



Orders Checklist MCAGCC 29 Palms

Frequently Asked Questions (FAQS)

Orders Process

Marine and Unit Responsibilities:

1. The Orders process begins when you get a notification of Basic orders on MOL
2. Marine submits Outbound Interview (OBI) to their unit.
3. Unit approves OBI
4. Marine begins checkout process (approximately three months from Planned departure date from OBI)

Marine and IPAC Responsibilities:

1. Marine walks-in to IPAC after OBI is approved by their unit.
2. IPAC takes ownership of OBI
3. Marine receives checklist outlining required documents and schedules formal appointment to review orders.
4. Marine returns on appointment date with all documentation and conducts a final check Orders and records information.
5. IPAC signs and certifies Orders.
6. Marine returns (**IN UNIFORM**) on the day of detachment to receive Orders.

Common errors:

1. Marine submits transitional PTAD with command vice through OBI when desiring to take transitional PTAD in conjunction with PCS Orders.
2. Marine is missing documents (NAVPERS 1300/16, incomplete checkout sheet, etc...)
3. OBI not completed with Chain of Command.
4. In a TAD Status

Orders information

PCA:

1. Outbound Interview completed and approved by S-1.
2. Bring completed Checkout sheet on day of PCA to IPAC (**IN UNIFORM**)
3. You will complete your new join audit same day.

PCS (CONUS):

1. Complete and submit Outbound interview on MOL.
2. S-1 Approves Outbound Interview (OBI)
3. You will come to IPAC (**IN UNIFORM**) to go over all of your OBI.
4. Check out of your unit. If you need an Extension you will go to Career Planner and get it (IPAC runs once approved)
5. **10 DAYS PRIOR** to detach date you will bring everything in and sign your orders.
6. On detach date you will pick orders up **IN UNIFORM**

PCS (OCONUS UNACCOMPANIED):

1. Same as CONUS.
2. NAVPERS 1300/16 will be filled out by Medical and Pg 4 is S-1
3. Portcall requires a 3 week turn around.

PCS OCONUS INFO

- If you are on PCS OCONUS Accompanied orders you will need to complete your NAVPERS 1300/16. Once completed you will return it to the IPAC and the Area Clearance Process will begin.
- An Area Clearance requires at least 2 Weeks to be properly completed. Plan Accordingly
- Portcalls are mandatorily Government Air/AMC out of specific airports.
- Okinawa/Iwakuni flies out of Seattle
- Bahrain/ Germany are out of LA or Norfolk, VA
- Hawaii flies out of LA
- Unaccompanied requires 24 months Obligated Service
- Accompanied requires 36 months Obligated Service

Timeline?

1. First visit is roughly 60 days out
2. Area Clearance 2 weeks turn around
3. Portcalls are a 3 week turn around
4. Final visit 10 days prior to detach date.



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PCA Requirements:

- | | |
|---|---|
| <input type="checkbox"/> Outbound Interview completed and approved. | <input type="checkbox"/> Basic Orders (Get from S-1 or IPAC) |
| <input type="checkbox"/> Check out sheet with old units entities | |

PCS OCONUS UNACCOMPANED/RESTRICTED

- | | |
|--|--|
| <input type="checkbox"/> Outbound Interview completed and approved | <input type="checkbox"/> Confirmed Port Call |
| <input type="checkbox"/> Completed Check out sheet | <input type="checkbox"/> Appropriate Obligated Service (12/24/36 Months) |
| <input type="checkbox"/> Report of Suitability (NAVPERS 1300/16) | |
| <input type="checkbox"/> Smooth Move Slip (CRO BLDG 1526) | |

PCS OCONUS ACCOMPANIED

- | | |
|--|--|
| <input type="checkbox"/> Outbound Interview completed and approved | <input type="checkbox"/> Confirmed Port Call |
| <input type="checkbox"/> Completed Check out sheet | <input type="checkbox"/> Appropriate Obligated Service (36 months) |
| <input type="checkbox"/> Report of suitability (NAVPERS 1300/16) | <input type="checkbox"/> Area Clearance (From IPAC) |
| <input type="checkbox"/> Smooth Move Slip (CRO BLDG 1526) | |

DUINS/TEMINS/PCS

- | | |
|---|---|
| <input type="checkbox"/> Outbound Interview Completed and Approved | <input type="checkbox"/> Completed Battalion Checkout Sheet |
| <input type="checkbox"/> PCS Election Data sheet (From IPAC If there is no OBI) | <input type="checkbox"/> Smooth move slip (CRO BLDG 1526) |
| <input type="checkbox"/> Obligated Service | |

Statement of Understanding (SOU)

All business including when I pick up my Certified Orders must be conducted in the Uniform Of the Day (UOD); further, I understand the required documents and process that I am required to provide and have my Command approve prior to receiving my Certified Orders. I fully understand that failing to produce the required documents, have my Command provide appropriate certifications (to include approval of my OBI) or arriving in civilian attire will delay the Orders process up to and including shifting my departure date.

Marine Signature: _____ Date: _____ IPAC Signature: _____ Date: _____