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18 Nov 1986

MARINE CORPS ORDER 4650.30K W/Ch 1-4

From: Commandant of the Marine Corps  
To: Distribution List

Subj: Port Call Procedures Applicable to the Movement of  
Marine Corps-Sponsored Passenger Traffic Between CONUS  
and Overseas Areas (Including Alaska and Hawaii) and  
Within and Between Overseas Areas

Ref: (a) AFR 76-11 (NOTAL)  
(b) MCO P1000.6E, ACTS Manual  
(c) MCO P4630.11 (NOTAL)  
(d) MCO 1300.8N  
(e) MCO 4630.16B  
(f) NavCompt Manual Vol IV (NOTAL)  
(g) JFTR (NOTAL)  
(h) MCO 4630.10B (NOTAL)  
(i) MCO P4600.7C, MARCORTRANSMAN (NOTAL)  
(j) MCO 5512.4L  
(k) BUMEDINST 6230.1H (NOTAL)  
(l) MCO P3000.1E, SPOMM (NOTAL)  
(m) MCO P4650.37A, Marine Corps Travel Instructions  
Manual (MCTIM) - (NOTAL)  
(n) MCO 4631.9G  
(o) MCO P1050.3F  
(p) Pub. L. No. 93-579 (NOTAL)  
(q) MCO P1020.34D

Encl: (1) Marine Corps Passenger Control Points/Port Call  
Activities  
(2) Port Call Request (Reservations and Overseas  
Transportation Arrangements) for Permanent Change  
of Station, Temporary Additional Duty, and  
Dependent's Travel  
(3) Advance Port Call Notification Card Format  
(4) Advance Port Call Notification Card Code Sheet  
(5) Advance Port Call Notification Message Format  
(6) List of Commands to Receive Advance Port Call  
Notification by AUTODIN  
(7) General Travel Information  
(8) Air Terminals and Associated Intermediate Reporting  
Activities for Outbound Travel from CONUS  
(9) Format for Report on Use of Military Airlift  
Command (MAC) Channel Service  
(10) Format for Report on Use of Commercial Air  
Transportation

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Report Required: I. Report on use of MAC Channel Service  
(Report Symbol MC-4650-05), pars. 16, 17,  
and encl. (9)  
II. Report on Use of Commercial Air  
Transportation (Report Symbol MC-4650-06),  
pars. 16, 17, and encl. (10)

1. Purpose. To establish procedures for obtaining transportation arrangements or authority to procure commercial transportation through local carrier agents for Marine Corps-sponsored passenger traffic proceeding between CONUS and overseas areas (including Hawaii and Alaska) and within and between overseas areas.

2. Cancellation. MCO 4650.30J.

3. Change Notation. This revision contains a significant number of changes and should be completely reviewed.

4. Applicability. These procedures apply to the movement of individuals and groups of Marine Corps military personnel, civilian employees, and dependents traveling incident to official orders or travel authorizations, including, but not limited to, permanent change of station (PCS), temporary duty/temporary additional duty (TDY/TAD), separation and retirement, invitational travel (other than space-available), and travel of dependents to homes of selection upon death of members. These procedures do not apply to the following:

a. Unit-type movements under special prearranged transportation (special assignment airlift mission).

b. Personnel directed to travel via fleet/amphibious ships or organic airlift.

5. Definitions

a. Port Call. A directive containing instructions on transoceanic travel arrangements. The port call shall include the following:

(1) Flight or sailing assignment, including departure terminal, scheduled departure time and date, arrival time and date, reporting time and place, flight number, and carrier.

(2) Authority to use commercial air transportation, to be arranged and procured locally.

(3) Transportation instructions for onward travel from the overseas arrival port to the destination.

(4) Transportation documents and travel instructions.

b. CONUS. The 48 contiguous States and the District of Columbia. Does not include Alaska and Hawaii.

c. Detaching Activity. The Marine Corps activity on whose rolls the individual is administratively carried, regardless of the activity where duty is being performed.

d. Close-Blood/Affinitive Relative. A person not eligible for transportation at Government expense who is a permanent member of and a resident in a military member's or Department of Defense (DoD) civilian employee's household and dependent on the sponsor for a home. This includes, but is not limited to, a brother, sister, stepchild not approved for dependency, cousin, or mother-in-law/father-in-law, who is a member of the sponsor's household. The term also applies to a person who loses identity as a dependent for purpose of transportation at Government expense, such as attaining the age of 21, who is a permanent member of and a resident in the sponsor's household and dependent on the sponsor for a home. See paragraphs 7a(1) through (5).

e. Passenger Reservation Centers (PRC's). The MAC activities responsible for arranging and confirming transportation on MAC channel flights.

f. Passenger Control Points (PCP's). Those activities designated by the services to submit passenger reservation requests/port call requests received from detaching activities to MAC PRC's. The MCMCC and the activities identified in enclosure (1) are Marine Corps PCP's.

g. Category A Transportation. Category A transportation is MAC-procured one-way traffic moved in less than planeload lots by regularly scheduled air carriers over their international commercial routes. The cost to MAC is at the applicable international tariff rate. The cost to the user is at the MAC tariff rate (reference (a) applies).

h. Category Y Transportation. Category Y transportation is MAC-procured transportation on regularly scheduled international commercial flights between commercial gateways in less than planeload lots (but not less than 20 seats a flight). This service is operated on a round-trip basis, balanced between CONUS outbound and inbound. The cost to MAC is equivalent to Category B round-trip rates. The cost to the user is at the MAC tariff rate (reference (a) applies).

i. Category Z Transportation. Category Z transportation is travel by regularly scheduled international air carrier, with tickets procured with Government Transportation Requests (GTR's) (SF 1169), at special rates applicable to DoD traffic.

j. Category B Transportation. Category B transportation is MAC-procured chartered (full planeload) commercial air service which is assigned MAC flight numbers and operated as channel air lift.

k. Category M Transportation. Category M transportation is MAC-procured transportation on military aircraft configured to accommodate passengers.

## 6. General Information

a. Pretravel Requirements. The procedures contained in this Order direct that all pretravel requirements, such as obtaining "no-fee" passports (unless fee/tourist passport authorized), visas, and immunizations, be completed and a port call obtained prior to detachment. Marines shall not be detached prior to receipt of the reply to the request for port call. Travel orders/authorizations or endorsements shall direct personnel to report for transoceanic transportation in accordance with the instructions and information contained in the reply to the request for port call.

b. Centralized Control of Requests for Overseas Passenger Reservations. These port call procedures require actions necessary for making timely transportation arrangements. Therefore, activity commanders will consider assigning the function of requesting port calls to the local activity

transportation officer. This practice will enhance centralized control as well as uniform and timely port call request action. Local activity commanders will require that all personnel, whose assigned duties include arranging port calls and issuing passenger transportation procurement documents, become thoroughly familiar and fully comply with the provision of this Order and other applicable Marine Corps directives pertaining to arranging and furnishing transoceanic transportation.

c. Mode of Transportation. For transoceanic travel, the primary mode of transportation is via MAC airlift. Where MAC airlift is not available, commercial air is used, usually at a reduced fare based on a special tariff (Category Z). When commercial air is used, transportation officers will procure reservations at the Category Z fare unless lower commercial fares are available. Regular sailings of the Military Sealift Command (MSC) passenger ships have been discontinued. Travel on commercial surface transportation has been curtailed and shall not be furnished/arranged unless authorized by the Commandant of the Marine Corps (CMC) (LFT-2) on a case-by-case basis. Individual cases, where use of air transportation would cause a personal/medical hardship on the member or dependents, may be referred to the CMC (LFT-2) for consideration. Such cases must be supported by medical certification or statement of hardship/humanitarian circumstances and include command recommendations.

d. Timely Submission of Port Call Requests. The importance of submitting a timely port call request cannot be overemphasized. Such action will enhance the chance of obtaining transportation on or near the traveler's desired travel date. In addition, timely submission of port call requests will permit the PCP to provide a response in sufficient time to enable the detaching command to complete required predetachment processing. A "timely" request for port call is defined as a request submitted in accordance with the instructions in paragraphs 8b(1) and (2); i.e., immediately upon receipt of orders or transferring directive containing assignment involving transoceanic travel.

e. Responsibility for Determining Availability of Government Transportation. The PCP is responsible for determining the availability of Government transportation and for authorizing commercial transportation for transoceanic travel. Reference (b), paragraph 4400.2g, states that Government transportation is directed, where available, unless otherwise specified. Government transportation is considered to be available unless otherwise determined by the PCP. Unless travel by commercial air is mission essential, and

directed in travel orders, activities will not furnish personnel commercial air transportation arrangements for overseas travel without prior authorization from the PCP. The MCMCC, Camp Pendleton, California, and commands identified in enclosure (1) have been designated as Marine Corps PCP's under the provisions of reference (c) for the purpose of submitting port call requests to MAC PRC's.

f. Cancellation or Modification of Port Call. Upon receipt of cancellation or modification of travel orders, notify the appropriate PCP immediately of any action required to modify or cancel port call arrangements. Notifying the PCP of changes effecting port calls is mandatory. Do not assume that automatic action will be taken by the PCP because it is an information addressee to the cancellation or modification of the transfer directive. Conversely, PCP's will not await notification from requesting activities before taking action on cancellation of port calls if such orders are received prior to travel date. The failure to cancel port calls will result in the passenger being reported by MAC as a "no-show." The means of communication used to cancel or modify port call arrangements should be based on time constraints. PCP's shall maintain records of all cancellations or modifications of port calls.

g. Tracer Action. When an activity submits an inquiry (tracer) to a PCP concerning the status of a port call request, the passenger's name (exactly as shown on the port call request), social security number (SSN), destination, and month of travel must be provided.

h. Adjustment of Planned Detachment Date. Transportation may not always be available on the date(s) requested. It may be necessary for the PCP to schedule departures slightly earlier or later than the travel performance period shown in the port call request. When such a change is made, it may be necessary for the detaching activity, upon receipt of port call confirmation, to adjust the planned detachment date accordingly. However, the individual must travel during the scheduled month of rotation.

## 7. Transportation of Dependents

a. Concurrent Travel. If concurrent travel of dependents is authorized to the overseas duty station, the following actions are required:

(1) Eligibility of Dependents to Travel at Government Expense. Ensure that the Marine is eligible for transportation

of dependents at Government expense and qualifies for "command sponsorship" of dependents under the criteria contained in reference (d). Reference (d) states that, if the Marine does not have sufficient obligated service to complete the "accompanied by dependents" tour and will not agree to extend or reenlist to obtain the necessary obligation, the Marine will not be detached without the approval of the CMC (MM), unless he/she elects the "all others" tour.

(2) Close-Blood/Affinitive Relatives. In accordance with reference (e), enclosure (1), paragraph 4-5b (2), "close-blood/affinitive relatives" of a member assigned to an accompanied by dependents tour may accompany the member and the member's bona fide dependents on a "space-available" basis when overseas travel is performed on MAC flights. As an option to space-available transportation, the sponsor may arrange space-required cash reimbursable (transportation at personal expense) transportation for close-blood/affinitive relatives as provided by reference (e), enclosure (1), paragraph, 3-3b(5). When the sponsor elects the space-required option, the cost of transportation must be paid prior to submitting a port call request. The cost of transportation will be at the Government rate and will be collected by the disbursing/finance office through the use of a Cash Collection Voucher (DD Form 1131) prepared by the transportation officer. The voucher will be prepared in accordance with the instructions contained in reference (f), paragraphs 043004 and 043136.

(3) Appropriation Data/Port Call for Close-Blood/Affinitive Relatives. Air Force appropriation 57X4922.030 68 C99 S525300 LXXV (replace the alphabetical "XX" characters with the country code for all collection vouchers issued overseas) will be cited on the voucher. A single port call request may be submitted to arrange transportation for the member, bona fide dependents, and the close-blood/affinitive relatives. If the sponsor delays making a decision on the space-required option until arrival at the MAC terminal, payment will be made to MAC terminal personnel who will then make reservations for the relatives. Since such relatives do not meet the criteria for dependency as prescribed in reference (g), they cannot be furnished transportation at Government expense. To use transportation provisions for close-blood/affinitive relatives, previously cited, travel must be performed at the same time as the sponsor and/or the sponsor's bona fide dependents and is permitted for only the transoceanic portion of the journey. Refer to paragraph 7a(5), following, for the statement to be included in the member's travel orders or endorsement when the sponsor elects space-available travel for close-blood/affinitive relatives. Reservations cannot be made for space-available transportation. Normal space-available transportation procedures will apply.

(4) MAC Transportation Authorization (MTA). When the sponsor elects the space-required option, a MAC Transportation Authorization (MTA) will be issued for the close-blood/affinitive relatives. Do not include them on the MTA issued for the member and his/her bona fide dependents. When issuing MTA's for travel of close-blood/affinitive relatives, normal procedures prescribed by reference (h) will be used, except for the following items:

(a) Air Movement Designator (AMD) (Old MTA). When constructing the AMD, use "RB" for the type travel code. Enter "RB" in priority travel code (PriTvl Co) block of new MTA.

(b) Fiscal Data. Enter Air Force appropriation 57X4922.030 68 C99 S525300 LXXV (replace the alphabetical "XX" characters with the country code for all MTA's issued overseas).

(c) CIC. Enter "CASH."

(d) Special Instructions. Enter "CASH PAYMENT."

NOTE: The procedures addressed in the preceding may be used for preparing DD Form 1131's and MTA's for other individuals who are eligible for space-required cash reimbursable travel. Travel codes are "RA" for dependents' travel in connection with immediate family emergency and "RC" for individually sponsored dependents acquired overseas.

(5) Travel Authorization for Close-Blood/Affinitive Relatives. When a close-blood/affinitive relative is accompanying the sponsor and/or the sponsor's bona fide dependents incident to the sponsor's PCS orders, or approval of a designated place for dependents under the provisions of reference (g), paragraph U5522-D, and the sponsor desires space-available transportation for a close-blood/affinitive relative, include the following in the travel orders or endorsement. (See paragraph 7a(2), preceding, for information on space required cash reimbursement travel).

"Space-available MAC transportation is authorized for (include name of relative and relationship to sponsor) to accompany the sponsor and/or dependents moving at Government expense as a close-blood/affinitive relative under the provisions of MCO 4650.16B, enclosure (1), paragraph 4-5b(2)."



b. Entry Approval/Area Clearance. If required, request approval for dependents (and close-blood/affinitive relatives, if applicable) to enter the overseas area in accordance with reference (b), paragraph 4121.

c. Application for Transportation for Dependents. Ensure that the DD Form 884 (Application for Transportation for Dependents) is completed and submitted to the PCP or local activity transportation office in accordance with the provisions of paragraphs 7k and m. (Also, see reference (i), chapter 1, part G, section I). This action should not be delayed. Processing of dependents must begin promptly to ensure concurrent travel arrangements. Identify any close-blood/affinitive relatives on the DD Form 884 if the sponsor has elected the space-required cash reimbursable option addressed in paragraph 7a(2), preceding. Do not enter close-blood/affinitive relatives on DD Form 884 if the sponsor has elected the space-available option or will delay the decision on the space required cash reimbursable option until he/she arrives at the MAC terminal.

d. Passports. Ensure that "no fee" passports (unless fee/tourist passport authorized) are promptly applied for and acquired, regardless of the type of passports currently held, in accordance with the instructions contained in reference (j). Reference (j) provides detailed instructions on submitting applications for and obtaining passports when required.

e. Immunizations. Ensure that dependents have received the necessary immunizations and hold proper records of such immunizations as required by references (k) and (l).

f. Pregnancy. Ensure that all dependents who are pregnant have a certificate signed by a doctor or medical officer attesting to the duration/period of pregnancy. Pregnant women up to the 34th week of gestation may be accepted for MAC transportation unless travel by air is medically prohibited. (See reference (e), enclosure (1), paragraph 2-6a.)

g. Early Arrival of Dependents at Port of Embarkation. Ensure that the Marine understands that dependents should not proceed to the port of embarkation until authorized by the PCP. In order to preclude financial and personal hardship, authority to report to the port of embarkation is not given until overseas transportation arrangements have been finalized.

h. Unaccompanied Dependents. The provisions of paragraphs 7a(1) and 7b through g, preceding, also are applicable for travel of unaccompanied dependents.

i. Member's Remaining Tour of Duty. Where a member is assigned to an accompanied tour, ensure that the member will have a minimum of 12 months remaining on the overseas tour upon arrival of the dependents at the duty station.

j. Denial of Entry Approval/Area Clearance. Where the member precedes dependents to an overseas area pending entry approval, ensure that entry approval has been granted prior to submitting a port call request for dependents. For some overseas assignments, entry approval will not be granted for dependents until the member has arrived on station. This procedure is followed because of limited housing in some areas.

k. Other Information on Dependent Travel. It is not the intent of this Order to prescribe all of the procedures for arranging transportation for dependents to overseas areas. Additional information on dependents' travel is contained in references (b); (e); (i), chapter 1, sections I and II; (j); (k); and (m).

l. Port Call Documentation for Dependents. Commands are not required to submit the documents prescribed in paragraphs 7m(1) through (4), following, to the PCP along with the port call request for dependents (and accompanying close-blood/affinitive relatives, if applicable) when all of the following conditions exist. In such cases, the prescribed documents shall be submitted to the local activity transportation officer for issuance of necessary transportation documents.

(1) The Marine and dependents are traveling under PCS orders which authorize concurrent travel.

(2) The requesting command has verified that entitlement for transportation of dependents at Government expense exists under the provisions of references (d) and (g).

(3) The requesting command will await the reply of the port call request and provide all necessary transportation procurement documents prior to detaching the Marine.

m. Exceptions. In the absence of any one of the conditions outlined in paragraph 7l, preceding, the following documents shall accompany the port call request:

(1) Area clearance authorizations from the overseas commander.

(2) DD Form 884. In all cases, when the member precedes the dependents to the overseas duty station, the Marine's location tour date (LTD) and rotation tour date (RTD) shall be annotated on the DD Form 884. In cases where the Marine has reported to the new overseas duty station prior to submission of a port call request for dependents, the DD Form 884 and supporting documents shall be forwarded via the chain of command for written verification that the dependents qualify for "command sponsorship" under the criteria in reference (d). If a travel allowance exists from other than the old duty station, the commanding officer shall identify the place, including the authority contained in reference (g), or circumstances establishing such as allowance.

(3) Three copies of the applicable PCS orders.

(4) A copy of approval of the designated place when dependents are traveling to a place overseas under the provisions of reference (g), paragraph U5222-D.

n. Student Dependents. Refer to reference (i), part C, paragraph 1048, for instructions on arranging transportation for student dependents traveling under funded travel orders.

#### 8. Requesting Port Calls

a. Request Format. For travel from CONUS to overseas areas, port call requests shall be submitted to PCP's in the format outlined in enclosure (2). For travel from overseas areas to CONUS or within and between overseas areas, enclosure (2) also may be used to submit port call requests to PCP's. However, if desired a locally designed format may be used by overseas commands to meet specific requirements. All items shown on the port call request format must be completed and accurate information furnished. Where items are not applicable to the traveler, enter "N/A." Except as indicated below, a separate request must be submitted for each person traveling under individual orders. A single request may be submitted when mission needs dictate that two or more persons must travel together on the same flight (inspection/maintenance survey teams, athletic teams, etc.). A single request must be submitted for each member traveling with dependents.

b. Leadtime and Communications for Requesting Port Call. When submitting port call requests to the PCP, the requests will be submitted by mail, whenever practicable. A port call request will be submitted immediately upon receipt of orders directing overseas travel. Although the MAC PRC's will

normally begin accepting reservation requests from PCP's 90 days prior to the movement month, activities may submit requests to PCP's more than 90 days prior to the movement month. Requests submitted less than 45 days prior to the detachment date will be the subject of quality surveillance action by PCP's if the date of the orders indicates sufficient leadtime was available to permit submission of a timely port call request. The following procedures are applicable when transfer directives/orders are received less than 45 days prior to the planned detachment date:

(1) Orders Received Less Than 45 Days Prior to Detachment. Where travel orders are received that require detachment within 15 to 45 days after receipt of orders and the PCP is at another location, the port call request will be submitted by message (priority precedence). Where the detaching activity is collocated with the PCP, requests will be submitted by telephone.

(2) Orders Received Less Than 15 Days Prior to Detachment. When travel orders are received that require detachment less than 15 days after receipt of orders, the port call request will be made by telephone.

c. No-Name Request. When a delay is anticipated in selecting the individual by name to execute travel orders, submit a no-name request to the PCP in accordance with the instructions contained in enclosure (2). Do not submit a no-name request if the name of the traveler cannot be furnished to the PCP at least 20 days prior to the availability date. If time limitations do not permit the use of the no-name procedure, telephone the PCP for instructions.

d. Submission of Port Call Request. Request will be submitted as follows:

(1) Detaching Activity at Same Location as the PCP. When the detaching activity is collocated with the PCP, port call requests will be submitted to the appropriate PCP identified in enclosure (1).

(2) Detaching Activity in CONUS at Locations Other Than the CONUS PCP's Listed in Enclosure (1) will submit port call requests as follows:

- Recruiters assigned to the Western Recruiting Region will request port calls through MCRD, San Diego PCP.

- Recruiters assigned to the Eastern Recruiting Region will request port calls through MCAS, Beaufort PCP.

- I&I Staffs and Reserve units will request port calls from the 4th Marine Division PCP in New Orleans.

- Marine Barracks personnel in CONUS will request port calls from their host activity. If port call capabilities do not exist at the host installation, request port calls from the Los Angeles Liaison.

- Individual or commands located in areas not supported by a PCP will request port calls from the Los Angeles Liaison.

(3) Detaching Activity Overseas at Locations Other Than Those Listed In Enclosure (1). Port call requests for personnel at overseas locations other than those served by Marine Corps PCP's listed in enclosure (1) will be submitted to the Navy PCP serving the particular area in accordance with applicable Navy directives. In the event there are no Marine Corps/Navy PCP's serving the particular area, port call requests shall be processed as follows:

(a) Location Served by MAC. Submit port call requests to the nearest MAC aerial port, Attn: Terminal Reservations Section (TRS). Since not all MAC aerial ports hold this Order, requests should be submitted in narrative format.

(b) Locations Not Served by MAC. Activities located in areas not served by MAC or located in areas which are inaccessible to MAC aerial ports are authorized to procure commercial air transportation in accordance with reference (i). As specified in paragraph 6c, preceding, when commercial air is used, Category Z rate (or other lower commercial air fare) transportation should be used to the maximum extent available.

#### 9. Responsibility of the PCP

a. Obtaining Port Calls. Submit the request in accordance with reference (c), to the appropriate MAC PRC to obtain the transoceanic transportation arrangement.

b. Units or Groups. Submit a port call request to the appropriate MAC PRC under group movement or travel team integrity procedures contained in reference (c). Upon receipt of confirmation from MAC, submit a request (by telephone, message or DD Form 1287) to Commander, Military Traffic Management Command, Falls Church, VA 22041-5050, Attn: PTO-T, to arrange CONUS portion of travel.

c. Reply to Port Call Request. When the transoceanic transportation arrangements are completed, immediately reply to the port call request. When the PCP is not collocated with the requesting activity, the PCP shall confirm the port call by message or FAX with an information copy to the gaining command.

PCP's which are collocated with the requesting activities will use locally devised procedures for replying to port call requests. An advanced notification of arrival message will be prepared by the Admin Section of Entry Level Schools for graduates of those schools being port called to an overseas command. Replies to port call requests will include, but will not be limited to, the following:

(1) The flight number or ship name, departure date, reporting time and place, destination terminal, connecting flight information, where applicable, and other instructions, as appropriate. The reporting time identified to the requesting activity will be the same as shown on the MAC confirmation card.

(2) AMD (old MTA) for MAC flight arrangements or priority/travel code (new MTA), as appropriate.

(3) Instructions on arranging commercial air transportation and providing advance port call notifications (see paragraph 9g) when not arranged by PCP.

(4) Instructions on providing transportation procurement documents.

(5) Where Category A or Y transportation is arranged, direct the detaching command to issue a transportation request, when required, from the point of termination (point of debarkation of the Category A or Y arrangement) to the overseas duty station or the vicinity of the overseas duty station. Routing options for passengers traveling to Marine Corps Air Station, Iwakuni, Japan are listed in order of preference:

(a) Category B from CONUS to Okinawa. Category M from Okinawa to Iwakuni.

(b) Category Y from CONUS to Osaka, Japan. Rail from Osaka to Iwakuni.

(c) Category Y from CONUS to Tokyo (Narita airport), Japan. Rail from Tokyo to Iwakuni/Hiroshima, Japan. Commercial air is available from Tokyo domestic airport (Haneda) to Hiroshima; however, connections via Tokyo are difficult, and airports are widely separated.

(d) Passengers should convert \$275 in American currency to defray the cost of rail and incidental expenses if option in paragraph 9c (5) (b) or 9c (5) (c) is used.

d. Marines Traveling to Marine Barracks St Mawgan, United Kingdom. Marines traveling under PCS orders to Marine Barracks, St Mawgan, United Kingdom, will be provided Category Y transportation to Heathrow Airport, London, England. Category Y service is currently available from Los Angeles (LAX), San Francisco (SFO), New York (JFK) and Washington, DC (IAD/DCA). Connecting commercial air arrangements will also be arranged from Heathrow to Newquay, United Kingdom, on Brymon Airways. If MAC is not available arrange/authorize commercial air. Where MAC confirmation (C Card) indicates Category B service was arranged to Mildenhall, United Kingdom (MHZ), cancel the MAC reservation and arrange/authorize commercial air via London Heathrow, United Kingdom (LHR). Marine Barracks, London, United Kingdom, does not have transient facilities. Request the detaching command to provide notification on commercial air arrangements from Heathrow to Newquay as required by paragraph 9h, following.

e. Authorization to Detach Without Flight Reservation. When every effort has been made to obtain flight reservations within the travel performance period to allow detachment on the planned detachment date and issuance of a commercial air authorization is considered inappropriate, the PCP may authorize detachment without a port call. The issuance of authorizations to detach personnel without port calls will be held to a minimum and will be issued only when failure to do so would cause a hardship to the member and/or the member's dependents. Where commands are authorized to detach personnel without port calls, the PCP will:

(1) Obtain a flight reservation for the passenger immediately and furnish a reply to the port call request as outlined in paragraph 9c, preceding, including instructions to the detaching activity to forward port call arrangement, with appropriate accompanying instructions, to the traveler at the leave address. If time permits, the detaching command should include a transportation procurement document when mailing the port call confirmation.

(2) In the event reservations can not be obtained for the traveler prior to expiration of the traveler's authorized delay, the reply to the port call request will direct the member to report to the appropriate intermediate reporting activity upon expiration of delay (leave).

f. Modification of Port Calls for Quota Serial Number (OSN) Personnel. When modifying port calls for members in the grade of corporal and below, include the QSN, SSN's, and military occupational specialties (MOS's) in the reply.

g. Confirming Port Calls for Unaccompanied Dependents.

When confirming port for dependents whose sponsor has preceded them to the overseas duty station, include transportation procurement document if dependents are not located in the vicinity of a military installation.

h. Providing Advance Port Call Notification to Overseas Gaining Commands. CONUS PCP's are responsible for providing overseas gaining commands port call information on incoming PCS personnel. Information on incoming personnel must be provided to the gaining commands well in advance of the scheduled arrival of personnel. Timely notification will enable the gaining commands to arrange billeting and local transportation to the duty station, where necessary. Therefore, port call information shall be forwarded/transmitted to gaining commands not later than two weeks after receipt of flight confirmations from the MAC PRC. Where MAC is not available, PCP's, or the command who procured commercial air arrangements will provide gaining commands information on the arrangements. The PCP, when authorizing use of commercial air, shall request the command making commercial air arrangements to provide the notification, including information on connecting commercial air arrangements from the MAC aerial port of debarkation (APOD) to destination airport. When it is necessary to cancel or modify port calls after the overseas commands have been furnished flight information, the PCP's or command who procured commercial air transportation will notify gaining commands of the changes. However, if the gaining commands can be furnished new flight data prior to the date the members were initially scheduled to arrive, it will not be necessary to provide cancellation notifications for passengers who will be rebooked. Port call notifications will be provided by AUTODIN or message. The formats for AUTODIN notifications and a sample code sheet for AUTODIN notification cards are shown in enclosures (3) and (4), respectively. The format for message notification is shown in enclosure (5). AUTODIN notification cards may be prepared by duplicating CC's 1-19, 23-42, 48, 52-60, 68-70, and 80 (if Transaction Code C applies) of the MAC confirmation card and entering the remaining data of the notification card from the code sheets (see enclosure (4)). As an option, notification cards may be prepared entirely from code sheets. CC's 21-22, 43, and 49-51 of the notification cards will be left blank. The commands identified in enclosure (6) will be provided advance port call information by AUTODIN while others will be notified by message. The following procedures also apply:

(1) Content Indicator Code MKEB (transportation/port call transactions) will be cited on header cards transmitted with notification cards.



(2) Advance notifications, including message notifications, will include passing instructions where the receiving or action office is known (see enclosure (6)).

(3) Port call information on unaccompanied dependents will be submitted by message. In addition to flight information and names of dependents, include the name, grade, and SSN of the sponsor. The information will be provided in narrative form rather than the format prescribed in enclosure (5) for message notifications.

\* i. Quality Surveillance by PCP's Identified in Enclosure (1). These PCP's shall:

(1) Establish and maintain a quality surveillance program for identifying errors/violations committed by base and tenant commands in the following areas:

(a) Submitting port call requests (timely submission by the detaching activity/unit, providing all required data).

(b) Submitting application for passports, where required.

(c) Obtaining authorization from the PCP for use of commercial air for transoceanic travel, unless directed in travel orders.

(d) Failing to notify PCP when traveler's orders are canceled or modified.

(2) Initiate appropriate correspondence to the port call requesting activity/unit, identifying errors or violations and requesting corrective actions.

#### 10. Responsibility of Detaching Activity

a. Immediate Action. Upon receipt of orders or a transfer directive containing an assignment involving international or transoceanic travel, the detaching activity, with the exception

of those covered by the provisions of paragraph 8d(3) (b), preceding shall take the following actions:

(1) Submit Port Call Request. Submit a port call request as outlined in paragraph 8, preceding. Port call requests involving PCS travel will contain a 10-day travel performance period (period of time between the day the traveler is available to travel and the day that traveler must depart) unless manpower requirements dictate a shorter travel period. A 10-day travel performance period is necessary to provide PCP's sufficient latitude for selecting flights for PCS travel. When selecting a travel performance period, ensure the travel period is restricted to the month the member is scheduled to rotate. Overseas commands will ensure that the travel performance period selected will not require the member to travel after the RTD or expiration of active service (EAS) date.

(2) Apply for Passports. Ensure that no-fee passports (unless fee/tourist passport authorized) are promptly applied for and acquired, regardless of the type passports currently held, in accordance with the instructions contained in reference (j), which provides detailed instructions relative to making applications for and obtaining passports when required.

(3) Determine Member's Physical Qualifications for Duty Overseas. Ensure compliance with the requirement for physical examination, as prescribed in reference (1), paragraph 2000.1b.

(4) Actions Necessary for Dependents' Travel. Where transoceanic travel of dependents at Government expense is authorized, detaching commands will comply with the procedures outlined in paragraph 7, preceding.

(5) Immunizations. Ensure that all required immunizations are completed prior to detachment. (See references (k) and (1)).

b. Predetachment Briefing. Detaching activities will establish and maintain local implementing procedures to ensure that each traveler is briefed prior to departure on the following areas

(1) Conduct While in Travel Status. Brief the traveler on standards of appearance, conduct, and decorum while in a travel status.

(2) Uniforms and Baggage. Normally, all Marines traveling via Government-owned or -controlled aircraft (including MAC Categories B and M) will be instructed to report to the aerial port/intermediate reporting activity in the appropriate uniform of the day. MAC officials will enforce wearing of the traveler's orders. All Marines shall wear the uniform of the day on MAC flights, unless specifically authorized by competent authority to wear civilian clothing. Normally, civilian clothing will not be prescribed unless indicated in the Foreign Clearance Guide. The wearing of civilian clothing on Government-owned or -controlled aircraft shall be limited to specific, justifiable cases and will normally be authorized by the CMC (MM). When wearing of civilian clothing is authorized, clothing must be in good taste. The policy for wearing civilian clothing aboard commercial aircraft (Categories A, Y, and Z) destined for Narita International Airport, Tokyo, Japan, and civil/commercial airports in Spain is indicated in paragraph 10c(3), following. Commanders shall include in basic orders or endorsements thereto as appropriate, positive instructions on wearing the uniform. Wearing of civilian clothing is authorized on military aircraft if connecting with a commercial flight which will transit a high risk area. (See paragraph 10c(2) (c), following.) All personnel rotating overseas will carry as accompanied baggage their minimum uniform requirements, except as noted in reference (1), and ship the remaining uniforms as unaccompanied baggage.

(3) Contraband. Ensure that Marines are aware of prohibitions on transporting explosive, dangerous drugs, and other contraband aboard Government aircraft.

(4) Transportation Arrangements. Counsel the traveler on transportation arrangements by using the port call confirmation. Ensure that the traveler is advised of assistance available at the base passenger transportation office and/or the airline ticket office for arranging transportation while in a leave status and en route to the port of embarkation. Enclosure (7), which contains information on the location of CONUS MAC terminals, may be used as a briefing guide.

(5) Reporting Instructions. Do not include instructions for the traveler to report to the MAC terminal without designating the complete flight information contained in the port call confirmation. Instruct the traveler to report to the departure terminal on the date and at the time indicated by the port call confirmation. Late arrival or failure to report for flight may result in the Marine Corps being penalized or billed for costs incurred by MAC as a result of the traveler's failure to use the seat.

c. Upon Detachment. Prior to detachment, ensure that the following actions have been taken:

(1) Endorsement of Orders by Detaching Activity. Identify in the travel orders or endorsement thereto the letter, message, or telephonic instructions received in response to the port call request. In addition, the following will be identified in the travel orders or endorsement thereto:

(a) The passenger transportation procurement documents, by number.

(b) Name of the carrier and flight number or name of the ship.

(c) Name and location of the departure terminal. (See enclosure (7).)

(d) Time and date the passenger must report to the departure terminal.

(e) Customer identification code (CIC).

(f) Destination terminal.

(g) Arrival date and time.

(h) Connecting point(s), where applicable.

(i) Estimated cost of transportation.

(2) Mandatory Statement To Be Included in Orders or Endorsements. The following statements will be included in all PCS orders or endorsements:

(a) Early Termination of Leave

"If you desire to terminate your leave prior to your port call reporting date, report to (show the appropriate intermediate reporting activity from enclosure (8)). Do not report to the designated air terminal more than 24 hours prior to flight departure time. Transient accommodations are very limited. Per diem is not authorized for the period involved. This per diem restriction does not apply to any necessary delay beyond your scheduled departure time."

(b) Failure to Comply With Port Call Instructions

"This port call constitutes a modification to your travel orders. Failure to comply with port call

instructions, except for emergencies or situations beyond your control, is considered as refusal to execute travel orders and may subject you to disciplinary action. If your orders are canceled or modified while you are in a leave status, or other circumstances beyond your control prevent you from reporting for your scheduled flight, call the (show the appropriate PCp and telephone number) and advise of the necessity to cancel or modify port call. Identify your port call confirmation, including the flight number, date, airport/terminal of departure, destination, and desired new port call date, as applicable."

NOTE: For passenger traveling from CONUS to overseas areas, identify the LAX Liaison (DSN 833-0715/0716/1997, commercial 213-363-Ext.) as the PCP to be contacted.

(c) Wearing of Uniform on MAC Flights

"You shall wear the uniform of the day (appropriate civilian clothes, when authorized) on all MAC flights."

(3) Wearing Civilian Clothing Aboard Commercial Aircraft. When the PCP confirms port calls for officers on Categories A and Y service, or authorizes procurement of Category Z service to Japan via Narita International Airport, Tokyo, Japan, and commercial airports in Spain, endorse orders to authorize travel in civilian clothing. Enlisted personnel traveling on Categories A, Y, and Z service to Japan via Narita International Airport will continue to wear the appropriate uniform. All personnel traveling on Categories A, Y, and Z service to Spain will have their orders endorsed to authorize wearing of civilian clothing. Civilian clothing may also be authorized for commercial air travel to high threat areas.

(4) Excess Baggage. When travel via air is contemplated, include the amount of excess baggage authorized. Reference (b), paragraph 4400.2g, contains instructions on excess baggage allowances.

(5) Transportation Documents. Ensure that travelers have been provided the necessary transportation procurement documents, such as, DD Forms 1482 (old MTA), 1482-1, and 1482-4 (new MTA's) for travel via MAC-procured Categories A, B, M, and Y service and SF 1169 (U.S. Government Transportation Request) for travel via regular commercial transportation at the regular

international rate or Category Z rate. Ensure that MTA's are properly prepared in accordance with the instructions contained in reference (h), including correct citation of the AMD (old MTA), total passengers, total baggage weight and pieces authorized, appropriation data, and CIC. See references (h), (i), and (n) for examples of appropriation data formats and examples of prepared transportation procurement documents. The requirement that detaching activities ensure travelers have been issued transportation procurement documents prior to detachment is not satisfied by an instruction written into the travel orders or endorsement requiring the traveler to obtain them. The determination of issuance of transportation documents prior to detachment is part of the checkout procedure prescribed by reference (1) which must be complied with.

(6) Compliance With Standard Policy for Movement of Marine Corps Units and Transients Overseas (SPMM). Ensure that the checklist is completed as required by reference (1) and a copy attached to travel orders.

d. Ordering Personnel to Intermediate Reporting Activities. Except under the situations outlined in paragraph 9e(2) and personnel identified in paragraph 12a, travelers will not be ordered to report to intermediate reporting commands unless directed by the CMC (MM).

e. General Transportation Information. Ensure that personnel are furnished copies of enclosure (7) upon detachment.

f. Advance Notification on Commercial Air Arrangements. The detaching activity is responsible for providing overseas gaining commands notifications on commercial air when directed in travel orders. This includes commercial air requirements from the MAC APOD to the final destination. Refer to instructions in paragraph 9h, preceding.

11. Aerial Port of Embarkation/Debarcation (APOE/APOD) Selection

a. Alternate APOE/APOD Approval. This alternate port policy was reviewed by the Per Diem, Travel, and Transportation

Allowance Committee as Per Diem Case Number 06 14-83. Nothing was found which is contrary or in addition to the basic entitlement contained in reference (g).

b. Applicability. These APOE/APOD selection procedures apply to Marine Corps personnel traveling under PCS order between CONUS and overseas via MAC Category A, B, Y, or M service. These procedures do not apply to members returning to CONUS for separation from the service. Such personnel will be transferred (W95) to the nearest Marine Corps activity in CONUS for separation in accordance with current procedures.

c. CONUS Outbound Selection. Generally, port calls are arranged from the CONUS APOE cost effective/nearest the permanent duty station. The basic entitlement for travel would be from the old permanent duty station to the cost effective nearest APOE. Options involving other entitlements or circumstances are as follows:

(1) Temporary Duty (TDY) Travel in Connection With PCS. Port call from the APOE cost effective/nearest the TDY location. The travel allowance, monetary allowance in lieu of transportation (MALT) plus per diem or transportation in kind plus per diem, as applicable, would be from the old duty station to the TDY point and then to the APOE cost effective/nearest the TDY location.

(2) Privately Owned Vehicle (POV) Shipment in Conjunction With PCS Travel. Port call from APOE cost effective/nearest to the authorized POV delivery point. The authorized POV delivery point can be either the primary POV delivery point nearest the old duty station or any POV delivery point in the direction of the new permanent duty station. If the delivery of POV is concurrent with the execution of PCS orders, the member rates an allowance from the old duty station to the POV delivery point and then to the APOE. Refer to reference (g), paragraph M11012, for information on reimbursement. DD Form 788 (Private Vehicle Shipping Document) will be used for reimbursement purposes (to substantiate shipment of POV).

(3) Alternate APOE for Personal Travel Circumstances. Where the member's personal travel circumstances warrant use of an alternate APOE, the commanding officer may authorize use of an alternate APOE when travel to the APOE will be in the direction of the new duty station. Travel is considered to be in the direction of the new duty station when the APOE is intermediate to the new duty station. Entitlement will be MALT plus per diem from the old duty station to the alternate APOE. Provisions of reference (g), paragraphs M4150 and M4159, apply. Use of an alternate APOE in the opposite direction of new duty station/PCS travel is not authorized.

d. CONUS Inbound APOD Selection. When other travel entitlements (pick up shipped POV, TDY) or other circumstances (leave) are not involved, port calls are arranged to the CONUS APOD cost effective/nearest the new permanent duty station. The basic entitlement for travel and reimbursement would be from the APOD to the new permanent duty station. Options involving other entitlements or circumstances are as follows:

(1) TDY Travel in Connection With PCS. Port call the member to the APOD cost effective/nearest to the TDY location. The member accrues an allowance, MALT plus per diem or transportation in kind plus per diem, as applicable, from the APOD to the TDY point and then to the new duty station.

(2) POV Shipment in Conjunction With PCS Travel. Port call the member to the APOD cost effective/nearest to authorized POV pickup point when POV will be used to complete PCS travel to the new duty station. The authorized pickup point can be either that nearest to the new duty station or any port in the same direction of PCS travel. If POV pickup is concurrent with PCS travel, the member's allowance would be from the APOD to the new duty station via the POV pickup point. Refer to reference (g), paragraph M11012. DD Form 788 will be used for reimbursement purposes to substantiate shipment of POV.

(3) Alternate APOD for Personal Travel Circumstances. Where the member's personal travel circumstances warrant use of an alternate APOD, the member's commanding officer may authorize use of an alternate APOD when travel from the APOD will be in the direction of the new duty station. Travel is considered to be in the direction of the new duty station when the alternate APOD is intermediate to the new duty station. Entitlement will be MALT plus per diem from the APOD to the new duty station. Reference (g), paragraphs M4150 and M4159, apply. Use of an alternate APOD beyond the new duty station is not authorized.

e. Endorsement for Alternate APOE/APOD Selection. When a member selects an alternate aerial port, the travel orders must be endorsed to indicate when the alternate port selection was for personal convenience. The APOE/APOD selected must be consistent with the guidelines contained in paragraphs 11c (3) and 11d (3), preceding. In such cases, travel orders or endorsement thereto will include the following statement:

"You selected (enter aerial port) as an alternate aerial port for personal convenience. Your MALT plus per diem reimbursement is from (enter old duty station to alternate APOD or alternate APOD to new duty station, as applicable)."



12. Special Procedures

a. Graduates of Entry Level Skill Qualifications Training.  
Entry Level Graduates will not be directed to report to the MCMCC. If it becomes necessary to direct a traveler to an intermediate reporting activity, contact the LAX Liaison or CMC (MM) for reporting instructions.

(1) Marine Corps Schools collocated with CONUS PCP. Port call request for graduates of entry level Marines will be submitted to the PCP. Close liaison will be maintained between the school and the PCP to ensure port calls are arranged in advance of detachment.

(2) Marine Corps Administrative Detachments and Marine Corps Representatives Assigned Duty With Non-Marine Corps Schools.

(a) If a military passenger office is available to make port call requests, make the request for port calls through that office.

(b) If a military passenger office is not available, make the request by phone or FAX through the LAX Liaison.

b. Leave Travel in Connection With Consecutive Overseas Assignments. The detaching overseas activity will submit a timely port call request 60-90 days prior to the date of detachment to the responsible PCP to obtain transportation.

Where the member is assigned from an unaccompanied overseas tour to an accompanied overseas tour, and dependents were retained in CONUS, the port call request should include dependents if concurrent travel is authorized and entry approval (where applicable) has been granted. Supporting documents for dependents shall be submitted as prescribed by paragraphs 71 and m, preceding.

c. Transportation in Connection With TAD in CONUS. Where personnel (civilian and military) stationed overseas are directed to perform TAD at a CONUS activity which is collocated with a PCP, a port call request will be submitted to the PCP to obtain return transportation to the overseas command. If the TAD site is not collocated with any of the CONUS PCP's identified in enclosure (1), the port call request will be submitted to the MCMCC at the address shown in paragraph 8d(2), preceding. If the TAD completion date is not known prior to the traveler's departure for CONUS, direct the traveler to request the TAD host activity to submit a port call request as soon as the TAD completion date is determined. Full compliance with these instructions will reduce the requirement for use of more costly commercial air as well as prevent delay at the MAC departure terminal while awaiting flight assignment.

d. Transportation in Connection With Emergency Leave. The following guidelines apply to emergency leave travel:

(1) Refer to reference (g), paragraphs M5800, M5801, M7300, and M7301 for identification of members and dependents eligible for emergency leave/personal emergency travel at Government expense.

(2) Individuals authorized transportation at Government expense will be issued funded TAD orders in connection with emergency leave travel, as prescribed by references (b) and (o).

(3) Advance reservations for the transoceanic portion of the travel on MAC airlift (Category A, B, Y, or M) will be made by telephone. Where travel by commercial air (Category Z or economy class) is involved, advance reservation shall be made through the local airline agent or, where applicable, the base traffic management officer. Maximum effort should be made to avoid travelers reporting to MAC terminals without flight confirmations. However, when advance MAC or commercial arrangements cannot be completed without undue delay to the traveler, the PCP shall authorize the requesting activity to direct the traveler to the appropriate MAC aerial port for

assistance in obtaining transportation. MAC airlift shall be used except when it is not reasonably available. Members and command sponsored dependents traveling by MAC may use the APOD/APOE nearest the location of the emergency, including Lambert Field, St. Louis, Missouri. The above also applies to members and dependents eligible for funded travel from CONUS to overseas in connection with emergency leave/family emergency.

NOTE: For travel of members/dependents not listed in reference (g), refer to reference (e), enclosure (1), chapters 3 and 4.

(4) The LAX Liaison is responsible for providing return transportation for all overseas personnel on emergency leave when round trip transportation was not provided prior to commencing emergency leave. Additionally, the liaison will assign leave dates if not previously accomplished at the APOD. Overseas activities issuing emergency leave orders for travel to CONUS shall notify the liaison by message of the pending arrival of each emergency leave member. Marines and command sponsored dependents shall be instructed to call the Los Angeles Liaison if a return port call has not been received within 5 days of expiration of leave or planned date of return. Emergency leave travelers arriving at the Los Angeles APOD shall be instructed to contact the liaison for assistance in arranging follow-on transportation and return transportation as needed. If not arriving at the Los Angeles APOD, contact the liaison by phone, commercial: 310-363-1997, DSN: 833-1997 to pass arrival information, begin emergency leave, and arrange for return transportation.

(5) LAX Liaison shall establish and maintain records for overseas personnel on emergency leave in CONUS to ensure that port calls are canceled/ modified when emergency leave is extended. LAX Liaison shall forward a copy of all emergency leave extensions to the CMC (MM) and the member's command.

**(6) For additional instructions applicable to emergency leave travel, refer to paragraph 3012 of reference (o).**

e. Ordinary Leave Extensions. When personnel are traveling from CONUS to overseas with authorized delay en route, instructions included in orders or endorsement thereto shall require the Marines to call the LAX Liaison (LAX phone DSN 833-1997, commercial 213-363-1997).

f. LAX Liaison will maintain track of student dependent travel, EML, R&R, and individuals returning from overseas without orders.

13. Privacy Act Statement. Reference (p) (the Privacy Act of 1974) includes specific requirements pertaining to requests for individuals to disclose their Social Security numbers. Therefore, the following should be reproduced on cards or bond paper and issued to all personnel, civilian or military, where disclosure of a SSN is required for the purpose of arranging and furnishing transportation:

"Disclosure of your SSN under the provisions for Public Law No. 93-597 may be deemed necessary for the purpose of arranging port calls and furnishing transportation incident to your travel orders. Solicitation of your Social Security Number is authorized under the provisions of Executive Order 9297 dated 22 November 1943."

14. Circuitous Travel and Delay En Route Under PCS Orders

a. Computation of Travel Costs. Where circuitous travel with delay en route is authorized under the provisions of reference (b), the member may be provided space-required travel via MAC-procured transportation (Category A, B, Y, and M) for all segments of a circuitous routing. Issue a MTA (use a four coupon MTA (DD Form 1482-4) where available) for all segments of travel where space-required travel is desired and can be provided. In all cases involving circuitous travel, the detaching command will determine if excess cost will result by comparing the cost of the

direct route to the cost of the segmented/circuitous route. Advise the member of the excess cost. Cost computations may be included in the travel orders or endorsement thereto which authorizes circuitous travel. The member must pay any excess transportation cost (see paragraph 14d, following). The following are examples of cost comparisons involving circuitous travel (refer to the MAC tariff for current rates):

(1) A member stationed in Okinawa desires delay en route in Hawaii in connection with travel to CONUS. The direct cost of MAC travel from Okinawa to CONUS (Los Angeles International Airport (LAX)) is \$516. The segmented cost would be Okinawa to Hawaii (\$391), plus the cost from Hawaii to LAX (\$135), for a total of \$526. The excess cost is \$10.

(2) A member stationed in Okinawa desires to delay in the Philippines in connection with travel to CONUS is \$516. The segmented cost would be Okinawa to the Philippines (\$77), plus the cost from the Philippines to LAX (\$505), for a total of \$582. The excess cost is \$66.

(3) As an option to the preceding examples, the member may travel space-available to the overseas delay point and space required for onward travel to the destination APOD. If this option is used, a member stationed in Okinawa, with authorized delay en route in the Philippines, would accrue no additional cost since the MAC cost (FY 86 MAC tariff) from the Philippines to LAX (\$505) is less than the entitlement (\$516). A member using this option, in connection with delay in Hawaii, would accrue no cost since the cost of space-required transportation from Hawaii to LAX is less than the entitlement (Okinawa to LAX).

b. Member Accompanied by Dependents. A member who is entitled to transoceanic travel of dependents at Government expense may have such dependents accompany him/her, provided the member pays the excess cost. If the sponsor elects to travel space-available to an overseas delay point, the dependent also would have the option.

c. Entry Requirements. Ensure that any entry requirements for the country to be visited are satisfied. This will avoid embarrassment to the member and unnecessary hardship/delay.

d. Excess Cost Collection Procedures. Where the costs of the circuitous routing is in excess of the cost of travel by the direct route, the excess cost must be collected by the detaching command.

The excess cost must be collected in advance of travel by use of a Cash Collection Voucher (DD Form 1131) prepared by the transportation officer in accordance with reference (f), paragraph 043004. Checkage/cost charge procedures will not be used.

NOTE: These procedures also apply to PCS travel from CONUS to overseas with authorized overseas delay en route.

\*15. CONUS PCP Reports to LAX Liaison. CONUS PCP's identified in enclosure (1) shall provide the LAX Liaison input to the reports outlined in enclosures (9) and (10). Enclosure (9) should identify MAC service on all channels with the exception of LAX, Lambert Field, St Louis, and Oakland International Airport. Passenger movements for these channels will be collected by Marine liaison units at these respective APOE's. The report data shall be submitted by the communication (message, letter, or AUTODIN) and format requested by the LAX Liaison. The data must be submitted on a monthly basis, to arrive at the LAX Liaison not later than the 15th day of the month following the month of operation.

\*16. Overseas PCP Reports to the CMC (LFT-2). Marine Corps Base (MCB), Camp Butler, Japan, Marine Corps Air Station (MCAS), Iwakuni, Japan, and MCAS, Kaneohe Bay, Hawaii, shall provide the CMC (LFT-2) reports outlined in enclosures (9) and (10). The reports shall be submitted on a monthly basis, by the 30th day of the month following the month of operation, under a letter of transmittal, to include an assessment of the month's operation and identification of problem areas. The reports may be submitted by machine printout, at the option of the activity commander; however, such reports must contain the same data prescribed by enclosures (9) and (10). The destinations contained in enclosure (10) should be changed to reflect destinations to which overseas PCP's provided transportation.

17. Reports by the LAX Liaison. The LAX Liaison shall consolidate and submit transportation reports received from CONUS PCP's to the CMC (LFT-2) as indicated in enclosure (9), Report Symbol MC-4650-05, Report on Use of MAC Channel Service and enclosure (10), Report Symbol MC-4650-06, Report on Use of Commercial Air Transportation. These reports shall be submitted on a monthly basis, by the 30th day of the month following the month of operation, under a letter of transmittal, to include an assessment of the month's operation and identification of problem areas. The report may be submitted by machine printout, at the option of the activity commander; however, such reports must contain the same data prescribed by enclosures (9) and (10).

18. Quality Surveillance by the LAX Liaison. The LAX Liaison shall:

a. Establish and maintain a quality surveillance program for the purpose of identifying errors/deficiencies requiring corrective actions in the following areas:

(1) Port calls/passports.

(2) Failure of commands to properly prepare personnel for duty overseas prior to detachment as required by Marine Corps directives; e.g., transportation procurement documents not issued, overseas checklist for enlisted personnel not completed and attached to PCS orders in accordance with reference (1).

(3) Detachment of travelers by activities prior to receipt of port call without authority from the PCP.

b. Initiate appropriate correspondence to port call requesting activities, identifying the errors/deficiencies and requesting corrective action in accordance with applicable directives. Such correspondence shall request that activities respond in writing (with a copy to the CMC (LFT-2)), identifying the corrective actions taken to preclude recurrence of errors/deficiencies. The CMC (LFT-2) shall be furnished a copy of all quality surveillance inquiries/actions initiated by the LAX Liaison.

c. Establish and maintain a quality surveillance program for the purpose of monitoring no-show personnel. Surveillance action shall include the following:

(1) Initiate appropriate correspondence to detaching commands to ascertain the reason personnel failed to report for their assigned flight. When responding to LAX Liaison surveillance inquiries, detaching commands shall identify the reason a traveler failed to report for his flight (orders modified/canceled). The CMC (MMEA-1, MMOA-1, and LFT-2) shall be furnished a copy of all no-show surveillance actions and responses.

(2) Furnish the CMC (LFT-2) a monthly summary of no-show quality surveillance actions taken or planned and referral of any policy matters which may require resolution/action by Headquarters Marine Corps. The no-show summary may be added as an addendum to enclosure (9).

(3) Where personnel with the grade of sergeant and above are reported as no-shows and the gaining command can be identified, submit periodic inquiries to gaining commands in instances where

responses from detaching commands do not give a reason for the no-show. The gaining command shall be requested to ascertain the following:

- (a) Whether the Marine has reported for duty.
- (b) Marine's flight number and date of departure from CONUS.
- (c) Why the Marine failed to report for the flight identified in the port call.

19. Quality Surveillance at MAC Terminals. The Commanding Officer, MCMCC, shall establish and maintain a surveillance program at Oakland, St. Louis, and Los Angeles International Airports for the purpose of screening personnel reporting for MAC flights and ensure compliance with uniform and appearance standards prescribed in references (l) and (q). Liaison personnel shall be directed to take necessary corrective action to ensure personnel meet minimum uniform and appearance standards before boarding MAC aircraft. If it becomes necessary to hold personnel beyond their scheduled flight, liaison personnel shall cancel MAC reservations as far in advance of flight departure as possible. The MCMCC will initiate correspondence to the overseas receiving commands advising of the delay (forward copies of such correspondence to the CMC (MM)). The CMC (MMEA, MMOA and LFT-2) shall be furnished copies of correspondence concerning violations of uniform and appearance standards. Overseas commanders with operational control of Marine Corps liaison personnel will implement similar procedures as previously outlined with copies of correspondence furnished to the Commander, MCB's, Pacific.

20. Supervision of Personnel on MAC Flights. For the purposes of supervising Marines traveling aboard MAC aircraft, group travel guidelines are prescribed at reference (b), paragraph 4401.2. A commissioned or noncommissioned officer shall be designated troop commander and shall maintain necessary control over enlisted personnel in such matters as personal appearance, conduct, decorum, and discipline while the troops are in the MAC system. The commander shall be identified to the senior MAC passenger service representative on duty at the time personnel are reporting for air transportation at the APODE and also to the senior cabin attendant crew member immediately prior to boarding the aircraft.

21. Changes to Travel Information Enclosure. The MCMCC will monitor enclosure (7) for any significant changes which will require a revision of that enclosure. Information for periodic changes will be forwarded to the CMC (LFT-2) for dissemination.



22. Marine Corps Liaison Teams. Commanders of liaison teams shall ensure that:

a. Marine Corps liaison teams, established at certain MAC aerial ports in CONUS and overseas, provide the following minimum services:

(1) Necessary assistance and administrative processing of inbound and outbound Marine Corps-sponsored passengers transiting the MAC aerial port.

(2) Ensure that Marine Corps standards of appearance, dress, conduct, and decorum are strictly adhered to by Marines transiting the MAC aerial port.

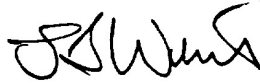
(3) Serve as on-site point of contact for liaison between MAC personnel and adjacent Marine Corps activities.

(4) Provide endorsement of orders to Marine Corps-sponsored passengers arriving at and departing from the aerial port, when appropriate.

(5) Provide aircraft departure reports containing passenger information, as required.

b. Personnel assigned to the Marine Corps liaison teams should be neat in appearance and have leadership ability.

23. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.



J. J. WENT  
Deputy Chief of Staff  
for Installations and Logistics

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Copy to: Navy Administration Unit, Sandia Base, Albuquerque, NM 67115; Personnel Support Detachment Building 123, Naval Support Activity, New Orleans, LA 70114; District Transportation Activity, 3d Naval District, 90 Church Street, New York, NY 10007; District Office, Naval Ammunition Depot, Hastings, NE 68901; District Officer, Naval Air Training Center, Pensacola, FL 32508; District Transportation Activity, 9th Naval District, Building 1, Great Lakes, IL 60088; Passenger Transportation Office, Naval Air Station, Jacksonville, FL 32212; Naval District Office, Naval Base, Portsmouth, NH 03081; Military Airlift Terminal Coordination Officer, Travis AFB, CA 94535; Military Airlift Terminal Coordination Officer, McGuire AFB, NJ 08641; Military Airlift Terminal Coordination Officer, MAC Terminal, Charleston International Airport, Charleston, SC 29404; Military Airlift Terminal Coordination Officer, Air Passenger Terminal, Naval Air Station, Norfolk, VA 23511; District Passenger Transportation Activity, Command 3, Navy Overseas Transportation Officer, 4th Floor East, Building 8, Brooklyn Army Terminal, Brooklyn, NY 11250; Commander, Military Traffic Management Command, 5611 Columbia Pike, Falls Church, VA 20315-5050 (2)  
7000144/8145001 (1)

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DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
WASHINGTON, DC 20380-0001

MCO 4650.30K Ch 1  
LFT-2-dld  
22 Sep 1987

MARINE CORPS ORDER 4650.30K Ch 1

From: Commandant of the Marine Corps  
To: Distribution List

Subj: Port Call Procedures Applicable to the Movement of  
Marine Corps-Sponsored Passenger Traffic Between CONUS  
and Overseas Areas (Including Alaska and Hawaii) and  
Within and Between Overseas Areas

Encl: (1) New page inserts to MCO 4650.30K

1. Purpose. To transmit new page inserts and direct a pen  
change to the basic Order.

2. Action

a. Remove present pages 17, 18, 29, and 30 of the basic  
Order and replace with corresponding pages in the enclosure  
hereto.

b. Remove present enclosure 6 and replace with new  
enclosure 6 contained in the enclosure hereto.

c. Remove present page 1 of enclosure 9 and replace with  
corresponding page contained in the enclosure hereto.

d. In the basic Order, paragraph, 7a(5), fifth line,  
change "M7005" to read "U5522-D".

3. Summary of Changes

a. Corrects advance port call notification information for  
Marines ordered to the First Marine Aircraft Wing.

b. Corrects reference to a paragraph in the Joint Federal  
Travel Regulation.

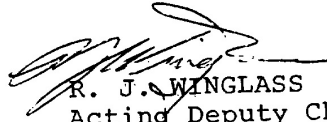
c. Deletes that portion pertaining to number of spaces  
forecasted.

d. Reflects changes in reporting MAC used by passenger  
control points (PCP's).

PCN 102 064000 01

4. Change Notation. Significant changes contained in the revised pages of this change are denoted by an asterisk (\*) symbol.

5. Filing Instructions. This Change transmittal will be filed immediately following the signature page of the basic Order.



R. J. WINGLASS  
Acting Deputy Chief of Staff  
for Installations and Logistics

DISTRIBUTION: A plus 7000164 (30)

Copy to: Navy Administration Unit, Sandia Base, Albuquerque, NM 67115; Personnel Support Detachment Building 123, Naval Support Activity, New Orleans, LA 70114; District Transportation Activity, 3d Naval District, 90 Church Street, New York, NY 10007; District Office, Naval Ammunition Depot, Hastings, NE 68901; District Officer, Naval Air Training Center, Pensacola, FL 32508; District Transportation Activity, 9th Naval District, Building 1, Great Lakes, IL 60088; Passenger Transportation Office, Naval Air Station, Jacksonville, FL 32212; Naval District Office, Naval Base, Portsmouth, NH 03081; Military Airlift Terminal Coordination Officer, Travis AFB, CA 94535; Military Airlift Terminal Coordination Officer, McGuire AFB, NJ 08641; Military Airlift Terminal Coordination Officer, MAC Terminal, Charleston International Airport, Charleston, SC 29404; Military Airlift Terminal Coordination Officer, Air Passenger Terminal, Naval Air Station, Norfolk, VA 23511; District Passenger Transportation Activity, Command 3, Navy Overseas Transportation Officer, 4th Floor East, Building 8, Brooklyn Army Terminal, Brooklyn, NY 11250; Commander, Military Traffic Management Command, 5611 Columbia Pike, Falls Church, VA 20315-5050 (2)  
7000144/8145001 (1)

REPRINTED FOR STOCK ONLY 12 Sep 1994



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
WASHINGTON, DC 20380-0001

MCO 4650.30K Ch 2  
LFT-2-dt  
22 Apr 1988

MARINE CORPS ORDER 4650.30K Ch 2

From: Commandant of the Marine Corps

To: Distribution List

Subj: Port Call Procedures Applicable to the Movement of  
Marine Corps-Sponsored Passenger Traffic Between CONUS  
and Overseas Areas (Including Alaska and Hawaii) and  
Within and Between Overseas Areas

Encl: (1) New page inserts to the basic Order

1. Purpose. To transmit new page inserts to the basic Order.

2. Action

a. Remove present pages 29 and 30 of the basic Order and replace with corresponding pages contained in the enclosure hereto.

b. Remove present pages 1 and 2 of enclosure (1) and replace with corresponding pages contained in the enclosure hereto.

c. Remove present pages 1 and 2 of enclosure (7) and replace with corresponding pages contained in the enclosure hereto.

3. Change Notation. Paragraphs denoted by an asterisk (\*) symbol contain changes not previously published.

4. Summary of Change

a. Revises paragraphs 15 and 16 to delete the requirement for Marine Corps Base (MCB), Camp Butler, Japan, Marine Corps Air Station (MCAS), Iwakuni, Japan, and MCAS, Kaneohe Bay, to provide Camp Smith, Hawaii, with movement data reports.

b. Updates page 1 of enclosure (1) by deleting the Marine Corps Freight Office from the Passenger Control Points/Port Call Activities.

c. Updates page 2 of enclosure (7) to correct the location of the Military Airlift Command (MAC) ticket counter at Lambert International Airport, St. Louis, Missouri.

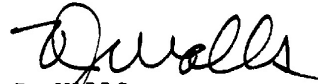
MCO 4650.30K  
18 Nov 1986

d. Updates page 2 of enclosure (7) to correct the toll free telephone number for MCMCC.

e. Updates page 1 of enclosure (1) by adding Marine Corps Security Force Battalion, Mare Island, California, as a passenger control point.

f. Updates page 2 of enclosure (1) by correcting Quantico's command name to Marine Corps Combat Development Command.

5. Filing Instructions. This Change transmittal will be filed immediately following the signature page of Change 1 of the basic Order.



V. J. WALLS  
Acting Deputy Chief of Staff  
for Installations and Logistics

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Copy to: Navy Administration Unit, Sandia Base, Albuquerque, NM 67115; Personnel Support Detachment Building 123, Naval Support Activity, New Orleans, LA 70114; District Transportation Activity, 3d Naval District, 90 Church Street, New York, NY 10007, District Office, Naval Ammunition Depot, Hastings, NE 68901; District Officer, Naval Air Training Center, Pensacola, FL 32508; District Transportation Activity, 9th Naval District, Building 1, Great Lakes, IL 60088; Passenger Transportation Office, Naval Air Station, Jacksonville, FL 32212; Naval District Office, Naval Base, Portsmouth, NH 03081; Military Airlift Terminal Coordination Officer, Travis AFB, CA 94535; Military Airlift Terminal Coordination Officer, McGuire AFB, NJ 08641; Military Airlift Terminal Coordination Officer, MAC Terminal, Charleston International Airport, Charleston, SC 29404; Military Airlift Terminal Coordination Officer, Air Passenger Terminal, Naval Air Station, Norfolk, VA 23511; District Passenger Transportation Activity, Command 3, Navy Overseas Transportation Officer, 4th Floor East, Building 8, Brooklyn Army Terminal, Brooklyn, NY 11250; Commander, Military Traffic Management Command, 5611 Columbia Pike, Falls Church, VA 20315-5050 (2) 7000144/8145001 (1)

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MSGID/GENADMIN/CMC LFT//

SUBJ/MCO 4650.30K CH 3. PORT CALL PROCEDURES APPLICABLE TO THE  
/MOVEMENT OF MARINE CORPS-SPONSORED PASSENGER TRAFFIC BETWEEN  
/CONUS AND OVERSEAS (INCLUDING ALASKA AND HAWAII) AND  
/WITHIN AND BETWEEN OVERSEAS AREAS//

REF/A/LTR/CMC/MMOS-3/31MAR92//

REF/B/GENADMIN/MM MMOS LFT/110719ZFEB92/-/NOTAL//

REF/C/TEL/CMC LFT/8APR92//

REF/D/DOC/MIFI/22JUN89//

NARR/REF A DIRECTS STANDDOWN OF MARINE CORPS MOVEMENT COORDI-  
NATION CENTER (MCMCC) ON 1 MAY 92. REF B ESTABLISHED INTERIM  
PROCEDURES FOR PORT CALLING ENTRY LEVEL STUDENTS DIRECTLY TO  
WESTPAC. REF C TELCON BETWEEN MGYSGT THOMPSON (CMC) LFT-2 AND  
MGYSGT RHODES (MCMCC) CAMP PENDLETON, CA, ON THE RELOCATION OF  
I-L(8), GENDIST

MGYSGT W. THOMPSON, LFT-2, 6-0855 WPC PCN 10206400003

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THE MAC PASSENGER RESERVATION AND MANIFESTING SYSTEM (PRAMS) AND THE PASSENGER CONTROL POINT (PCP) LOCATED AT THE MCMCC TO THE TMO AT CAMP PENDLETON. REF D IS MCO P1000.6F, ASSIGNMENT CLASSIFICATION, AND TRAVEL SYSTEMS MANUAL (ACTS).//

POC/MGYSGT THOMPSON LFT-2/DSN 226-0855/COML 703-696-0855 OR CAPT ZABEN/MMOS/DSN 224-2519/5554/COML 703-614-2519//

RMKS/1. THIS CHANGE IS APPLICABLE TO MARINE CORPS ACTIVITIES ON PCN 102 064000 00 DISTRIBUTION.

2. PER REF A, MCMCC WILL STANDDOWN ON 1 MAY 1992. EFFECTIVE IMMEDIATELY, INTERIM PROCEDURES IN REF B ARE TERMINATED AND ALL PORT CALL REQUESTS THROUGH THE MCMCC WILL STOP. ALL GRADUATES OF ENTRY LEVEL SCHOOLS WILL BE PORT CALLED DIRECTLY TO THEIR OVERSEAS ASSIGNMENTS VICE THE MCMCC. SEPS CO CAMP PENDLETON WILL ASSUME ADMINISTRATIVE CONTROL OF ALL OVERSEAS PERSONNEL ON EMERGENCY LEAVE PREVIOUSLY UNDER CONTROL OF THE MCMCC. THE NUMBERS FOR EMERGENCY LEAVE ARE COML 1-800-228-4350, EXTENSION 6506/6361 (WITHIN CALIFORNIA) OR 1-800-854-2131, EXTENSION 6506/6361 (FROM USA EXCEPT CALIFORNIA, HAWAII, AND ALASKA).

3. APPROPRIATE T/O CHANGES HAVE BEEN APPROVED TO SUPPORT ADDITIONAL WORKLOAD ASSUMED BY OTHER PCP'S IN CONJUNCTION WITH

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REALIGNMENT OF MCMCC FUNCTIONS. CHANGE IN PAR. 8D(2) (SEE PAR. 4 BELOW) LISTS RESPONSIBLE AGENCY FOR PORT CALLS PREVIOUSLY REQUESTED THROUGH THE MCMCC. UPON DEACTIVATION OF THE MCMCC, THE MARINE CORPS LIAISON BILLETS LOCATED AT LOS ANGELES AND ST. LOUIS INTL AIRPORTS WILL BE UNDER THE DIRECT CONTROL OF HQMC (LFT-2). PER REF C, THE PRAMS TERMINAL WILL BE RELOCATED TO THE CAMP PENDLETON TMO ON 1 MAY 92.

4. CLOSING OF THE MCMCC REQUIRES THAT EVERY ATTEMPT BE MADE BY THE DETACHING SCHOOL COMMAND TO PREVENT GRADUATING STUDENTS FROM ARRIVING AT THE MCMCC AFTER 25 APR 1992. MARINES ENROUTE TO THE MCMCC WHO ARRIVE AFTER DEACTIVATION WILL BE DIRECTED TO REPORT TO SEPS CO, MCB CAMP PENDLETON FOR ONWARD TRANSPORTATION.

5. THE FOLLOWING CHANGES TO THIS ORDER ARE EFFECTIVE IMMEDIATELY AND WILL BE INCORPORATED INTO THE NEXT PUBLISHED REVISION.

A. DELETE PAR. 4B AND 4B NOTE. RENUMBER PAR 4C TO 4B.

B. PAR. 8B, FIRST SENTENCE. REMOVE THE "MCMCC OR OTHER".

C. PAR. 8D(2), REPLACE WITH:

"(2) DETACHING ACTIVITY IN CONUS AT LOCATIONS OTHER THAN THE CONUS PCP'S LISTED IN ENCLOSURE (1) WILL SUBMIT PORT CALL REQUESTS AS FOLLOWS:

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- RECRUITERS ASSIGNED TO THE WESTERN RECRUITING REGION WILL REQUEST PORT CALLS THROUGH MCRD, SAN DIEGO PCP.

- RECRUITERS ASSIGNED TO THE EASTERN RECRUITING REGION WILL REQUEST PORT CALLS THROUGH MCAS, BEAUFORT PCP.

- I & I STAFFS AND RESERVE UNITS WILL REQUEST PORT CALLS FROM THE 4TH MARDIV PCP IN NEW ORLEANS.

- MARINE BARRACK PERSONNEL IN CONUS WILL REQUEST PORT CALLS FROM THEIR HOST ACTIVITY. IF PORT CALL CAPABILITIES DO NOT EXIST AT THE HOST INSTALLATION, REQUEST PORT CALLS FROM THE LOS ANGELES LIAISON.

- INDIVIDUAL OR COMMANDS LOCATED IN AREAS NOT SUPPORTED BY A PCP WILL REQUEST PORT CALLS FROM THE LOS ANGELES LIAISON."

D. PAR. 9C, FROM 2D SENTENCE, REPLACE WITH:

"WHEN THE PCP IS NOT COLLOCATED WITH THE REQUESTING ACTIVITY, THE PCP SHALL CONFIRM THE PORT CALL BY MESSAGE OR FAX WITH AN INFO COPY TO THE GAINING COMMAND. PCP'S WHICH ARE COLLOCATED WITH THE REQUESTING ACTIVITIES WILL USE LOCALLY DEvised PROCEDURES FOR REPLYING TO PORT CALL REQUESTS. AN ADVANCED NOTIFICATION OF ARRIVAL MESSAGE WILL BE PREPARED BY THE ADMIN SECTION OF ENTRY LEVEL SCHOOLS FOR GRADUATES OF THOSE SCHOOLS BEING PORT CALLED TO

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AN OVERSEAS COMMAND." SUBPARAGRAPHS (1) - (5) OF PAR 9C REMAIN UNCHANGED.

E. PAR. 9H, REPLACE THE TERM "MCMCC" WITH "PCP".

F. PAR. 10C, NOTE: (PG 21). REPLACE WITH:

"FOR PASSENGERS TRAVELING FROM CONUS TO OVERSEAS AREAS, IDENTIFY THE LAX LIAISON (DSN 833-0715/0716/1997, COML 213-363-EXT.) AS THE PCP TO CONTACTED."

G. PAR. 10D, REPLACE WITH:

"EXCEPT UNDER THE SITUATIONS OUTLINED IN PAR. 9E(2) AND PERSONNEL IDENTIFIED IN PAR. 12A, TRAVELERS WILL NOT BE ORDERED TO REPORT TO INTERMEDIATE REPORTING COMMANDS UNLESS DIRECTED BY CMC (MM)."

H. PAR. 10F, REPLACE WITH:

"THE DETACHING ACTIVITY IS RESPONSIBLE FOR PROVIDING OVERSEAS GAINING COMMANDS NOTIFICATION ON COMMERCIAL AIR WHEN DIRECTED IN TRAVEL ORDERS. THIS INCLUDES COMMERCIAL AIR REQUIREMENTS FROM THE MAC APOD TO THE FINAL DESTINATION. REFER TO INSTRUCTIONS IN PAR 9H, PRECEDING."

I. PARS. 12A AND B, CHANGE TO READ:

"A. GRADUATES OF ENTRY LEVEL SKILL QUALIFICATION TRAINING. ENTRY LEVEL GRADUATES WILL NOT BE DIRECTED TO REPORT TO THE MCMCC. IF IT BECOMES NECESSARY TO DIRECT A TRAVELER TO AN INTERMEDIATE

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REPORTING ACTIVITY, CONTACT THE LAX LIAISON OR CMC (MM) FOR REPORTING INSTRUCTIONS.

(1) MARINE CORPS SCHOOLS COLLOCATED WITH CONUS PCP. PORT CALL REQUEST FOR GRADUATES OF ENTRY LEVEL MARINES WILL BE SUBMITTED TO THE PCP. CLOSE LIAISON WILL BE MAINTAINED BETWEEN THE SCHOOL AND THE PCP TO ENSURE PORT CALLS ARE ARRANGED IN ADVANCE OF DETACHMENT.

(2) MARINE CORPS ADMINISTRATIVE DETACHMENTS AND MARINE CORPS REPRESENTATIVE ASSIGNED DUTY WITH NON-MARINE CORPS SCHOOL.

(A) IF A MILITARY PASSENGER OFFICE IS AVAILABLE TO MAKE PORT CALL REQUESTS, MAKE THE REQUEST FOR PORT CALLS THROUGH THAT OFFICE.

(B) IF A MILITARY PASSENGER OFFICE IS NOT AVAILABLE, MAKE THE REQUEST BY PHONE OR FAX THROUGH THE LAX LIAISON.

B. LEAVE TRAVEL IN CONNECTION WITH CONSECUTIVE OVERSEAS ASSIGNMENTS. THE DETACHING OVERSEAS ACTIVITY WILL SUBMIT A TIMELY PORT CALL REQUEST 60-90 DAYS PRIOR TO THE DATE OF DETACHMENT TO THE RESPONSIBLE PCP TO OBTAIN TRANSPORTATION." (REMAINING PORTION OF 12B REMAINS UNCHANGED.)

J. PAR. 12D(4), CHANGE TO READ:

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"THE SEPS CO CAMP PENDLETON IS ASSIGNED ADMINISTRATIVE CONTROL OF ALL OVERSEAS PERSONNEL ON EMERGENCY LEAVE IN CONUS FOR THE PURPOSE OF ASSIGNING LEAVE DATES WHEN NOT PREVIOUSLY ACCOMPLISHED AT THE APOD AND FOR ENSURING THAT RETURN TRANSPORTATION IS ARRANGED. IN ADDITION, SEPS CO IS ASSIGNED SOLE RESPONSIBILITY FOR EXTENDING LEAVE FOR OVERSEAS PERSONNEL ON EMERGENCY LEAVE IN CONUS. ACCORDINGLY, OVERSEAS ACTIVITIES ISSUING EMERGENCY LEAVE ORDERS FOR TRAVEL TO CONUS SHALL NOTIFY SEPS CO (BY MESSAGE) OF THE PENDING ARRIVAL OF EACH EMERGENCY LEAVE MEMBER. MARINES AND COMMAND SPONSORED DEPENDENTS SHALL BE INSTRUCTED TO CALL SEPS CO (PHONE) IF A PORT CALL HAS NOT BEEN RECEIVED WITHIN 5 DAYS OF EXPIRATION OF LEAVE OR PLANNED DATE OF RETURN. IF ARRIVING IN CONUS AT LAX OR ST. LOUIS INTL AIRPORTS VIA CAT A, B, Y, OR Z SERVICE AND ASSISTANCE IS NEEDED WHILE IN THE TERMINAL, TRAVELERS SHALL BE INSTRUCTED TO CONTACT THE MARINE LIAISON UNIT (LAX PHONE DSN 833-1997, COML 213-363-1997/ST. LOUIS PHONE DSN 693-6289, COML 314-263-6289) TO PASS ARRIVAL INFORMATION AND ARRANGE FOR ONWARD AND RETURN TRANSPORTATION. IF NOT ARRIVING AT LAX OR ST. LOUIS, CONTACT SEPS CO BY PHONE WITH THE ARRIVAL INFO AND ARRANGE FOR RETURN TRANSPORTATION."

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K. PAR. 12D(5), CHANGE TO READ:

"SEPS CO SHALL ESTABLISH AND MAINTAIN RECORDS FOR OVERSEAS PERSONNEL ON EMERGENCY LEAVE IN CONUS TO ENSURE THAT PORT CALLS ARE CANCELED/MODIFIED WHEN EMERGENCY LEAVE IS EXTENDED. SEPS CO SHALL FORWARD A COPY OF ALL EMERGENCY LEAVE EXTENSIONS TO CMC (MM) AND THE MEMBER'S COMMAND."

L. PAR. 12E, CHANGE TO READ:

"ORDINARY LEAVE EXTENSIONS. WHEN PERSONNEL ARE TRAVELING FROM CONUS TO OVERSEAS WITH AUTHORIZED DELAY EN ROUTE, INSTRUCTIONS INCLUDED IN ORDERS OR ENDORSEMENT THERETO SHALL REQUIRE THE MARINES TO CALL THE LAX LIAISON (LAX PHONE DSN 833-1997, COML 213-363-1997)."

M. NEW PAR. 12F, ADD. "LAX LIAISON WILL MAINTAIN TRACK OF STUDENT DEPN TRAVEL, EML, R&R, AND INDIVIDUALS RETURNING FROM OVERSEAS WITHOUT ORDERS."

N. PARS. 15, 17, AND 18, REPLACE TERM "MCMCC" WITH "LAX LIAISON".

O. ENCLOSURE (1), ADD: CAMP PENDLETON AS A PCP.

P. ENCLOSURE (7), PAR 3, CHANGE TO READ:

"CONTACT SEPS CO, CAMP PENDLETON FOR ASSISTANCE WHEN EMERGENCY LEAVE EXTENSIONS ARE NECESSARY. WHEN REQUESTING EMERGENCY LEAVE

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EXTENSIONS, ADVISE SEPS CO OF THE REASON FOR THE REQUEST, THE NUMBER OF DAYS EXTENSION REQUESTED, WHEN THE CURRENT" (REMAINDER OF PAR. 3 REMAINS UNCHANGED.)

6. LAX LIAISON MAILING/MSG INFORMATION: MAIL. UNITED STATES MARINE CORPS, MARINE LIAISON LOS ANGELES INT'L AIRPORT, 380 WORLDWAY, BOX N24, LOS ANGELES, CA 90045-5810. MESSAGE ADDRESS: MARLNO LAAFB CA, DSN 833-1997, COML 213-363-1997. MAC FRONT DESK AT LAX, DSN 833-0715/16, COML 213-363-0715/16.

7. ST. LOUIS LIAISON MAILING/MSG INFORMATION: MAIL. UNITED STATES MARINE CORPS LIAISON, P.O. BOX 10305, LAMBERT STATION, ST. LOUIS, MO 63145-0305. MESSAGE ADDRESS: MARLNO STL IAP STL MO, DSN 696-6289, COML 314-263-6289.

8. SEPS CO MAILING/MSG INFORMATION: MAIL. UNITED STATES MARINE CORPS, SEPARATIONS COMPANY, HEADQUARTERS SUPPORT BATTALION, MARINE CORPS BASE, CAMP PENDLETON, CA 92055-5011. MESSAGE ADDRESS: CG MCB CAMPEN CA//SEPS//. DSN 365-6506/6361, COML 619-725-6506/6361.

9. CHANGES TO REF D WILL BE FORWARDED AS A SEPARATE CHANGE.//

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ADMIN//ZYW//

CMC WASHINGTON DC//I-L/LF/MM//

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ALMAR 192/93

MSGID/GENADMIN/CMC LFT-2//

SUBJ/MCO 4650.30K CH 4. PORT CALL PROCEDURES APPLICABLE TO THE  
/MOVEMENT OF MARINE CORPS SPONSORED PASSENGER TRAFFIC BETWEEN CONUS  
/AND OVERSEAS AREAS (INCLUDING ALASKA AND HAWAII) AND WITHIN AND  
/BETWEEN OVERSEAS AREAS//

REF/A/ALMAR 107-92/CMC WASHINGTON DC/920316/160239//

NARR/REF A MODIFIED PORT CALL ORDER AND ASSIGNED ADMINISTRATIVE  
CONTROL OF ALL PERSONNEL ON EMERGENCY LEAVE TO SEPS CO CAMP  
PENDLETON//

RMKS/1. THIS CHANGE IS APPLICABLE TO MARINE CORPS ACTIVITIES ON  
PCN 102 064000 00 DISTRIBUTION.

2. EFFECTIVE 15 JULY 1993, THE LOS ANGELES AIRPORT LIASON WILL  
ARRANGE TRANSPORTATION FOR ALL EMERGENCY LEAVE PERSONNEL RETURNING  
OVERSEAS WHEN ROUND TRIP TRANSPORTATION WAS NOT PROVIDED PRIOR TO  
COMMENCING EMERGENCY LEAVE. COMMANDS DETACHING PERSONNEL ON  
EMERGENCY LEAVE ON OR AFTER 15 JULY 1993 WILL COMPLY WITH THE

|I-L/GENDIST

MGYSGT W. THOMPSON, LFT-2 60855

PCN 10206400004

*R.A. TIEBOUT*

R. A. TIEBOUT, LTGEN, L, 61028

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CONTENTS OF THIS ORDER.

3. THE FOLLOWING PEN AND INK CHANGES ARE EFFECTIVE 15 JULY 1993 AND WILL BE INCORPORATED INTO THE NEXT PUBLISHED REVISION OF SUBJECT ORDER:

A. PAR. 12D(4). CHANGE TO READ:

THE LOS ANGELES AIRPORT LIASON IS RESPONSIBLE FOR PROVIDING RETURN TRANSPORTATION FOR ALL OVERSEAS PERSONNEL ON EMERGENCY LEAVE WHEN ROUND TRIP TRANSPORTATION WAS NOT PROVIDED PRIOR TO COMMENCING EMERGENCY LEAVE. ADDITIONALLY, THE LIASON WILL ASSIGN LEAVE DATES IF NOT PREVIOUSLY ACCOMPLISHED AT THE APOD. OVERSEAS ACTIVITIES ISSUING EMERGENCY LEAVE ORDERS FOR TRAVEL TO CONUS SHALL NOTIFY THE LIAISON BY MSG OF THE PENDING ARRIVAL OF EACH EMERGENCY LEAVE MEMBER. MARINES AND COMMAND SPONSORED DEPENDENTS SHALL BE INSTRUCTED TO CALL THE LOS ANGELES LIAISON IF A RETURN PORT CALL HAS NOT BEEN RECEIVED WITHIN 5 DAYS OF EXPIRATION OF LEAVE OR PLANNED DATE OF RETURN. EMERGENCY LEAVE TRAVELERS ARRIVING AT THE LOS ANGELES APOD SHALL BE INSTRUCTED TO CONTACT THE LIAISON FOR ASSISTANCE IN ARRANGING FOLLOW-ON TRANSPORTATION AND RETURN TRANSPORTATION AS NEEDED. IF NOT ARRIVING AT THE LOS ANGELES APOD, CONTACT THE LIAISON BY PHONE, COML: 310-363-1997, DSN: 833-1997 TO PASS ARRIVAL INFORMATION, BEGIN EMERGENCY LEAVE,

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AND ARRANGE FOR RETURN TRANSPORTATION.

B. PAR 12D(5). REPLACE THE TERM (SEPS CO) WITH (LAX LIAISON).

C. ENCLOSURE (7), PAR. 3. REPLACE THE TERM (SEPS CO) WITH  
(LAX LIAISON).

4. LAX LIAISON MAILING/MSG INFORMATION:

MSG PLAD: MARLNO LAAFS CA

ADDRESS: UNITED STATES MARINE CORPS, MARINE LIAISON LOS  
ANGELES INTL AIRPORT, 380 WORLDWAY, BOX N24, LOS ANGELES, CA 90045-  
5810. DSN: 833-1997, COML: 310-363-1997.

5. STEPS ARE BEING TAKEN TO OBTAIN A TOLL FREE NUMBER TO THE  
LIAISON. THE NUMBER WILL BE DISSEMINATED VIA SEPARATE MSG.

6. SEPS CO WILL REFER ALL INQUIRIES AND FORWARD ALL CORRESPONDENCE  
RECEIVED AFTER 15 JULY 93 REGARDING EMERGENCY LEAVE TO THE  
LIAISON.//

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MARINE CORPS PASSENGER CONTROL POINTS/PORT CALL ACTIVITIES

<u>Location</u>	<u>Activity</u>	<u>Commands Served</u>
El Toro, CA	Commanding General Marine Corps Air Station, El Toro, Santa Ana, CA 92709-5000	1. MCAS, El Toro, and tenant commands.  2. MCAS, Tustin, and tenant commands.  3. Overseas activities requiring return transportation for personnel ordered to MCAS, El Toro, or MCAS, Tustin, in connection with TAD/TDY orders.
Cherry Point, NC	Commanding General Marine Corps Air Station, Cherry Point, NC 28533-5000	1. MCAS, Cherry Point, and tenant commands.  2. Overseas activities requiring return transportation for personnel ordered to MCAS, Cherry Point, in connection with TAD/TDY orders.
*Mare Island, CA	Marine Corps Security Force Battalion, Mare Island, Vallejo, CA 94592-5022	1. MCSFBn Pac, Mare Island.  2. Overseas activities requiring return transportation for personnel ordered to MCSFBn, Mare Island, California, in connection with TAD/TDY orders.

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18 Nov 1986

<u>Location</u>	<u>Activity</u>	<u>Commands Served</u>
		5. MAG-42, NAS Alameda.
		6. 23d Marines, USMCR, Alameda.
		7. Overseas activities requiring return transportation for personnel ordered to Marine Barracks, NAS, Alameda, in connection with TAD/TDY orders.
Twentynine Palms, CA	Commanding General Marine Corps Air Ground Combat Center, Twentynine Palms, CA 92278-5000	1. MCAGCC, Twentynine Palms, and tenant commands. 2. Overseas activities requiring return transportation for personnel ordered to the MCAGCC, Twentynine Palms, in connection with TAD/TDY orders.
*Quantico, VA	Commanding General Marine Corps Combat Development Command, Quantico, VA 22134-5000	1. MCCDC and tenant commands. 2. Overseas activities requiring return transportation for personnel ordered to MCCDC, Quantico, in connection with TAD/TDY orders.
Camp Lejeune, NC	Commanding General Marine Corps Base, Camp Lejeune, NC 28542-5000	1. MCB, Camp Lejeune, and tenant commands.

ENCLOSURE (1)  
Ch 2 (22 Aug 1988)

<u>Location</u>	<u>Activity</u>	<u>Commands Served</u>
		2. MCAS, New River, and tenant commands.
		3. Overseas activities requiring return transportation for personnel ordered to MCB, Camp Lejeune, or MCAS, New River, in connection with TAD/TDY orders.
San Diego, CA	Commanding General Marine Corps Recruit Depot/Western Recruiting Region, San Diego, CA 92140-5000	1. MCRD/WRR, San Diego. 2. Marine Barracks, San Diego. 3. Marine Barracks, North Island. 4. LFTCPAC, San Diego. 5. Overseas activities requiring return transportation for personnel ordered to the MCRD/WRR San Diego, in connection with TAD/TDY orders.
Yuma, AZ	Commanding Officer Marine Corps Air Station, Yuma, AZ 85369-5030	1. MCAS, Yuma, and tenant Commands. 2. Overseas activities requiring return transportation for personnel ordered to

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18 Nov 1986

<u>Location</u>	<u>Activity</u>	<u>Commands Served</u>
		MCAS, Yuma, in connection with TAD/TDY orders.
Barstow, CA	Commanding General Marine Corps Logistics Base, Barstow, CA 92311-500	1. MCLB, Barstow.  2. Overseas activities requiring return transportation for personnel ordered to the MCLB, Barstow, in connection with TAD/TDY orders.
Beaufort, SC	Commanding Officer Marine Corps Air Station Beaufort, SC 29904-5000	1. MCAS, Beaufort, and tenant commands.  2. Overseas activities requiring return transportation for personnel ordered to MCAS, Beaufort, in connection with TAD/TDY orders.
Parris Island, SC	Commanding General Marine Corps Recruit Depot/Eastern Recruiting Region, Parris Island, SC 29905-5000	1. MCRD/ERR, Parris Island.  2. Overseas activities requiring return transportation for personnel ordered to the MCRD/ERR, Parris Island, in connection with TAD/TDY orders.
Albany, GA	Commanding General Marine Corps Logistics Base, Albany, GA 31704-5000	1. MCLB, Albany.  2. Overseas activities requiring transportation for for personnel ordered to the

ENCLOSURE (1)

<u>Location</u>	<u>Activity</u>	<u>Commands Served</u>
Arlington, VA	Commanding Officer Headquarters Battalion, Henderson Hall, Arlington, VA 22214-5000	MCLB, Albany, in connection with TAD/TDY orders.  1. HQMC, Henderson Hall, Absentee Collection Units, and Marine Corps activities in the Washington, DC area.  2. Overseas activities requiring transportation for personnel ordered to HQMC, Henderson Hall or Marine Corps activities in the Washington, DC area in connection with TAD/TDY orders.
Kawasaki, Okinawa JA	Commanding General Marine Corps Base, Camp Butler FPO Seattle 98773-5000	1. MCB, Camp Butler, and all on-island Marine Corps commands.  2. Other overseas and CONUS activities requiring return transportation for personnel ordered to Okinawa in connection with TAD/TDY orders.
Iwakuni, JA	Commanding Officer Marine Corps Air Station, Iwakuni, JA 98764-5000	1. MCAS, Iwakuni. 2. Other overseas and CONUS activities requiring return transportation for personnel ordered to MCAS,

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<u>Location</u>	<u>Activity</u>	<u>Commands Served</u>
		Iwakuni, in connection with TAD/TDY orders.
Camp H. M. Smith, HI	Commander Marine Corps Bases, Pacific, Camp H. M. Smith, Hawaii 96861-5000	1. Headquarters, FMFPac, and on-island Marine Corps commands.  2. Other overseas and CONUS activities requiring return transportation for personnel ordered to Hawaii in connection with TAD/TDY orders.
Camp Pendleton, CA	Commanding Officer Separations Company Marine Corps Base Camp Pendleton, CA 92055-5000	1. Camp Pendleton and tenet commands.

ENCLOSURE (1)



PORT CALL REQUEST (RESERVATIONS AND OVERSEAS TRANSPORTATION  
ARRANGEMENTS) FOR PERMANENT CHANGE OF STATION, TEMPORARY  
ADDITIONAL DUTY, AND DEPENDENTS' TRAVEL

From: (Activity Requesting Port Call)  
To: (Servicing Passenger Control Point)  
Subj: REQUEST FOR PORT CALL  
Ref: (a) MCO 4650.30K

1. In accordance with the reference, overseas transportation  
arrangements are requested as follows:

<u>No.</u>	<u>Item Title</u>
1	Full Name
2	Sex
3	Grade/Title, SSN and MOS
4	Seats Required
5	Special Passenger Category
6	Account Handling
7	Excess Baggage
8	Transportation Movement Priority
9	Type Travel
10	Availability Date
11	Availability Date Code
12	Mandatory Departure Date
13	Origin Station
14	Availability Point

ENCLOSURE (2)

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<u>Item No.</u>	<u>Item Title</u>
15	Overseas Destination
16	Authority for Movement
17	Anticipated Leave Dates
18	Anticipated Detachment Date
19	Leave Address
20	Telephone Number
21	TAD Location
22	TAD Dates
23	Names/Grades/SSN's/MOS's of Additional Passengers
24	Names, Relationship, and Dates of Birth of Children (Dependents' Travel)
25	Expiration of Active Service (EAS)
26	Pay Entry Base Date (PEBD)
27	Expected Delivery Date
28	Country of Citizenship (foreign national)
29	Dependents' Area Clearance
30	Sponsor's LTD and RTD
31	Passport Information
32	Monitored Command Code (MCC) Number and Reporting Unit Code (RUC)
33	QSN
34	Remarks

SIGNATURE

---

(Requesting Activity)

ENCLOSURE (2)

PREPARATION INSTRUCTIONS

Item  
No.

Instructions

- 1 Complete the last name, first name, and middle initial. If it is a no-name request, enter "No-Name Request", enter "No-Name Request", and enter not applicable (N/A) in items 2, 3, and 18 through 31.
- NOTE: If a no-name request is submitted, the names must be furnished the port call activity not later than 20 days prior to the availability date. When furnishing the name of the traveler, identify the previous no-name request correspondence; and include all items omitted from no-name request.
- 2 Enter the sex of the person listed in item 1 (M for man, W for woman).
- 3 Enter the grade/title (e.g., Cpl, PFC, Mr., Mrs., etc.), SSN (if woman Marine, precede the SSN with a "W", and MOS.
- 4 Enter the total number of seats required by this request.
- 5 If the request contains a passenger(s) who falls within the following categories, enter the letter as indicated; otherwise, enter N/A:
- A--Civilians and/or dependents (not otherwise described).
  - B--Civilian or military dependents who are close-blood/affinitive relatives.
  - C--Armed escort(s).
  - U--Unarmed escort (s).
  - W--Passenger (other than a prisoner) escorted by armed or unarmed escort.
  - X--Armed escort accompanying special shipment being moved on same aircraft.

ENCLOSURE (2)

Item  
No.

Instructions

T--Member who joined the Armed Forces in an overseas area and is on initial assignment to CONUS (optional code).

H--Foreign national.

J--School teacher.

K--School Key official.

M--Retiree.

N--Separatee.

P--Prisoners.

R--Prisoner escort.

S--Board actions.

6 If the request contains a passenger(s) who will move under a special funding arrangement (reimbursing MAC), enter the appropriate code, as follows; otherwise, leave blank:

A--Passenger who does not have CIC assigned, and passenger will reimburse MAC (at Government rate--AFR 76-11) on a credit basis.

C--Passenger who does not have CIC assigned, and passenger will reimburse MAC (at Government rate--AFR 76-11) on a cash basis.

G--Passenger who does not have CIC assigned, and his sponsor will reimburse MAC (at non-Government rate--AFR 76-28) on a credit basis.

J--Passenger who does not have CIC assigned, and passenger will reimburse MAC (at non-Government rate--AFR 76-28) on cash basis.

7 Indicate in pounds the amount of excess baggage authorized (over and above the normal baggage allowance). If no excess baggage is authorized, enter N/A.

Item  
No.

Instructions

- 8 Enter the priority specified in the orders. If no priority is specified, enter N/A.
- 9 Enter the code to correspond with the type of travel, as indicated. (See the current edition of MCO 4630.6 for other codes).

DU--Dependents not accompanied by military sponsor.

PT--Military personnel in TAD status.

CT--Civilian personnel in TAD status.

OA--Military officer personnel in PCS status, accompanied by dependents.

EA--Military enlisted personnel in PCS status, accompanied by dependents.

CC--Civilian personnel in PCS status, accompanied by dependents.

PU--Military personnel in PCS status, not accompanied by dependents.

CU--Civilian personnel in PCS status, not accompanied by dependents.

CD--Dependents not accompanied by civilian sponsor.

CR--Close-blood/affinitive relatives (space-available) accompanying the sponsor and/or the sponsor's bona fide dependents incident to the sponsor's PCS orders.

RB--Close-blood/affinitive relatives (cash reimbursable space-required) accompanying the sponsor and/or the sponsor's bona fide dependents incident to the sponsor's PCS orders.

EL--Emergency leave, military.

RS--Reemployment leave, civilian.

ENCLOSURE (2)

Item  
No.

Instructions

RA--Family Emergency, command sponsored dependents and dependents in CONUS eligible to travel to members overseas domicile. Refer to JTR, chapter 7, Part G.

DS--Dependent students.

10 Enter the date on which the passenger can be available at the aerial port of embarkation (APOE).

11 Enter the availability date code as follows:

A--The date in item 10 is desired but the traveler could depart no later than the date indicated in item 12.

B--The traveler must depart the POE between the dates indicated in items 10 and 12.

C--The traveler may be port-called on the availability date or first available transportation after the availability date.

12 Enter the date the passenger must depart the APOE in order to meet a "by date" specified in the orders. If no "by date" is specified in the orders, enter N/A.

13 Enter the name of the military or civilian airfield closest to the permanent or TDY station from which the traveler is beginning the trip.

14 Enter the name of the military or civilian airfield closest to the place where the traveler will be ready to start overseas travel after completion of leave, CONUS TAD, etc.

15 When applicable, enter the name of the command and MCC to which assigned or reporting to (e.g., Third Marine Division (MCC 124); First Marine Aircraft Wing (MCC 145); etc.).

16 Enter the Marine Corps directive which authorizes the movement (e.g., MCSO \_\_\_\_\_, CMC msg \_\_\_\_\_, CMC ltr \_\_\_\_\_).

ENCLOSURE (2)

<u>Item No.</u>	<u>Instructions</u>
17	If leave is anticipated after departure from the detaching command, indicate the dates. If no leave will be taken, enter N/A.
18	Enter the anticipated date of departure from the detaching command.
19	Enter the complete leave address (including ZIP code) of the traveler.
20	Enter the leave telephone number and area code.
21	Enter the specific unit and location of TAD or TDY en route, as applicable. If none, enter N/A.
22	Enter the dates of TAD or TDY enroute, as applicable. If none, enter N/A.
23	Enter the names, grades, SSN's, and MOS's of additional passengers, other than dependents, included in this request; otherwise, enter N/A.
24	Enter the name of the spouse and names and dates of birth of dependent children included in the request. (Enter the names, relationships, and ages (if children) of close-blood/affinitive relatives traveling with the sponsor and/or the sponsor's bona fide dependents, where applicable, and the sponsor has elected space-required cash reimbursable travel for the relatives) if none, enter N/A.
25	Enter the EAS where dependents are involved; otherwise, enter N/A.
26	Enter the PEBD, where dependents are involved; otherwise, enter N/A.
27	This is for dependent moves only. If the wife is pregnant, enter the expected delivery date; otherwise, enter N/A.
28	If traveler is a foreign national, enter country of citizenship.

ENCLOSURE (2)

<u>Item No.</u>	<u>Instructions</u>
29	Enter yes, no, or N/A, as applicable, to indicate whether the dependent's (and accompanying close-blood/affinitive relative, when applicable) area clearance has been granted.
30	Enter the sponsor's LTD and RTD (dependent moves only); otherwise, enter N/A.
31	Enter yes, no, or N/A, as applicable, to indicate whether passports have been applied for. If yes, enter the date and place where applied. Refer to the current edition of MCO 5512.4.
32	Enter the MCC number and RUC of the command submitting the port call request.
33	Enter the QSN for all personnel with the grade of lance corporal and below; otherwise, enter N/A.
34	Enter any additional information bearing on this enter N/A.

NOTE: All of the items listed on the port call must be completed. When items are not applicable, complete the items by entering "N/A" in the appropriate columns. Port call requests shall show the item numbers but need not show the titles.

ENCLOSURE (2)





Legend

<u>CC</u>	<u>Title/Explanation</u>
01-13	Name.
14-16	Grade/title.
17-19	Number of passengers. Use "001" for one passenger, "002" for two passengers, etc.
20	Woman Marine. Code with "W" when the traveler is a woman Marine.
21-22	Blank.
23-25	Origin APOE. This is a three-letter code for the origin airport. See enclosure (5).
26-28	Destination APOD. This is a three-letter code for the destination airport. See enclosure (5).
29	Transportation priority.
30-31	Type travel. See enclosure (2), page 4, for various PCS and TAD-type travel codes.
32-33	Sponsor service. CC 32 will be coded "M" for Marine Corps; CC 33 will be the PCP identification data provided by the MCMCC
34-35	Movement month. Use a numeric code for the month; e.g., "06" for June.
36-42	Flight number. CC's 36-38 will contain the flight prefix, and CC's 39-42 will contain the flight number.
43	Blank.
44-47	Military occupational specialty.
48	Category of service. See enclosure (4).

ENCLOSURE (3)

<u>CC</u>	<u>Title/Explanation</u>
49-51	Blank.
52-54	Departure date. This is a three-digit Julian date.
55-56	Arrival date. This is a three-digit Julian date.
57-60	Estimated local arrival time, if known.
61	Blank.
62-67	Quota serial number. Leave blank, when not applicable.
68-76	Social Security number.
77-79	Monitored command code.
80	Type transaction. See enclosure (4).

ENCLOSURE (3)

ADVANCE PORT CALL NOTIFICATION CARD CODE SHEET

NAME											SEATS		WM								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

ORIGIN APOE	DESTINATION APOD	TRAVEL PRI	TYPE TRAVEL	SPONSORSHIP SERV	MOVEMENT MONTH	FLIGHT NUMBER															
						PREFIX	NUMBER														
23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42		

BL	MOS	CAT SER	DEPARTURE DATE	ARRIVAL DATE	ETA	FL														
						BL	FL													
43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61		

SOCIAL SECURITY NUMBER											MCC		TYPE							
62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80		

Type Transaction Codes

C - Reservation confirmation.  
 D - Reservation cancellation.  
 E - Reservation cancellation; passenger will be rebooked.  
 F - Modification to prior confirmation.

Category of Service

A - Category A.  
 B - Category B.  
 Z - Category Z or other regular scheduled commercial air.  
 Y - Category Y.  
 M - Category M.

NOTE: If the passenger is a woman Marine, enter "W" in CC 20.

ENCLOSURE (4)

ENCLOSURE (4)

ADVANCE PORT CALL NOTIFICATION MESSAGE FORMAT

FROM: (APPROPRIATE PASSENGER CONTROL POINT)

TO: (OVERSEAS GAINING COMMAND)

INFO: (OPTIONAL)

UNCLAS //N04650//

SUBJ: NOTIFICATION OF ARRIVAL OF MARINE CORPS PERSONNEL

A. MCO P1000.6E

B. MCO 4650.30K

1. IAW REFS A AND B, INFO IS PROVIDED ON PERS ASSIGNED TO YR  
COMD.

READ LEFT TO RIGHT: NAME/GRADE/SSN/MOS/TYPE TRAVEL  
CODE/ROUTING/

FLT NO./DATE OF DEPARTURE/DATE OF ARRIVAL/ESTIMATED TIME OF  
ARRIVAL/

MCC OF GAINING COMMAND.

EXAMPLE: SMITH JS/CPL/346324496/1811/PU/LAXDNA/US18/362/363/  
1100

MCC124

- NOTE:
1. Use the Julian date to indicate the date of departure and date of arrival.
  2. If the member is authorized accompanied by dependents tour (Type Travel Code OA or EA), enter the total number of passengers in the family group (including the member) after the MCC; e.g., 005.
  3. Explanations of three-letter airport codes are contained in OPNAVINST 4630.13B, MCO P4630.11, FAA 7350.4M (Federal Aviation Administration Location Identifiers), or the Official Airline Guide. Examples: "LAX" is Los Angeles International Airport and "DNA" is Kadena Air Base.

ENCLOSURE (5)

LIST OF COMMANDS TO RECEIVE ADVANCED PORT CALL NOTIFICATIONS  
BY AUTODIN

<u>Command</u>	<u>Action Office</u>
Commanding General Fleet Marine Force, Pacific Camp H. M. Smith, Hawaii	Consolidated Personnel Office
Commanding General 1st Marine Brigade Kanehoe Bay, Hawaii	Brigade Personnel Office
Commanding General Marine Corps Base Camp Smedley D. Butler Kawasaki, Okinawa, Japan	Base Personnel Office
Commanding General 3d Marine Division Camp Courtney, Okinawa, Japan	Personnel Office
Commanding Officer Marine Corps Air Station Iwakuni, Japan	Personnel Services Department
Commanding Officer Marine Barracks Roosevelt Roads, Puerto Rico	Commanding Officer
Commanding Officer Marine Barracks Guantanamo Bay, Cuba	Adjutant
Commanding Officer Company B Marine Support Battalion Edzell, Scotland	Navy Personnel (Code 12A Department) and Company B
Commanding Officer Company C Marine Support Battalion Guam, Mariana Islands	Administration Office/ Duty NCO
Commanding General 3d Force Service Support Group Camp Foster, Okinawa, Japan	Group Personnel Office

ENCLOSURE (6)

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Command

\*1st Marine Aircraft Wing

For: Personnel on orders to CG,  
1st Marine Aircraft Wing,  
Okinawa, Japan (MCC 145)

Personnel on orders to CG,  
First Marine Aircraft Wing,  
Iwakuni, Japan (MCC 146)

Action Office

1st MAW Personnel Office  
Camp Foster, Okinawa

OIC, MWHS-1 Det,  
Iwakuni, Japan

ENCLOSURE (6)  
Ch 1 (22 Sep 1987)

GENERAL TRAVEL INFORMATION

1. MAC/Commercial Air Terminal Locations and Transportation Information

a. Los Angeles International Airport. Los Angeles International Airport is located 17 miles southwest of Los Angeles, California. Personnel reporting for MAC channel Category B flights should report to the MAC counter, Tom Bradley International Terminal Building for transportation on regularly scheduled MAC channel flights. Personnel scheduled for category A, Y, and Z flights should report to the specific air carrier ticket counter as indicated in the port call instructions. Regularly scheduled bus service operates between the downtown Greyhound Bus Depot and the International Airport at a cost ranging from \$5.70 to \$6.25.

b. Oakland International Airport. Oakland, International Airport is located 10 miles southeast of Oakland, California and 24 miles east of San Francisco International Airport. Regularly scheduled bus service operates between Oakland International Airport and San Francisco International Airport on a daily basis at a cost ranging from \$7.00 to \$9.50. Passengers scheduled for category B flights should report to the MAC counter at the Trans America Airline counter at the north end of the terminal building.

c. Philadelphia International Airport. Philadelphia International Airport is located 7 miles southwest of Philadelphia, Pennsylvania. Personnel scheduled on MAC category B flights should report to the ground service counter located within the overseas terminal building. Personnel traveling on regularly scheduled category A and Z flights should report to the specific carrier ticket counter as indicated in the port call instructions. Free ground transportation is available between the domestic terminal and the overseas terminal for connecting passengers. For Marines traveling to deliver or pick up a privately owned vehicle (POV) at the Military Ocean Terminal, Bayonne, New Jersey (MOTBY), before proceeding to the MAC terminal for overseas travel or to continue travel by POV to a CONUS destination, free bus service is also available between the MAC terminal (terminal D) and MOTBY. Marines traveling from CONUS to overseas areas may call collect (215) 492-3333 any day prior to the date of travel to reserve a seat on the bus from MOTBY to Philadelphia. The MOTBY operating hours are 0800 to 1145 and 1300 to 1600 Monday through Friday.

ENCLOSURE (7)



\*d. Lambert International Airport (St. Louis, Missouri). Lambert International Airport is located 10 miles northwest of the city of St. Louis, Missouri. Personnel should report to the MAC ticket counter located on the upper level of the main terminal near exit 5.

e. Charleston International Municipal Airport. Charleston International Municipal Airport is located 13 miles northwest of Charleston, South Carolina. Bus service is available from downtown to Charleston. Personnel should report to the MAC counter for all flight departures.

f. Norfolk Naval Air Station. The Naval Air Station is 8 miles northwest of Norfolk, Virginia. Limousine and taxi service are available between Norfolk Municipal Airport and the Naval Air Station at a cost ranging from \$15.00 to \$18.00. Personnel should report to the MAC ticket counter for all flight departures.

g. John F. Kennedy (JFK) International Airport. JFK is located 15 miles southeast of New York City. Travel cost to JFK ranges from \$7.00 to \$9.50. Travelers should report to the airline specified in their port call instructions. MAC personnel are located at the MAC counter in the Pan American Airlines Building and are available to help those passengers who require assistance. For Marines who lose/misplace transportation documents, MTA's and GTR's can be obtained Monday through Friday 0900-2200, Saturday and Sunday 1330-2200. JFK is one of the category Y origination points for travel to Europe.

2. Transient Quarters. Quarters are normally not available at most MAC Terminals. If travelers desire to terminate leave more than 24 hours prior to flights they should report to the intermediate Marine reporting activity identified in the travel orders.

\*3. Leave Extensions. Contact the LAX Liaison for assistance when emergency leave extensions are necessary. When requesting emergency leave extensions, advise LAX Liaison of the reason for the request, the number of days extension requested, when the current leave will expire, and leave balance upon completion of the current leave as stated in the travel orders.

ENCLOSURE (7)  
Ch 2 (22 Apr 1988)

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4. MAC 190 Series Pamphlets. The MAC Pamphlets contain information on the location of airports/terminals, location of MAC counters within the terminal, a diagram of the terminal, ground transportation, shipment of POV, and services in the terminal. You may obtain these pamphlets by writing to the Commanding General (Code A826), Marine Corps Logistics Base (MCLB), Albany, GA 31704-5000. You can assist your passengers by providing them with a pamphlet on the APOE and/or APOD identified in their port call.

ENCLOSURE (7)

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MAC 190 SERIES PAMPHLETS

<u>Title</u>	<u>Initial Stock</u>	<u>Limit Each Requisi- tion</u>
P 190-6 Welcome to San Francisco Int'l Airport	2,000	20
P 190-7 Welcome to Kadena AB, Japan	15,000	300
P 190-9 Welcome to Rhein-Main AB, Germany	2,000	30
P 190-10 Welcome to Yokota AB, Japan	2,000	20
P 190-11 Welcome to Clark AB, Philippines	1,000	20
P 190-12 Welcome to Hickam AFB, Hawaii	500	20
P 190-13 Welcome to Osan AB Korea	2,000	20
P 190-14 Welcome to RAF Mildenhall, England	2,000	20
P 190-15 Welcome to Howard AFB Canal Zone	2,000	20
P 190-16 Welcome to Narita Int'l Airport, Japan	2,000	20
P 190-17 Welcome to New Zealand	2,000	50
P 190-18 Welcome to Australia	1,000	30
P 190-19 Welcome to Manila Int'l Airport	2,000	20
P 190-20 Welcome to Kimpo Int'l Airport, Korea	2,000	20
P 190-21 Welcome to Lambert St Louis Int'l Airport	3,000	30
P 190-22 Welcome to Honolulu Int'l Airport, Hawaii	5,000	20
P 190-23 Welcome to JFK Int'l Airport, New York	1,000	20
P 190-24 Welcome to Philadelphia Int'l Airport,	3,000	20
P 190-25 Welcome to Barajas IAP, Madrid, Spain	2,000	30
P 190-26 Welcome to Norfolk Naval Air Station, VA	2,000	20

ENCLOSURE (7)

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<u>Title</u>	<u>Initial Stock</u>	<u>Limit Each Requisi- tion</u>
P 190-27 Welcome to NSA Capodichino Airport, Naples	2,000	20
P 190-29 Welcome to Naval Station, Rota, Spain	500	20
P 190-30 Welcome to Oakland IAP, California	3,000	20

AIR TERMINALS AND ASSOCIATED INTERMEDIATE REPORTING  
ACTIVITIES FOR OUTBOUND TRAVEL FROM CONUS

1. Following is a list of the air terminals serving designated destinations with the appropriate intermediate reporting activities associated with the terminal. Marines will not be ordered to the intermediate reporting activities, except as provided in paragraphs 9e(2) and 12a(2) of the basic Order. Refer to the MAC sequence listing for additional channels.

<u>Air Terminal</u>	<u>Appropriate Reporting Activity</u>	<u>Destination Served</u>
Charleston Municipal Airport Charleston, SC	Marine Barracks Naval Base, Charleston, SC	Canal Zone, Germany, Scotland
Naval Air Station Norfolk, VA	Marine Barracks Naval Base, Norfolk, VA	Guantanamo Bay, Cuba
Philadelphia International Airport, Philadelphia, PA	4th Marine Corps Dis- trict Headquarters, Philadelphia, PA	Italy, Germany, Iceland, England, Spain
Kennedy <u>1</u> / International Airport, New York, NY	1st Marine Corps District, Headquarters, Garden City, Long Island, NY	England, Morocco <u>2</u> / Germany, Spain
Oakland International Airport, Oakland, CA	Marine Barracks Naval Air Station Alameda, CA	Philippines, Korea, Japan (Yokota AB)
Los Angeles International Airport, Los Angeles, CA	Marine Corps Movement Coordination Center Building 1671 Camp Pendleton, CA	Korea, Philippines, Iwakuni, Okinawa
Seattle/Tacoma <u>1</u> / International Airport Seattle, WA	Marine Barracks Naval Base, Bremerton, WA	Japan (Tokyo), South Korea (Seoul)
Lambert Field St Louis, MO	Marine Corps Liaison Unit, Lambert Field St Louis, MO	Philippines, Okinawa, Iwakuni, Japan (Yokoto, AB), Korea

ENCLOSURE (8)

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MAC Terminal  
McGuire AFB  
Wrightstown, NJ

4th Marine Corps Dis-  
trict, Headquarters,  
Philadelphia, PA

Azores, Greenland,  
Labrador,  
Newfoundland

Washington  
Dulles 1/ Inter-  
national  
Airport,  
Washington, DC

HQBN  
Henderson Hall (HQMC),  
Arlington, VA

Japan (Tokyo),  
Korea (Seoul)

San Francisco 1/  
International  
Airport  
San Francisco, CA

Guam, 3/  
Hawaii,  
England (London),  
Germany,  
Philippines  
(Manila).  
Okinawa  
(Naha),  
South Korea  
(Seoul)

1/ Flights departing these terminals will be regularly  
scheduled international commercial flights.  
Category A and Y service is provided from/to these  
terminals.

2/ Naval Air Station, Rota, Spain, is the MAC APOD  
for passengers traveling to Morocco.

3/ Guam is served by Category A and Y service.

NOTE: Category Y service is also available from  
Los Angeles International Airport to the  
following areas: Germany (Frankfurt)  
Guam, Hawaii, Philipines (Manila),  
England (London), Okinawa (Naha),  
Japan (Osaka)

ENCLOSURE (8)

REPORT ON USE OF MAC SERVICE Report Symbol: MC-4650-05

Channel 1/	No. Spaces Assigned by MAC	No. Spaces Used			Others	Total	No. No-Shows
		Off/Enc Personnel	Mil Depns	Civ Employees			

REMARKS:

1/ See paragraph 15 for applicable channels to be reported by Passenger Control Points (PCP's)

ENCLOSURE (9)  
Ch 1 (22 Sep 1987)

REPORT ON USE OF COMMERCIAL AIR

Report Symbol: MC-4650-06

Time-frame	Number of Travelers by Type						Totals by Destination					
	PCS 1/ 2 3	TAD	Spl 30-Day Leave	Dependents	Other	Totals	Okinawa	Japan	Hawaii	Philipp.	Others	
1-7	1 2 3											
8-14	1 2 3											
15-22	1 2 3											
23-31	1 2 3											
TOTAL												

REMARKS:

1/ 1--Authorized by MAC PRC.

2--Authorized by MCMCC.

3--Authorized by other PCP's.

ENCLOSURE (10)

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