

## Passenger Travel Office (PTO) PCS Pamphlet Guidance

**-PCS:** Do you have permanent change of station orders?

### **-Are you exempt from Stop Move?**

**Yes-** Retiring, separating, mission critical billets and formal schools as described per the latest MARADMIN are the only exempt categories.

**No-** An Exception to Policy (ETP) waiver is required from an O-7 or higher stating that you are approved to travel based on the following: (1) determined to be mission essential; (2) necessary for humanitarian reasons; or (3) warranted due to extreme hardship.

*MARADMIN 254/20 extends the ongoing travel restrictions for domestic and international travel to 30 June 2020, unless rescinded or further extended. Subject to the exemptions and waivers.*

**Exemptions.** Personnel in the following circumstances are exempt from these travel restrictions:

- Travel associated with recruiting and accessions activities, to include basic training, advanced individual training, and follow-on travel to the first duty station (including enlisted/officer lateral moves) will continue movement to their Permanent Duty Station (PDS).
- Recruiters and others assigned to Marine Corps Recruiting Command; Drill Instructors and Marines assigned to the Marine Corps Recruit Training Regiments; and the instructors and staff at the Schools of Infantry, Officer Candidate School, The Basic School and Formal Learning Centers.
- Travel by patients, as well as their authorized escorts and attendants, and medical providers for the purposes of medical treatment for Marines and their family.
- Authorized travelers who departed their PDS and are "awaiting transportation," and by authorized travelers who have already initiated travel (including intermediate stops), are authorized to continue travel to their final destination on approved orders.
- Authorized travelers whose TDY ends while this MARADMIN is in effect are authorized to return to their permanent duty station.
- Individuals pending retirement or separation.

**Waivers.** ETP to these restrictions may be granted in writing in cases where the travel is:

- (1) Determined to be mission-essential
- (2) Necessary for humanitarian reasons
- (3) Warranted due to extreme hardship.

*These waivers are to be executed on a case-by-case basis, must be determined to be in the best interest of the Service, and shall be coordinated between the gaining and losing commands. Mission-essential travel refers to work that must be performed to ensure the continued operations of mission-essential functions, as determined by the responsible authority. Approval authority for waivers has been delegated by CMC to the first CG or SES in the chain of command.*

### **-Completed Outbound Interview (OBI)?**

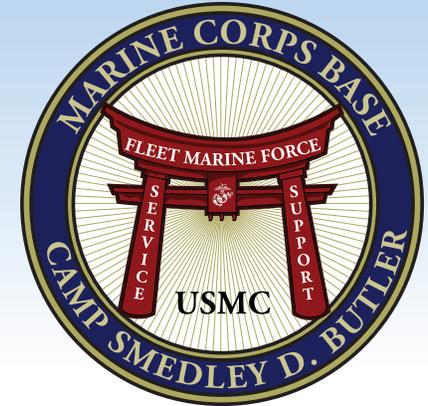
Complete OBI in Marine Online (MOL) with all information to include travel with dependents, family members with passport numbers and DOBs, pets, along with GTCC information. Ensure to submit ETP if not explicitly exempt per MARADMIN.

**-Port Call Submitted?** Once your OBI is completed, it will get sent to your Unit S-1 administrators, who will send it to IPAC. IPAC validates all required information, generates a port call request and then sends it to Passenger Travel Office for travel bookings.

**-Contact DMO:** To check on the port call and booking status, contact the DMO's PTO. If traveling with pet(s), please reach out immediately to PTO to ensure that space is available and that the pet(s) are being tracked to ensure that an AMC pet space can be secured. Pet space is limited and contacting the PTO before port call submission is highly encouraged to track the needed pet space. AMC Patriot Express will be used for all international travel and follow-on travel will be via commercial carrier once stateside.

**-Check Out:** Check out with IPAC to receive a copy of your AMC travel sheet; your commercial portion will be emailed to the email address provided in your OBI.

**-Depart:** Face coverings are required to enter the terminal and board your flight. Those without face coverings are subject to be turned away.



# DMO OK NAWA

**We are here to help:**

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**Passenger Travel Office**

# Distribution Management Office Passenger Travel Office Permanent Change of Station Travel

