

IPAC Inbound Information

<https://sharepoint.mcipac.usmc.mil/ipac/inbound/SitePages/Home.aspx>

Phone: 645-7728

Email: mcbbutleripacinbound@usmc.mil

9/2/2020

Prior to starting the process please review [MARADMIN 396/20](#)

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Types of Joins:

Unaccompanied:

Members who do not have dependents and will reside in the barracks. These personnel do not receive a delayed join or ROM per diem since they are furnished a room in kind. If you are assigned a ROM barracks room and change rooms you will not rate the per diem for changing barracks rooms. **These members will be joined the day after arrival.**

Accompanied:

Members who have command sponsored dependents. The dependents must be listed on an Area Clearance. **The join depends on your location of ROM.**

Join Dates:

Your situation will determine your join date. Please keep that in mind and provide your documents accordingly. If you are supposed to be joined immediately but it is delayed then there could be a significant impact to your pay due to BAH overpayment.

The following personnel should be **joined immediately upon arrival:**

Port to Home program (Accompanied)

Single Marines in the barracks (Unaccompanied)

The following personnel are joined **upon completion of ROM:**

ROM at a hotel (Accompanied)

ROM at temporary government quarters (also referred to as contingency housing / temporary base housing) (Accompanied)

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Self-certify via MOL

Immediately when entering ROM please self-certify via MOL. Self-certification will allow us to reduce the time of your appointment. You will also be able to guarantee the accuracy of the information in your record.

The following is best completed through self-certification:

Mailing Address

Work phone number

Home phone number

Work email

ALL Record of Emergency Data Items

To self-certify in MOL you must click on **“Personal Info”** tab

Click on Personal Updates

Update Contact Information

Update Record of Emergency Data

Change information, then Self-Certify

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Documents Required for Join and Travel Claim

EPAR Instructions –

Please submit **1 EPAR only** with all the documents below. Please include your **name, where you reside, if you're accompanied, email, and a phone number** where we can reach you. If you are having issues your Sponsor can submit all documents on your behalf. Just ask your sponsor to include information so we can contact you.

Please review and place documents in this order. If you are missing any documents, please submit via EPAR or email them to mcbbutleripacinbound@usmc.mil

Audit

Reporting Endorsement from **your S-1** with following information:

-Arrival to island

-ROM From/To (Should only be 14 days)

-Type of housing (WestPac, Permanent Gov Family Qtrs, Perm Gov Single Qtrs, Contingency etc..)

Original Orders and any modifications (from previous IPAC/S-1)

Basic Orders and any modifications

Area Clearance for Dependents

Delayed Dependent Travel Approval from MMIB, if applicable

Travel Claim

Port Call showing AMC Flight Itinerary for each dependent and member

-If missing you need to call the Outbound section at your previous command or contact PTO at your previous command for a copy.

Delay Letter, if AMC flight was delayed

Commercial Flight Itinerary arriving to SeaTac with \$0.00 balance

-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

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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

-Miscellaneous

14 day ROM lodging receipt, if applicable to claim per diem

Housing Assignment Letter, if quarters assigned.

Note: Members should have access to log into Citibank at

<https://home.cards.citidirect.com/CommercialCard/ux/index.html#/login>

to reference expenses if they are missing receipts.

Missing any of the required documents could significantly delay payment of your travel claim.

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Information for Appointments

Prior to your appointment

At least 3 days prior to your IPAC Appointment, please complete the MOL Self Certification for your Record of Emergency Data and all other personal updates. Please conduct one final self-audit as well. Often members show up without required documents and we are unable to submit anything for payment.

Setting up your appointment

Appointments can be made by the following methods:

Primary: EPAR via Marine Online

Secondary: Email at mcbbutleripacinbound@usmc.mil

Tertiary: Calling the phone numbers below

645-7728

645-9447

645-7914

645-1114

Required Information for Appointments

At a **minimum** we need your **Name, Rank, EDIPI, where you currently reside, and a way to contact you**. This can be via personal email (preferred) or cell phone. If there are issues with your claim or additional items are needed we will reach out to you for more information or documentation.

*Note: The goal of making appointments is to smooth out the process, allow for the member to be better prepared in order to maximize reimbursement, and allow us to serve you more efficiently and effectively. We aim to reduce the amount of time you spend checking in.

Location of IPAC

IPAC is located at Building 5966 on Camp Foster

Lat long: 26.2936158, 127.7681395

Search Passport Office on Google Maps

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Temporary Lodging Allowance

This is to pay for lodging after ROM but before occupying family type government quarters/housing for MARRIED MEMBERS ON AN ACCOMPANIED TOUR WITH DEPENDENTS PRESENT. At no point should a member without their dependents be housed in the TLF. This will result in non-reimbursable expenses.

How to get reimbursed for TLA:

-Step 1: Complete the housing brief via your housing agent. Submit all required documents back to Kadena Housing.

Step 2: Complete your travel claim at IPAC. Then request a copy of the TLA Datasheet Form MCIPAC/III MEF Disbursing/7220/3 from IPAC.

Step 3: Get TLA Datasheet Form MCIPAC/III MEF Disbursing/7220/3 completed by USMC Housing Office across from the Camp Foster Firehouse Gate. Please review the information below:

Housing & Billeting Branch

DSN: 645-3912,

Commercial: +81989703912 / 2474 or 0989703912 /2474

Building 361 – Rm 101.

Lat Long: 26.306306, 127.771920

GPS: 26° 18' 22.7016" N127° 46' 18.912" E

Google Maps: <https://goo.gl/maps/DnW2VmDtWG7z7pby8>

You must complete this form and have it certified by the personnel at this office prior to IPAC submitting for TLA reimbursement. Copies of this form can be provided by IPAC after your travel claim audit.

-Step 2: Submit receipts and TLA Datasheet to IPAC via EPAR. If you are having difficulty please contact us at Email: mcbbutleripacinbound@usmc.mil

-Step 3: IPAC will prepare the TLA Request Form and Appendix C. Once complete IPAC will submit it back to you for signature. Once you sign and date the form you must return it to IPAC.

-Step 4: The COMPLETED TLA Request Form, Receipts, and COMPLETED TLA Datasheet will be forwarded to Disbursing for payment via IPAC

Summary and additional notes on TLA:

Documents needed to complete TLA:

TLA Datasheet Form MCIPAC/III MEF Disbursing/7220/3 – Signed and Dated by Member **AND** Housing and Billeting Office

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TLA Request Form – Signed / Dated by Member

Appendix C – Initial / Signed / Dated By Member

WestPac Receipts with \$0.00 balance

Notes-

TLA Stops the day prior to occupying quarters. I.e. if you occupy on the 5th the last payment of TLA is the 4th.

Your Travel claim must be submitted to submit for TLA.

TLA is paid in a maximum of 10 day increments.

You will not be reimbursed more than 30 days of TLA without a special waiver.

You must do your housing brief within 2 days of leaving ROM.

For your final payment of TLA after checkout you must present either a completed OHA Form or Quarters Occupancy Form from the Kadena Housing Office.

Lastly, **IPAC does not pay out TLA**, we are simply the liaisons between you and disbursing. Our goal is to get you reimbursed as easily as possible.