

MARCH 20, 2024



W9P SMART PACK

MCB CAMP PENDLETON, CA

IPAC
OUTBOUND BRANCH
Building 22162

IPAC Camp Pendleton W9P Smart Pack

This Smart Pack is a comprehensive guide designed for Marines transitioning from an overseas location to Camp Pendleton for separation/retirement. It aims to streamline the transition process, providing invaluable insights, step-by-step instructions, and answers to common questions that may arise. With a focus on easing stress and uncertainty, this Smart Pack serves as a trusted companion, empowering Marines with the knowledge and support they need to navigate this pivotal process confidently and clearly.

During your transition as a member of Headquarters and Support Battalion, you will be assigned to the Separations Platoon, Company A, located in Barracks 13109. If you have any concerns, please address them with the Alpha Company leadership; listed below are the phone numbers:

Alpha Company Leadership

Barracks 13109

Company Commander: (760) 763-1686

Company First Sergeant: (760) 725-5078

Company Gunnery Sergeant: (760) 763-5205

Headquarters and Support Battalion Area Officer of the Day (AOOD)

Building 13107

Duty Phone: (760) 725-6271 (Primary)

Duty Cell Phone: (760) 815-3280 (Secondary)

What must I have uploaded to my Outbound Interview BEFORE transferring from my overseas duty station to the Camp Pendleton separation site?

- W9P Orders
- Commanding Officer's EAS interview
- Memorandum from the Medical Officer showing the final physical date and final dental examination date.
- STR (DD Form 2963) (If the records are digital the STR must state that the medical and dental records are digital).
- Flight Itinerary
- TRS to include Capstone signature (DD form 2648)
- Page 11 (If Applicable, required for anything other than a RE-1A)
- DD Form 2656 (SBP Form) – Data for payment of retired personnel form (Retirees Only)
- Approved SkillBridge Package (If Applicable)
- HQMC Approval for over 60 days terminal leave (If Applicable)
- DAP Orders (If Applicable)
- Early Release for Education Approval Letter (If Applicable)
- Condition Not a Disability (CND) letter for ICD Codes (If Applicable)
- ADSEP Approval Letter (If Applicable)

How do I get from the Airport to Camp Pendleton? It is your responsibility to arrange travel from the airport to Camp Pendleton. Some options are a Taxi, a Sea Breeze Shuttle (information below), or having someone pick you up. You must ensure that you keep your receipt for possible reimbursement. Rental cars are not reimbursable unless approved IAW JTR. Please keep in mind that a taxi will cost approximately \$120, if not more, depending on traffic.

Sea Breeze Shuttle Service

- Pick up location is at the USO near the terminal 2 building.
- Shuttle service scheduled departures are at: 1200, 1700, and 2200.
- Prices vary depending on the number of passengers and drop off location (Range from \$35-\$85 per person). Cash is the method of payment; you can utilize the ATM's inside of the airport/USO.
- Reservations are not needed if you are utilizing the scheduled departures.
- If those departure times do not meet your needs, you can make alternate arrangements by calling (619) 244-9749.

Will I have billeting available?

- Sergeants and below, without dependents traveling with them, will be issued a barracks room in building 13109. The Alpha Company Barracks Duty will assign quarters and provide linen for personnel requiring transient. Please note that pillows will not be provided.
- Married Marines (arriving with their dependents), Officers, and SNCOs will stay in The Inns of the Corps Ward Lodging (walking distance from the Bn HQ/AOOD) or at the Harborsite Inn aboard Camp Pendleton. If billeting is not available, the lodging facility will provide a statement of non-availability. This is required to be reimbursed for lodging obtained out in town.

Harborsite Inn

- Building 210440, Camp Pendleton, CA 92055
- Phone Number: (760) 725-9601
- E-Mail: harborlodgingreservations@usmc-mccs.org

The Inns of the Corps Pendleton Ward Lodging

- Building 1310, Camp Pendleton, CA 92055
- Phone number: (760) 725-5304
- E-Mail: lodgingreservations.wardlodge@usmc-mccs.org

Where do I need to report when I arrive aboard Camp Pendleton? You are responsible for reporting to the Headquarters and Support Battalion Area Officer of the Day (AOOD) on the 1st deck of building 13107. You are required to report to the AOOD before your no later than time/date on your orders. To the duty, you must specify that you are executing W9P orders. The AOOD will record the time and date you checked in in the duty logbook. Report to the Alpha Company Gunnery Sergeant located in Barracks 13109 at 0800 the next working day for further instructions.

What uniform do I wear when reporting in? MarPat Woodland (Green Cammies)

When will I need to go to IPAC to begin processing my separation? The Alpha Company leadership will validate that you have met the administrative requirements and will give you further guidance on when to go to IPAC to begin processing your separation paperwork. (This does not apply to retirees; those individuals who are retiring will sit down individually with a retirement clerk.)

What do I need to bring to the IPAC?

- W9P orders and reporting endorsement from the Headquarters and Support Battalion.
- Medical/Dental Records (Do not pack these records in your household goods shipment.)
- Any missing documents identified upon reporting to the Separations Platoon.

How long can I expect to be in the Separations Platoon? It depends on the number of leave days you have and whether all required documents and prerequisites have been completed. The average turnaround time is six working days.

I do not have a vehicle; how do I get around the base? The Company office can provide transportation to and from IPAC Outbound. Bus services are also available that can transport you from the 13 Area to the 22 Area, where IPAC Outbound is located. It is \$1.75 for one way, or you can buy a day pass for \$5.00. This is an excellent option if you do not have a vehicle or a ride. Transit Line Bus #315 is the bus that will best facilitate your travel on base. Tell the driver where you are going, and they will tell you where to get off. The bus ride takes about 20-25 minutes. It usually makes hourly rotations during the workday. Rental cars are not authorized and will not be reimbursed without approval IAW JTR.

https://moovitapp.com/index/en/public_transit-line-315-San_Diego_CA-582-8891-232262-0

What if I do not have my Commanding Officer's EAS Interview? You will need to visit the Career Planner to schedule an interview with the Alpha Company Commander. The Career Planner is located on the first floor of Building 13107, Room 109.

What if I do not have a copy of my TRS/Capstone documents (DD Form 2648)? First, attempt to log into MilConnect to verify completion. If the document still needs to be completed, you must coordinate with MCCS aboard Camp Pendleton to complete the Capstone process.

Will I lose leave on October 1st if my leave balance is over 60 days, and my terminal leave is already approved? Yes. Marines can carry up to 60 days of annual leave from one fiscal year to the next unless they have Special Leave Accrual (SLA) authorization. Every year on October 1st, any unused leave exceeding 60 days will be lost, even if you are on terminal leave. You need your overseas command to approve and report your SLA request before you detach. Camp Pendleton IPAC is not responsible for handling your SLA request. For more detailed information on the SLA process, refer to the most recent MARADMIN regarding SLA.

How do I submit for reimbursement of my Temporary Lodging Allowance (TLA) incurred prior to departing my overseas location?

If you are Separating from Iwakuni: utilize this guidance below to submit your TLA claim:

Before departing, you must coordinate with the IPAC to receive guidance on where you should submit your claim. The Camp Pendleton IPAC is not responsible for submitting your request for TLA reimbursement. Be sure to include the following documents in your submission:

- Temporary Lodging Allowance Request Form
- Endorsed Orders
- DMO Letter
- Zero Balance Receipts / Itemized Receipts
- Citibank Statement / Credit Card Statement (If off base lodging was utilized)
- Certificate of Non-Availability (CNA)
- Letter from Billeting / barracks (If Applicable)
- Termination of Quarters / Housing

If you are Separating from Okinawa utilize this guidance below to submit your TLA claim:

You are required to submit your TLA claim via e-mail to: ipacokinawadeparturetla@usmc.mil.

The Camp Pendleton IPAC is not responsible for submitting your request for TLA reimbursement. Be sure to include the following documents in your submission:

- Temporary Lodging Allowance Request Form
- Endorsed Orders
- DMO Letter
- Zero Balance Receipts / Itemized Receipts
- Citibank Statement / Credit Card Statement (If off base lodging was utilized)
- Certificate of Non-Availability (CNA)
- Letter from Billeting / barracks (If Applicable)
- Termination of Quarters / Housing

How do I submit my final travel Claim? You are required to submit your final travel claim through the travel tab located in Marine Online. Scan the QR code below to help assist you in submitting your final travel claim.



What do I include in my final Travel Claim?

- DD Form 1351-2
- Separations Orders (Outbound will issue on the day of departure)
- Port Call Request (Marine Security Guards do NOT need this)
- Reporting Endorsement to Camp Pendleton (AOOD at Building #13107 provides this)
- Lodging Receipts (If Applicable)

- Any transportation receipts must be included.
- Be sure to include ALL flight itineraries.

Will the Marine Corps pay for my travel to my home of record? Yes, if you are traveling to your Home of Record (HOR). After receiving your departure date, you can make travel arrangements with SATO using your DMO orders that are in MOL. If you are traveling to a location that is not your HOR, you will only be reimbursed up to the amount it would have cost to travel to your HOR. Retirees will be reimbursed for travel to their home of selection.



IPAC Outbound Branch Points of Contact

IPAC Outbound Branch Leadership

Outbound Branch OIC – (760) 763-6025

Outbound Branch SNCOIC – (760) 763-7712

Separations Section Points of Contact

Separations OIC – (760) 763-5487

Separations SNCOIC – (760) 763-8220

Separations Clerks – (760) 763-1066

Medical Separations / W9P – (760) 763-7568

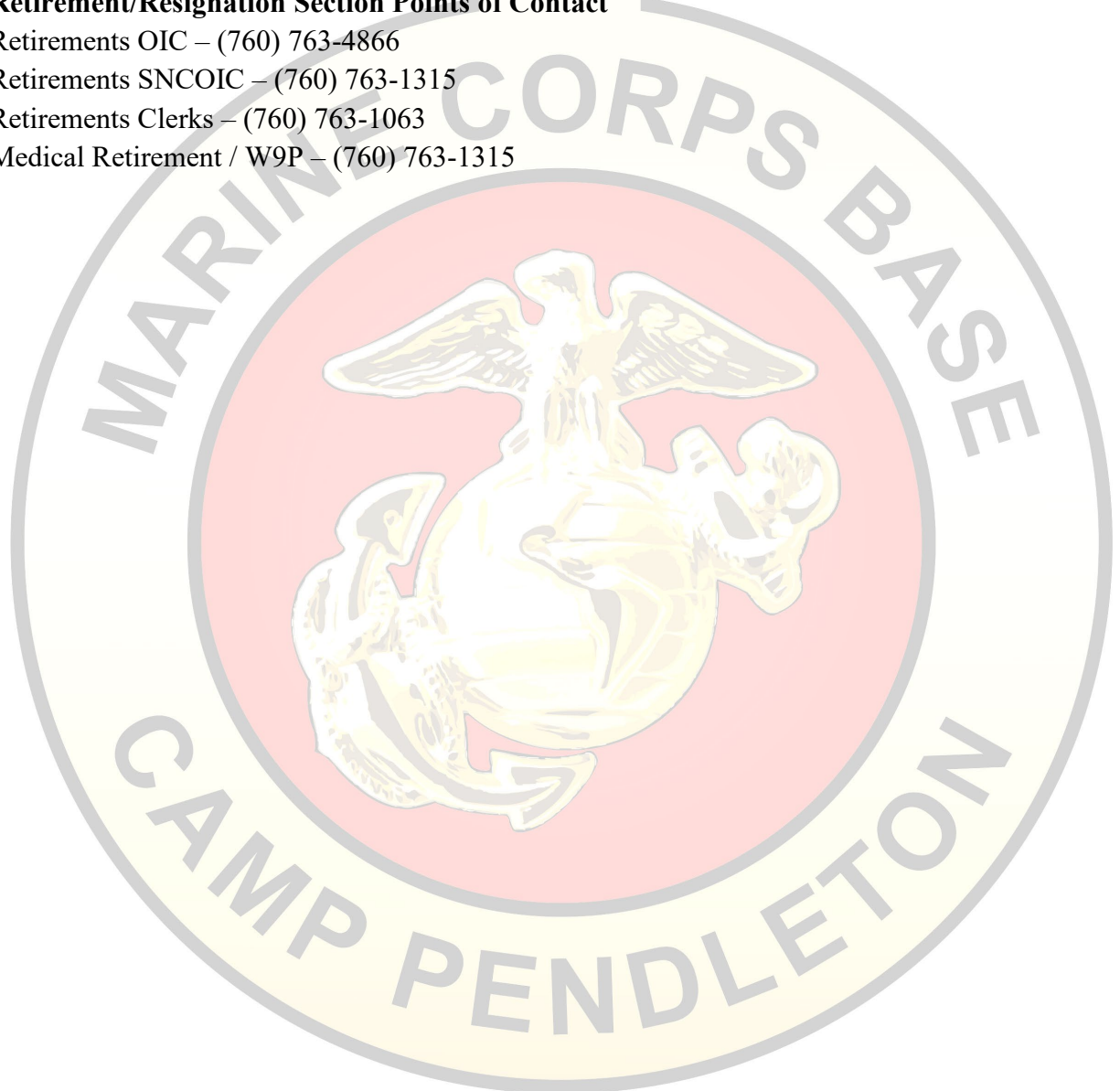
Retirement/Resignation Section Points of Contact

Retirements OIC – (760) 763-4866

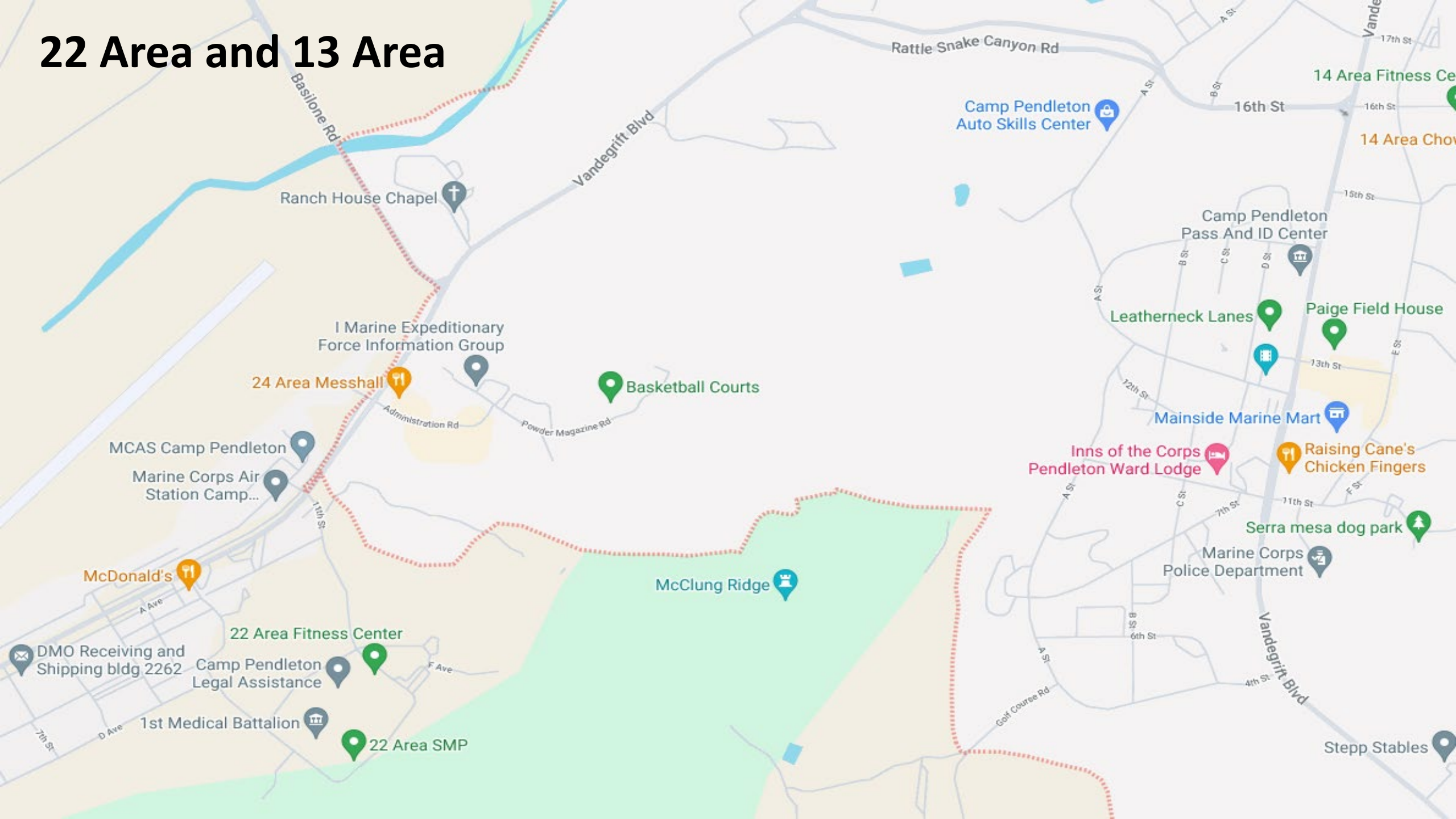
Retirements SNCOIC – (760) 763-1315

Retirements Clerks – (760) 763-1063

Medical Retirement / W9P – (760) 763-1315

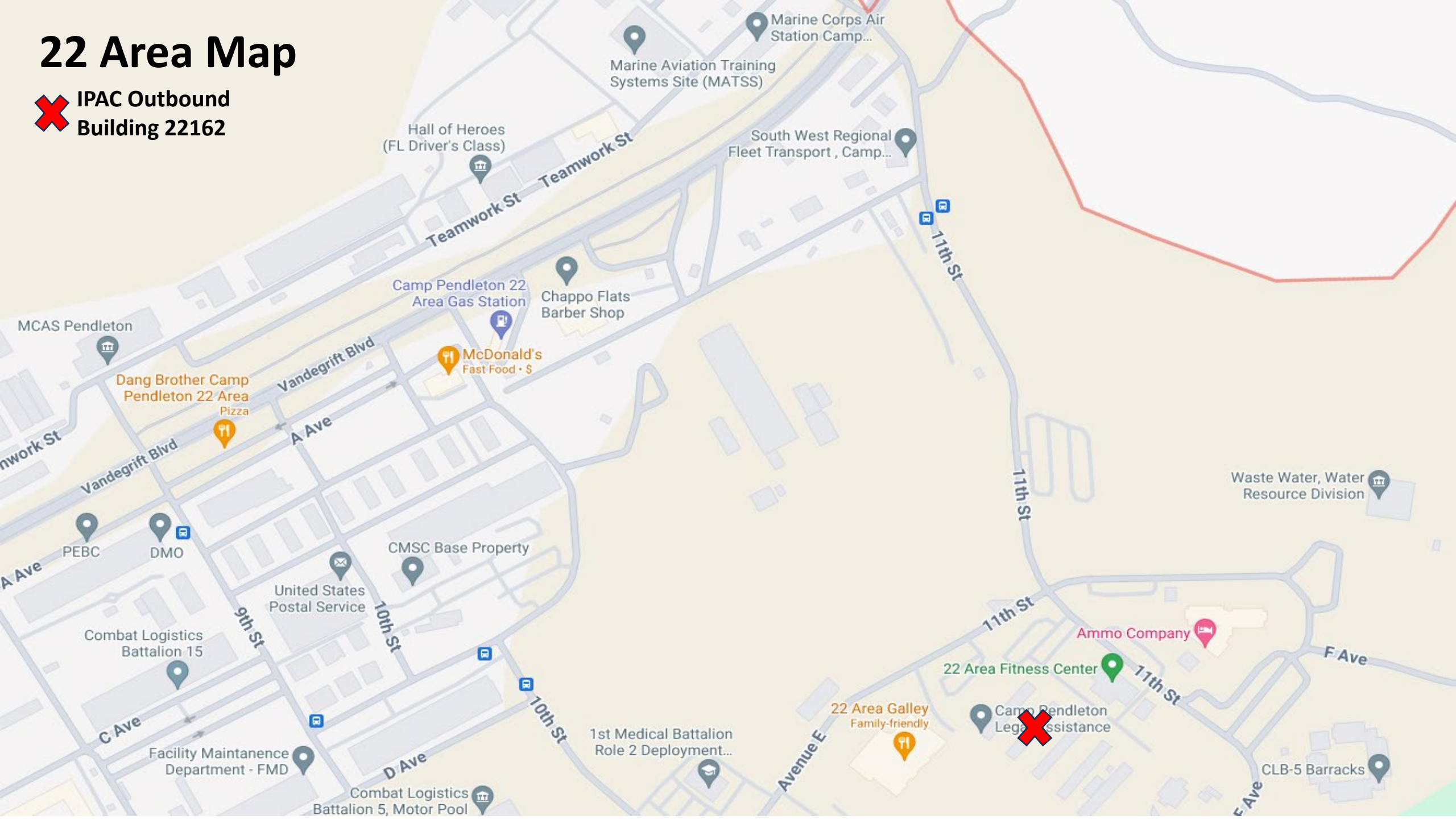


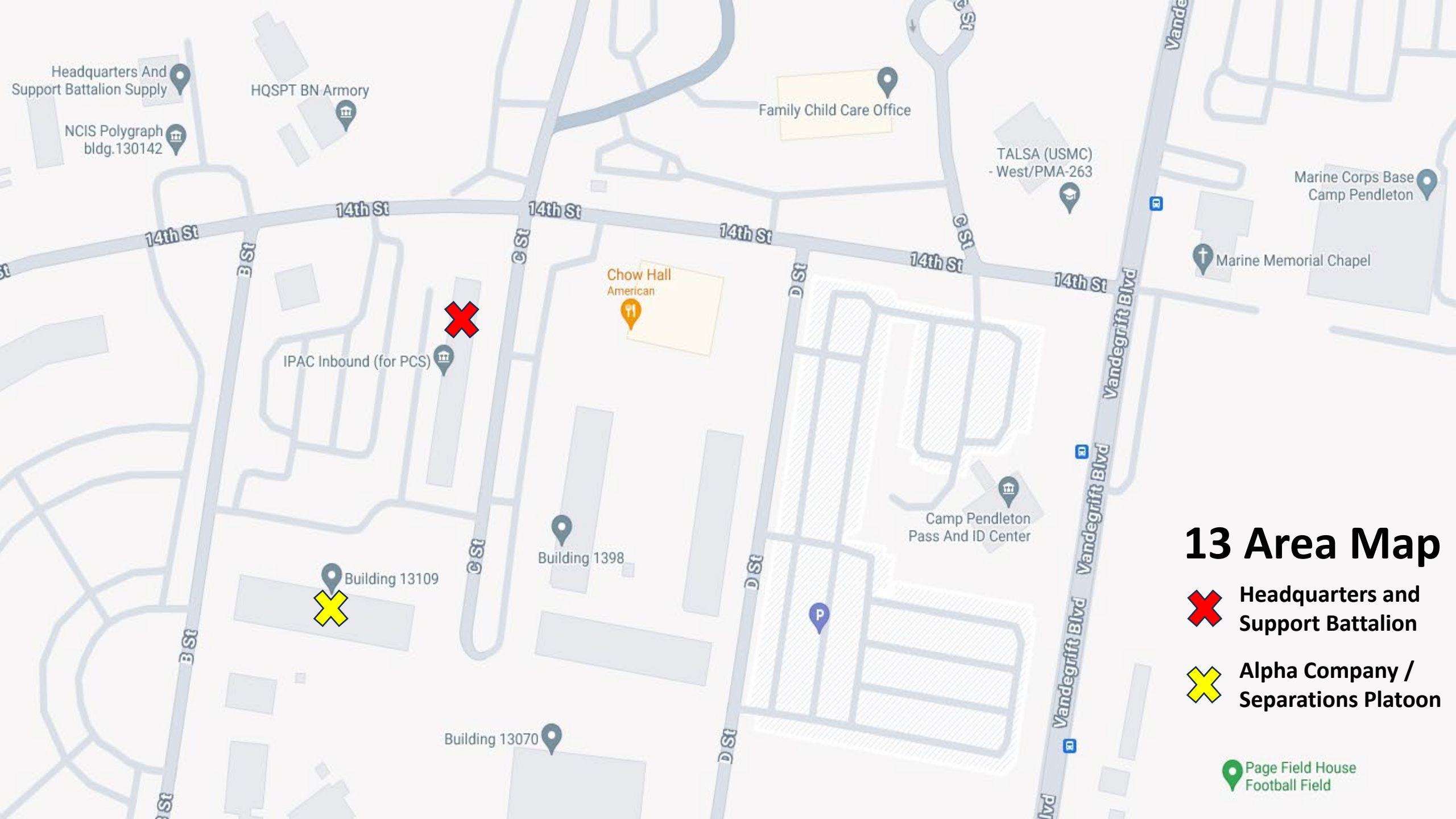
22 Area and 13 Area





22 Area Map

 IPAC Outbound
Building 22162





13 Area Map

-  Headquarters and Support Battalion
-  Alpha Company / Separations Platoon

