

# New Arrival IBI Checklist

Updated on: 14 Mar 2022

\_\_ Report to S-1 and inform them of your arrival date by referencing your flight documents. The S-1 personnel must **input** and **approve** your arrival in MOL.

\_\_ Turn in your Port Call or commercial flight showing arrival to Okinawa

\_\_ Confirm your Report date via IBI on MOL. This creates the join to the unit.

\_\_ This is **the date you arrived to island. The date you landed in Okinawa.**

\_\_ Complete your Interview via IBI on MOL. This allows your pay to be updated. Your interview must be **reviewed** and **approved** by the S-1 **AFTER** you submit your travel claim.

\_\_ Complete your travel claim via the Travel Voucher Interview Process on MOL. Notify the S-1 that your interview can be reviewed **and** approved due to submission of your claim.

\_\_ Submit a Barracks Check-in sheet to IPAC if applicable. This is to receive COLA O if you are single and in the correct Barracks (not all receive COLA O).

\_\_ Submit a Member 2 Member data sheet if you have a military spouse (Reservist or Active Duty)

\_\_ Complete any forms necessary and send them to IPAC via EPAR. The EPAR Subject should be "Orders". Once your claim is submitted we will review it for additional pay entitlements. Submit these to IPAC via EPAR.

\_\_ FSA Form if applicable

\_\_ COLA Form if applicable (must have an area clearance uploaded to your travel claim)

\_\_ Member 2 Member Data Sheet


\_\_ Any issues should be documented and submitted to MISSO via trouble ticket. Consult with your S-1.

\_\_ Review your Travel Claim Settlement at MOL/Travel/Historical Vouchers (5-10 days after a payment posts)

\_\_ Submit a supplemental Travel Claim if required

\_\_ Review your LES for accuracy (30-60 days after the process is complete) and verify your GOVCC Balance

## Points of Contact

Office	Phone	Area
IPAC	Floor: 645-3411 SNCO: 645-7914	Join Issues, COLA, FSA, Interview Issues
Disbursing	Floor: 645-3047/7013 SNCOIC: 645-2601	Travel Claim
MISSO	645-9104	IBI MOL System Issues
IPAC Webpage	<a href="https://www.mcbbutler.marines.mil/Base-Information/IPAC/IPAC-Inbound/">https://www.mcbbutler.marines.mil/Base-Information/IPAC/IPAC-Inbound/</a>	

\*If there are errors preventing you from moving forward, submit a Trouble ticket with a screen shot in MOL.\*

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For new Marines arriving the following must be completed to correctly process your join:

1. Inbound Module Reporting In
  - a. S-1 sets the Report Date to start entitlements correctly. You will need to report into the S-1 to get this done.
  - b. The S-1 will review/approve your date.
  - c. You **MUST CONFIRM** your date via MOL and then you will be joined to the command.
  - d. If you do not confirm, **YOU WILL BE OVERPAID BAH.**
  
2. Inbound Module Interview
  - a. You complete your interview and answer questions pertaining to travel and your family information.
  - b. This allows for completion of the basic audit.
  - c. Any issues in this portion should be reported to IPAC or MISSO.
  - d. This portion cannot be approved until a travel voucher is routed.
  - e. The S-1 must review/approve this for it to process.
  
3. Travel Voucher Interview
  - a. This is where you submit receipts and anything you would like to claim.
  - b. Once submitted the claim will route to Disbursing for action.
  - c. Once the claim is routed, IPAC will start other entitlements pertaining to your situation.
  - d. Additional forms may be required, submit any additional forms to us via EPAR and use the Subject titled: "Orders".
  - e. Report any issues to MISSO and Disbursing
  
4. Temporary Lodging Allowance
  - a. Marines who reside in a hotel upon arrival to Okinawa need to complete the TLA Process.
  - b. This process is outlined on the IPAC Okinawa web page at <https://www.mcbbutler.marines.mil/Base-Information/IPAC/IPAC-Inbound/>
  
5. Pay review
  - a. Review your LES within 60 days of completing the process to verify your entitlements.
  - b. Depending on your circumstances you may rate COLA O or FSA.
  - c. If there are any payroll issues please contact IPAC for review.
  - d. If you haven't been fully reimbursed on your claim please contact Disbursing to review the claim.

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## Travel Claim Checklist

- Chronological Record – (can be saved from MOL/personal info/Chronological Record)
- Reporting Endorsement
- Original Orders and any modifications (from previous IPAC/S-1)
- Separate Modifications from your monitor (via naval message)
- Basic Orders and any modifications
- Barracks Occupancy Letter (if living in barracks)
- Area Clearance for Dependents
- Delayed Dependent Travel Approval from MMIB, if applicable
- Port Call showing AMC Flight Itinerary for each dependent and member
- Delay Letter, if AMC flight was delayed
- Commercial Flight Itinerary arriving to SeaTac with \$0.00 balance
- Any lodging receipts
- All VPC documents, if vehicle was stored
  - Vehicle Checklist
  - Shipping Instruction Summary
  - Vehicle Drop off documents
- \*Note:** Orders must state VPC authorized. This is to reimburse travel, not storage. For storage you will need to contact DMO.
- Any additional receipts the member would like to claim
  - Excess baggage receipts – This applies to only 2 bags per person not your 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup> bag
    - Please review MARADMIN 287/09 for additional information.
  - Tolls
  - Miscellaneous
- ROM lodging receipt, if applicable to claim per diem
- A lodging receipt for the showing payment for the night of release from ROM.
- Pet Quarantine Receipts– Up to \$550.00 can be claimed
- MDJ Form 270 - Pet Quarantine and DD Form 2209 - Examination Certificate
- Housing Assignment Letter, if quarters assigned upon arrival
- COVID 19 Testing Receipt if paid for out of pocket
- DTS TECOM Voucher Complete – 2ndLts and TEMINS Only