowance: intended to partially pay a Service member for higher than normal expenses incurred by a Service member or dependent while occupying temporary lodging Outside the Continental United States (OCONUS) during a PCS move when government quarters are not available. For more details, contact your sponsor at your future OCONUS duty station.

Q: Can I use TLE en-route to my new PDS?

A: Yes, you are authorized 14 days of TLE at your current PDS, new PDS, or a combination of both. Lodging enroute will be paid for utilizing Travel Per Diem according to the allotted days of travel outlined in your orders.

Q: How many days of TLE/TLA do I rate?

A:

TLE: You are entitled to 14 days for a CONUS PCS, and 5 days TLA for OCONUS PCS.

TLA: You are only entitled to TLA if government quarters are not available at your OCONUS duty station. Contact your sponsor for more information.

Q: When utilizing TLE, can I stay in a hotel out in town?

A: If available, base lodging must be utilized. In the event of unavailability, you must obtain a certificate of non-availability IOT secure lodging out in town within 50 miles of current PDS or new PDS.

Q: What is DLA and when do I receive it?

A: The purpose of DLA (Dislocation Allowance) is to partially reimburse you for expenses incurred while executing PCS Orders to a location where government quarters are not assigned. GTCC may be used for expenses related to DLA such as carpet cleaning, purchase of blinds and other household items, utility deposits, etc. You must be able to readily justify that the charge is related to household dislocation if the command inquires about it. Routine purchases not

normally related to the establishment of a household, such as the purchase of a television, computer, or clothing, are not considered official travel expenses.

Q: Where do I purchase my flights?

A: OCONUS PCS - RPAC will submit a port call request based on the information provided in the OBI, once reservations are booked you will receive a phone call from DMO to purchase flights utilizing your GTCC (ensure it is active).

CONUS PCS - Go directly to DMO with an active GTCC to purchase the flights NLT 10 days prior to your requested departure date. Ensure you take your Basic Orders (Web Orders).

Once tickets have been purchased, provide a copy of TICKETED itinerary to RPAC 5-10 days prior to the requested detach date.

Q: What do I need to set up my house/barracks shipments?

A: You will set up household/barracks shipments through DMO utilizing the appropriation data on current Basic Orders.

Q: What if I do not plan on extending/reenlisting to execute orders?

A: If you do not intend to execute your orders, notify MMEA/MMOA via official correspondence through your chain of command within 20 days of receipt of Basic Orders.

Q: When do I know if I need an Area Clearance and to who does it apply?

A: Area Clearance, only applies to Marines who are going overseas and have dependent listed "Accompanied" on their Web Orders or if single and depending on what country. For more information search up <https://www.fcg.pentagon.mil/index.html?aspxerrorpath=/fcg/cfm> for correct and accurate information.

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