

OCONUS CHECKLIST

IPAC Orders Overseas requires at least one and a half to two months from the time the Marine begins his/her process in order to execute OCONUS PCS ORDERS.

OCONUS Section Information

Bldg. 60 Rm 250

Contact Number: (910) 450-9546

COMPLETED WITH IPAC:

Received copy of Basic Orders

Received all required paperwork to complete process (Overseas Suitability Screening Packet (NAVMC 1300/16), Pet Forms (If ACCOMPANIED, taking pets), and/or Point of Contact Sheet (if APACS is required).

Verified time on contract meets obligated tour length requirements.

** Marines who do not meet obligated service are required to reenlist or extend to meet the obligated service requirements. Appropriate documentation is required by IPAC in order to verify reenlistment or extension has been executed. Marines who do not have obligated service **WILL NOT** be authorized to detach. **

MOL OUTBOUND INTERVIEW:

Outbound Interview completed and approved on MOL through S-1.

IPAC will submit a port call once the OBI has been approved by S-1. Members traveling to Hawaii will book their own travel through DMO and must return itinerary to IPAC prior to date of detachment.

** Members traveling with pets and are utilizing commercial flights must contact the commercial airline to secure pet availability. **

** The primary mode of travel to Japan locations is Air Mobility Command (AMC) which flies from Seattle, WA on Thursdays. * *

OVERSEAS SUITABILITY SCREENING (NAVPERS 1300/16):

Family Medical is conducted at Outpatient Records department at Naval. (Number: 910-450-4300)

___ Battalion Commanding Officer and Battalion Sergeant Major signature IS required on last page of Overseas Suitability Form

IF EXECUTING ACCOMPANIED ORDERS:

** COMMANDING OFFICER SIGNATURE NEEDS TO BE A O-5 OR ABOVE IN ORDER TO REQUEST AN AREA CLEARANCE FOR ALL CLEARED DEPENDANTS TRAVELING WITH SNM. **

AREA CLEARANCE:

* Area clearances are sent via naval message and are processed at the receiving location. An area clearance may take up to 45 days to process. Members on accompanied orders without an approved area clearance **WILL NOT** be able to detach.

REQUIREMENTS FOR AREA CLEARANCES:

- ___ Completed NAVPERS 1300/16 with all appropriate signatures.
- ___ Make sure to bring JKO Cert for anti-terrorism for any family above the age of 16 with you when turning in the NAVPERS 1300/16
- ___ Enough obligated service to execute orders.
- ___ Approved MOL Outbound Interview.

NO-FEE PASSPORTS (ACCOMPANIED ORDERS ONLY, UNLESS STATED IN BASIC ORDERS):

- ___ Set up an appointment with DMO for No-fee passport and talk to Ms. Robin

VEHICLE STORAGE/SHIPPING:

___ Members are authorized to store one vehicle when traveling to OCONUS locations (members traveling to Hawaii and Alaska can ship one vehicle). Vehicle storage/shipping letter must be turned in to IPAC prior to the submission of a port call.

VPC letters are obtained from DMO

FLIGHTS:

- ___ Port Call will **NOT** be made until Area Clearance is back approved.
- ___ Flights must originate for Albert J. Ellis Airport, Jacksonville, NC (OAJ).
 **Inquiries for Leave in Conjunction with Orders (LICWO) moves should be made to DMO. **
- ___ Members with a vehicle storage letter are authorized to fly from closest airport to the vehicle processing center.

___ Purchase tickets 10 days prior to detach date from DMO and bring copy of itinerary to IPAC.

****IN ORDER TO RATE APPROPRIATE TRAVEL DAYS TO VPC LOCATION, IPAC NEEDS A COPY OF THE VEHICLE STORE LETTER. ****

DMO Number: (910) 451-5019

SATO Number: (886) 950-1508

BATTALION CHECKOUT SHEET-SUBMIT 10 DAYS PRIOR W/THE FOLLOWING:

___ 2 CIF stamps (CIF & NBC)

___ BASE PMO stamp (visiting center at the front gate)

ADDITIONAL INFORMATION:

**Delayed Dependent Travel MUST be approved by HQMC. Requests for delayed dependent travel are routed through the chain of command using an AA Form (Administrative Action Form) and sent to HQMC via naval message. If approved, dependents will be authorized to travel on a different itinerary than the member. All itineraries will be made through DMO.

**All dependents 10 years and older must have a military issued ID to board the AMC flight.