

LICWO INSTRUCTIONS

There are two ways to process a LICWO.

The After Hours TMC (aka CTO) **does not process** LICWO. CIVMARs must call the government reservation phone number, which is 855-732-8451 (Norfolk) or 855-744-4660 (San Diego) and click option 3.

When calling TMC they must say the following: “I am a MSC CIVMAR and I would like to process a Leave in Conjunction with TDY Orders (LICWO).”

1st Option: This option is for CIVMARs that **have** been issued a government ticket. The TMC agent will ask for a record locator (located on your ticket). The CIVMAR will tell the TMC agent their leave location. CIVMAR must be on the same airline carrier to use this option. The TMC agent will book the CIVMAR on a general public fare. The TMC agent will take the value of the government ticket and apply the cost to the CIVMAR’s general public ticket. If there is a “difference in cost,” CIVMAR will use his personal credit card and pay for the remaining cost. TMC charges a \$38.78 fee to complete this process. If there is a remaining credit, the credit is applied back to the MSC CBA. CIVMAR **MUST USE HIS PERSONAL CREDIT CARD AND NOT THE GTCC**.

2nd Option: This option is for CIVMARs that **have not** been issued a government ticket. The CIVMAR will tell the TMC agent, “I want to purchase a ‘Straight-Fare’ ticket as a Leave in Conjunction with TDY Orders.” The TMC agent will book the CIVMAR to their leave location. CIVMAR will purchase the airline ticket using their personal credit card and will be charged the \$38.78 TMC fee. The CIVMAR will be reimbursed the government fare cost from the ship’s location to their Port of Hire (Norfolk or San Diego) when they file their voucher. They must submit the airline ticket with their voucher.