

SMOOTH MOVE BOOKLET



Relocation Services

MCCS Personal & Professional Development-Resources

Camp Foster, Bldg. 445

645-7494/2104/2106

Monday - Friday

07:30 - 16:30



Satellite Offices

Camp Kinser, Bldg. 1220

637-2815/2509

Monday - Friday

07:30 - 16:30

Camp Courtney, Bldg. 4425

622-7332/7739

Monday - Friday

07:30 - 16:30

Camp Hansen, Bldg. 2339

623-4522/3055

Monday - Friday

07:30 - 16:30

Camp Schwab, Bldg. 3000

625-2622/2646

Monday - Friday

07:30-16:30



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Relocation Services

Relocation is part of the military lifestyle. Just because relocation is expected, it doesn't always eliminate the stress you may feel when it happens.

The KEY to a *smooth move* is to plan before, during and after.

OBTAINING INFORMATION ABOUT YOUR NEW LOCATION:

Consider or decide what information is essential to you about the new location. Individuals have different needs. Some items to consider are: recreation, education, medical and dental, billeting, transportation, and housing.

- ◆ The Information & Referral/Relocation Services program at the Marine & Family Programs-Resources Center can provide information and resources about your next duty station.
 - ◇ A Smooth Move Tool Kit is available online to assist you with your relocation process. To access the Smooth Move Tool Kit visit:
<https://www.okinawa.usmc-mccs.org/relocation>
 - * You can also find "must know information" for other Marine Corps installations under the "*Must Know PCS Info-USMC Installations*" tab on this webpage.
- ◆ Request a Sponsor:
 - ◇ A sponsor can be a great help in providing up-to-date information about the new location, even when you're on leave or after you are at your new location.
- ◆ The Chamber of Commerce is an excellent source of information about the community, especially for those moving to an area without a military installation nearby.
- ◆ www.marines.mil and www.navy.mil can provide information on your new duty station and what programs and services are available.



Photo: PFC Justin M. Boling

The KEY to a *smooth move* is to plan before, during and after.

MILITARY INSTALLATIONS APPLICATION:

The Military Installations application (<https://installations.militaryonesource.mil/>) allows you to create a customizable installation booklet with information on programs, services, and contact information for your next duty station.

LEGAL DOCUMENTS TO UPDATE:

- ◆ Military ID cards, Passports, and Drivers' Licenses.
- ◆ A valid military ID will be required for flying on the AMC or commercial flight.
- ◆ Children 10 and older will also be required to have a military ID to board the flight.
- ◆ Power of Attorney-needed if someone else will be selling your car or setting up your DMO household goods.
- ◆ <https://www.dmv.org/military-drivers/> provides information on Motor State Laws, renewing your stateside driver's license and re-registering your vehicles.

NEW ASSIGNMENT OVERSEAS:

- ◆ Whether accompanied or unaccompanied, you will need to complete a new Overseas Suitability Screening. This overseas screening includes both a medical and a dental screening.
- ◆ For more information on the Overseas Suitability Screening or to obtain the documents, visit: <https://okinawa.tricare.mil/patient-resources/overseas-screening-oss>
- ◆ The Overseas Suitability Screening Coordinator is also available to assist you at the U.S. Naval Hospital, Okinawa, Camp Foster:
 - ◇ DSN: 646-7408/7726;
Calling from off-base: 098-971-7408
 - ◇ Email: usn.butler.usnmrtc-okinawa.mbx.overseas-screening@health.mil
- ◆ **Please note: If you are executing accompanied orders to another overseas location, please ensure your family members also complete a new Overseas Suitability Screening and have your Area Clearance/Dependent Entry Approval (DEA) renewed.**

PETS:

- ◆ Contact Passenger Travel Office to arrange air travel for pets.
- ◆ The Pet Transportation Allowance reimbursement for the cost of moving with one household pet. For moves within CONUS, the Service Member may be reimbursed up to \$550 and for OCONUS, up to \$2000. Please reference JTR, par. 050107.
- ◆ The Navy-Marine Corps Relief Society (NMCRS) offers an interest free loan for air shipping costs for up to two pets, approval is based on a case by case basis. NMCRS is available on Camp Foster, Bldg. 5717, DSN: 645-7808 Off-base: 098-970-7808
- ◆ Dog and Cat boarding is available at Karing Kennels on Kadena Air Base:
 - ◇ Visit: <https://www.kadenafss.com/karing-kennels/>
- ◆ Additional PCS resources and Health Certificate information can be obtained at Okinawa Veterinary Activity on Kadena Air Base: DSN: 966-7593;
Calling from off-base: 036-868-2263; Calling from USA: 036-868-2263
 - ◇ Email: usarmy.zama.medcom-ph-p.mbx.pha-j-okinawa-vetac@health.mil
 - ◇ Visit: <https://phcp.health.mil/Commands/Public-Health-Activity-Japan/Okinawa>

JUNKING/SELLING YOUR VEHICLE:

- ◆ Utilize the resources available to advertise your vehicle for sale like the MCCS Auto Resale Lot, Japan Update, online sources, etc.
- ◆ Junking your vehicle:
 - ◇ MCCS Typhoon Motors provides free junking services - 645-1799.
 - ◇ Recycling centers out in town - may provide the weight of the vehicle in cash value, minus the processing fees.

VEHICLE REGISTRATION:

- ◆ After selling/junking your vehicle, make sure you properly de-register it from your name through the Joint Services Vehicle Registration Office (JSVRO), Camp Foster, Bldg. 5638, DSN: 645-7481.
- ◆ Any penalties or fees associated with the abandonment of vehicles may be deducted through an IRS tax lien or a deduction on your paycheck.
- ◆ **Please Note: checking out with the JSVRO is mandatory even if you do not own a vehicle in Okinawa.**

INSURANCE:

- ◆ Obtain a “No Claims” Letter from your insurance company in Okinawa to show that you have been driving while stationed here. This may help you get a lower insurance quote when returning to the states.

BUYING USED/NEW CARS:

- ◆ Use the internet to research and compare prices before you leave.
- ◆ Obtain a vehicle history report for any used vehicle you plan on purchasing.
- ◆ AAFES Exchange New Car Sales-may match the price and ship the vehicle for you.
- ◆ Police auctions stateside-offers vehicles, homes, and appliances at a largely discounted rate.
- ◆ Use the Kelley Blue Book (www.kbb.com) to check the value of used cars.
- ◆ Use the National Motor Vehicle Title Information System (www.vehiclehistory.gov). The system is designed to protect consumers from fraud and unsafe vehicles.



The screenshot shows the NMVTIS website. The header has the NMVTIS logo and navigation links: Home, Consumers, Law Enforcement, NMVTIS Reporting Entities, States, FAQs, and Research Vehicle History. A search bar is located in the top right. The main banner area has a blue background with the text "Consumers Don't Be Fooled. Protect Yourself." and a button that says "Check the History of a Vehicle".



The National Motor Vehicle Title Information System (NMVTIS) is designed to protect consumers from fraud and unsafe vehicles and to keep stolen vehicles from being resold. NMVTIS is also a tool that assists states and law enforcement in deterring and preventing title fraud and other crimes.

RENTING:

- ◆ www.homes.mil is a joint Air Force, Army, Coast Guard, Marine Corps and Navy website that provides assistance in searching for a new home.
- ◆ Whether you are looking for housing at your current installation, or are PCSing across the world, www.homes.mil is the best resource for finding community housing. www.homes.mil offers a database of available rental listings, as well as contact information, with your current or prospective housing office. Along with searching for homes, service members can also use the site to list their own rental properties.

THE LENDING LOCKER:

- ◆ The lending locker is available at our Camp Foster, Kinser, Courtney and Hansen Personal & Professional Development-Resources Centers. We have many items in the lending locker to include dish packs, coffee pots, toasters, laundry baskets, irons, ironing boards, and car seats to accommodate accompanied-tour families PCSing to and from Okinawa.
- ◆ When you arrive to your new duty station, check to see if the installation has a lending locker available to use while you wait for your items to arrive.

EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP):

- ◆ EFMP assists Navy/Marine families in managing the dual demands of a career and the special needs of a family member. An Exceptional Family Member (EFM) is a family member who is enrolled in DEERS, residing with their sponsor, and who may require special medical or educational services based upon a diagnosed physical, intellectual or emotional need.
- ◆ The installation EFMP Case Managers at both the losing and gaining installations will assist in the transition of medical and educational care. Their goal is to ensure that families enjoy a continuum of care throughout the sponsor's career and provide a seamless medical and educational transition for the EFM.
- ◆ For further information on EFMP, please contact MCCS EFMP-645-9237, for Marine Corps Personnel and USNH EFMP-646-7408/7399 for Navy Personnel.

CARETAKERS:

If you are looking for:

- ◆ Babysitters, nannies, certified CDH/FCC, pet sitters, tutors, elderly care:
- ◆ <https://www.sittercity.com/> allows you to search for providers.
- ◆ www.militarychildcare.com allows you to search for on-base childcare providers.

SCHOOLS:

- ◆ School information web sites:
 - ◇ www.dodea.edu
 - ◇ www.greatschools.org

ARRANGING TRAVEL PLANS:

- ◆ Contact family and friends. Let them know when you're arriving.
- ◆ Make your lodging arrangements as early as possible if residing in family housing.
- ◆ Make your transportation decisions as early as possible on all leave and official travel.

TSA PRE-CHECK:

- ◆ <https://www.tsa.gov> provides you with updated travel information.
- ◆ List of what can and cannot go inside your carry-on baggage.
- ◆ All active duty personnel are eligible to enroll in TSA pre-check.
 - ◇ Makes it faster to go through the security check points at the airport.
 - ◇ Can be used while traveling in the United States.
 - ◇ No need to remove shoes, light jackets, or laptops from their case.
 - ◇ Dependents under the age of 12 years are also eligible for TSA pre-check.
- ◆ To enroll in TSA pre-check simply use your 10-digit DoD number as your Known Traveler Number when booking your flight.

SEEKING EMPLOYMENT:

The Family Member Employment Assistance Program (FMEAP) offers a variety of programs and services to assist your dependents in seeking employment at your new location.

- ◆ Resume Preparation
- ◆ Interview Coaching
- ◆ Job Search Assistance
- ◆ Career Assessments

Family Member Employment
Assistance Program
DSN: 645-5074

Calling from off-base: 098-970-5074

Email: mccb_fineap@usmc.mil

**Are you seeking employment
or transitioning out of
the military?**



ON-BASE FAMILY HOUSING TERMINATION PROCESS:

Upon receiving PCS orders, notify your respective housing office (Kadena Housing Office/Kinser Housing Office) of your intent to vacate.

- ◆ Approximately 30-60 days out:
 - ◇ Schedule a Pre-Termination Inspection (provide a copy of your orders to your respective housing office).
- ◆ Once you receive your flight itinerary from PTO:
 - ◇ Schedule a Final Termination Inspection (provide a copy of your orders & flight itinerary to your respective housing office).
 - ◇ The final inspection should be set for the week you are scheduled to move into a Temporary Lodging Facility.
- ◆ Government furniture will be picked up for you after you vacate.
- ◆ Submit your final inspection paperwork (AF 594 Form) to IPAC upon final checkout.

OFF-BASE HOUSING TERMINATION PROCESS:

Obtain a Clearance Package from the Kadena Housing Office. Notify the off-base housing agency of your intent to vacate and provide them with the clearance package.

- ◆ Schedule a pre-termination inspection with your off-base housing agency.
- ◆ Once you receive your flight itinerary from PTO:
 - ◇ Schedule a final termination inspection with your off-base housing agency 10 days before your scheduled flight date.
- ◆ Set up an appointment with Furnishings Management, via walk-in or via email: 718ces.fms@us.af.mil to go over the process of returning any government furniture.
- ◆ Obtain your completed Clearance Package from your off-base housing agency and submit it to the Kadena Housing office for final processing. Turn in your termination of lease paperwork to IPAC during your final checkout.
- ◆ For additional assistance contact Kadena Housing at: 634-0582/0583.

VACATING BILLETING:

- ◆ Upon receiving PCS orders, notify your Billeting Manager of your intent to vacate the room.
- ◆ Once you receive your flight itinerary from PTO: Schedule a final billeting inspection.
- ◆ Turn in your room key before you leave to the airport.

CANCELLING YOUR JAPANESE CELLPHONE:

Before you depart from Okinawa, please make sure you cancel your Japanese cellphone contract.

- ◆ Check with your provider to see if there are any cancellation fees you should be aware of.

MARINE AND FAMILY PROGRAMS-RESOURCES CONTACT INFORMATION:

For more information or additional assistance with your relocation process, please contact your nearest Marine & Family-Resources facility or email: mcbb_reloassist@usmc.mil

*Camp Foster & Navy Units/ 645-2104/7494
Camp Kinser & MCAS Futenma / 637-2509/2815
Camp Courtney / 622-7332/7739
Camp Hansen / 623-4522/3055
Camp Schwab / 625-2622*

TRICARE®

Coordinating Your Medical Coverage Before, During and After Your Move

TRICARE STATESIDE REGIONS (U.S. AND WASHINGTON, DC):

TRICARE is available worldwide and managed regionally. There are two TRICARE regions:

- ◆ TRICARE West - Health Net Federal Services, LLC
- ◆ TRICARE East - Humana Military

TRICARE OVERSEAS PROGRAM:

The TRICARE Overseas Program is managed through three geographic areas:

- ◆ Latin America and Canada:
 - ◇ Canada, the Caribbean Basin, Central and South America, Puerto Rico, and the U.S. Virgin Islands.
- ◆ Eurasia-Africa:
 - ◇ Africa, Europe, and the Middle East.
- ◆ Pacific:
 - ◇ American Samoa, Asia, Australia, Guam, India, Japan, New Zealand, Northern Mariana Islands, South Korea, and Western Pacific remote countries.

STAYING COVERED WHEN MOVING:

- ◆ Do **not** dis-enroll from TRICARE Prime, TRICARE Prime Remote or TRICARE Select.
- ◆ Your current coverage will continue until your enrollment transfer is completed. Ensure you complete your enrollment transfer within 60 days of detaching from current duty station. To transfer your benefits to your new location, simply call the new TRICARE Region your new duty station falls under.
- ◆ Verify your current information in the Defense Enrollment Eligibility Reporting System (DEERS).
- ◆ Inform your current regional contractor about your upcoming move.
- ◆ Learn about TRICARE options in your new location.

ONGOING MEDICAL CARE:

- ◆ Before moving, sponsors and dependents should:
 - ◇ Request copies of medical and dental records.
 - ◇ Fill/refill prescriptions before traveling.
 - ◇ Plan ahead for routine medical care.
 - ◇ Keep a list of your providers' phone numbers.
 - ◇ Coordinate services for family members with special needs.

HOW TO GET CARE DURING YOUR MOVE:

Type of Care	Tricare Prime	Tricare Select
Emergency (immediate):	Call 911 or go to the nearest emergency room.	
Urgent (within 24 hours):	See any Tricare-authorized provider.	
Prescriptions:	Military treatment facility pharmacy: www.tricare.mil/mtf Tricare retail network pharmacy: www.express-scripts.com/TRICARE or call 1-877-363-1303.	

TRICARE DENTAL BENEFITS:

Active Duty	<ul style="list-style-type: none">• No enrollment necessary.• Where possible care is provided by military dentists.
Family Members:	When moving: <ul style="list-style-type: none">• Do not disenroll family members from the TRICARE Dental Program (TDP)• Update your address with United Concordia• Find a participating dentist at www.uccitdp.com or by calling 1-844-653-4061 (CONUS); 1-844-653-4060 (OCONUS toll-free); 1-717-888-7400 (OCONUS toll).

IN-PROCESSING—UPDATING DEERS:

- ◆ Remember to update DEERS whenever there is a change in the family (*e.g. marriage, birth, adoption, divorce, death*) or when you move. New family members must be registered in DEERS.
- ◆ Make sure your military orders reflect your correct information and unit of assignment.
- ◆ You can update DEERS:
 - ◇ Online: https://milconnect.dmdc.osd.mil/milconnect/public/faq/DEERS-Updating_and_Correcting_DEERS_Data
 - ◇ By phone: 1-800-538-9552.
 - ◇ By fax: 1-831-655-8317.
 - ◇ By visiting a uniformed services identification (ID) card-issuing facility: www.dmdc.osd.mil/dwp/app/id-management/id-cards (you must use this option to add family members in DEERS).

IN-PROCESSING—TRICARE PRIME ENROLLMENT:

- ◆ Updating DEERS does not transfer your TRICARE Prime enrollment.
- ◆ You may call your current regional contractor to transfer TRICARE Prime enrollment.
- ◆ Complete the *TRICARE Prime Enrollment, Disenrollment, and Primary Care Manager (PCM) Change Form* (DD Form 2876).
- ◆ Other ways to access DD Form 2876:
 - ◇ Through the Beneficiary Web Enrollment (BWE) web site: www.tricare.mil/bwe
 - ◇ Online at www.tricare.mil/forms.

TRICARE PRIME:

- ◆ Available near a Military Treatment Facility (MTF) and other areas with established TRICARE networks, or in areas where the US Family Health Plan (USFHP) is offered.

TRICARE PRIME REMOTE (TPR):

Available to Active Duty Service Members who live and work in remote locations (more than 50 miles from a MTF) and eligible family members residing with them.

- ◆ Includes TRICARE Prime Remote for Active Duty Family Members (TPRADFM).

TRICARE OVERSEAS PROGRAM OPTIONS:

- ◆ TRICARE Overseas Program (TOP) Prime, TOP Prime Remote, and TOP Select (for family members only) is available for ADSMs and command-sponsored family members.
- ◆ Family members who are not command sponsored are eligible for TOP Select.

- ◆ International SOS Government Services, Inc. administers the overseas program benefit.
- ◆ Web site: www.tricare-overseas.com.

TRICARE REGION CONTACT INFORMATION:

TRICARE East Region:

- ◆ Humana Military.
- ◆ 1-800-444-5445.
- ◆ HumanaMilitary.com.
- ◆ www.humanamilitary.com/beneficiary.

TRICARE West Region:

- ◆ Health Net Federal Services, LLC.
- ◆ 1-844-866-WEST (1-844-866-9378).
- ◆ www.tricare-west.com

OVERSEAS REGIONAL CONTRACTOR:

International SOS Government Services, Inc.:

- ◆ Eurasia-Africa: +44-20-8762-8384 (overseas), 1-877-678-1207 (stateside).
◇ Medical Assistance: +44-20-8762-8133.
- ◆ Latin America and Canada: +1-215-942-8393 (overseas), 1-877-451-8659 (stateside).
◇ Medical Assistance: +1-215-942-8320.
- ◆ Pacific (Singapore): +65-6339-2676 (overseas), 1-877-678-1208 (stateside).
◇ Medical Assistance: +65-6338-9277.
- ◆ Pacific (Sydney): +61-2-9273-2710 (overseas), 1-877-678-1209 (stateside).
◇ Medical Assistance: +61-2-9273-2760.

TRICARE OKINAWA SERVICE CENTERS:

- ◆ Camp Foster, Bldg. 960, DSN: 646-WELL (9355) opt. 9.
- ◆ Kadena Air Base, Bldg. 626, DSN: 630-4310.



Financial Management

Financial Planning for your Move

EXPENSES TO CONSIDER PRIOR TO TRANSFER:

- ◆ House hunting.
- ◆ Moving out.
- ◆ Exceeding your household goods weight allowance.
- ◆ Insurance.
- ◆ Loss of spouse's income.
- ◆ Medical and dental.
- ◆ Pet transportation.
- ◆ Passports and visas.
- ◆ Car preparation.
- ◆ Miscellaneous.

EXPENSES THE GOVERNMENT WON'T REIMBURSE:

- ◆ Cleaning supplies-(items you can't take with you).
- ◆ Dry cleaning-(Uniforms).
- ◆ Cost of going home - the government will pay for travel expenses from the old to the new duty station, or to a designated location for those on a restricted tour, but not for going home on leave.

EXPENSES TO CONSIDER WHILE IN TRANSIT:

- ◆ Driving your POV.
- ◆ Overnight accommodations.
- ◆ Food and miscellaneous.
- ◆ Spending money.

EXPENSES TO CONSIDER AT YOUR NEW DUTY STATION:

- ◆ Temporary lodging/food.
- ◆ Laundry.
- ◆ Utility/Rental deposits.
- ◆ Home closing costs.
- ◆ Cleaning supplies/restocking food.
- ◆ Insurance.
- ◆ Car registration/licenses/tax.
- ◆ Miscellaneous.

MAINTAINING AN EMERGENCY SAVINGS FUND:

- ◆ *Recommended to have:*
- ◆ **Six** months of living expenses.
- ◆ For example:
 - ◇ Monthly living expenses: \$1,500.
 - ◇ Emergency savings: \$4,500 - \$9,000.

PAYING BILLS ON TIME:

- ◆ Use the automatic payment feature to ensure that all bills are paid on time while on travel.
- ◆ Utilize Bill Pay through your financial institution to pre-schedule any payments that may come due during your transition.

DRIVING TO YOUR NEXT DUTY STATION:

Prep your vehicle(s) for long distances:

- ◆ Maintenance check/tools.
- ◆ Safety/survival equipment.
- ◆ Hotels:
 - ◇ Consider scheduling your arrival time for 1300 to give yourself enough time for resting in between long drives.

CREDITOR/WEBSITE ACCOUNT ACCESS:

- ◆ Use a password protected file/document on a thumb drive to store the passwords for all your creditor and online accounts. Keep the item with you or pack it in your carry-on luggage.

MOVING EXPENSES AND TAXES:

- ◆ Keep records of all moving expenditures.
- ◆ Reconcile expenses upon reimbursement.

COST CUTTING TIPS:

- ◆ Host a garage/yard sale (MCCS flea market).
- ◆ Home cleaning/maintenance contracts.
- ◆ Exhaust perishables, e.g. frozen foods or hazardous/flammable materials.
- ◆ Contact schools, doctors, dentists and veterinarians to obtain copies of records.
- ◆ Obtain Utility/security deposit refunds if able.
- ◆ Stop delivery dates, e.g. newspaper, bottled water, etc.
- ◆ Research car insurance rates and utilize reference letters to minimize high-end insurance rates.

SPENDING RATIOS TO CONSIDER:

- ◆ 10% Savings
- ◆ 20% Debt payments
- ◆ 70% Living expenses

DEBT TO INCOME RATIO:

- ◆ 0% to 15% Acceptable range
- ◆ 15% to 20% Fully extended credit
- ◆ 21% to 30% Over extended on credit
- ◆ More than 30% Serious credit risk

Power Pay - www.powerpay.com:

Found an additional \$100 per month to use in paying off debt? Apply additional payments to higher interest rate liabilities first.

Creditor	Payment	Interest	Balance
Sears	\$30	15%	\$710
Star Card	\$50	12%	\$800
Visa	\$20	9%	\$1000
JC Penny	\$25	18%	\$375

SIGNS OF TROUBLE:

- ◆ Paying only minimums due.
- ◆ Exceeding debt limits and requesting increases.
- ◆ Paying late or skipping payments.
- ◆ Not knowing how much owed.
- ◆ Using debt consolidation loans.
- ◆ Experiencing garnishment.

CREATING A FINANCIAL WORKSHEET

A financial worksheet can help you visualize your source of income and your projected expenses while you are in transition to your next duty station. Financial worksheets help you create a budget that can help you stay in charge of your finances during your PCS move. To download a copy of the Financial Planning worksheet visit: <https://www.okinawa.usmc-mccs.org/relocation>

CREDIT REPORT - WHAT'S IN YOUR REPORT?

Your Credit History:

This information comes from public records or from organizations that have granted you credit. An asterisk by an account indicates that this item may require further review by a prospective creditor when checking your credit history. A good credit history is needed to buy/rent homes, cars, along with establishing deposits for utilities. Therefore, verify your credit history by reviewing your credit reports before departing to the states. Please note: if there is erroneous information listed, it can be corrected, but it may take 90 to 180 days, or possibly more. If you believe any of the information is incorrect, please see the Personal Financial Managers at Personal & Professional Development-Resources to help you correct the issue. For your convenience, instructions for investigation are included on the last page of your credit report as well.

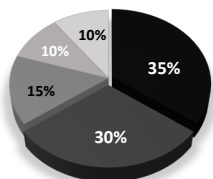
To get a copy of your free credit report visit: www.annualcreditreport.com.

WHO HAS ACCESS TO YOUR CREDIT REPORT?

- ◆ Potential Creditors.
- ◆ Potential Employers.
- ◆ Potential Insurers.
- ◆ Government Agencies.
- ◆ Someone with a legitimate business reason.
- ◆ You!!!!

FICO SCORES:

- ◆ Most widely used credit scores.
- ◆ Created by Fair Isaac Corporation.
- ◆ www.myfico.com
- ◆ Lenders can buy FICO scores from all three major credit reporting agencies:
 - ◇ Experian www.experian.com
 - ◇ Equifax www.equifax.com
 - ◇ TransUnion www.transunion.com



- Payment History
- Amounts Owed
- Length of Credit History
- New Credit
- Types of Credit Used

IMPROVING YOUR CREDIT SCORE:

- ◆ Pay bills on time.
- ◆ Pay off debts rather than moving them around.
- ◆ Don't close unused credit cards as a short-term strategy to raise your credit score.
- ◆ Don't open several of new accounts within the same time period.

CAR BUYING:

- ◆ 2, 3, 4-year old cars.
- ◆ Financing for 3 years or less.

AUTO PRICING WEBSITES:

- ◆ Kelly Blue Book - www.kbb.com
- ◆ Edmund's Used Car Prices - www.edmunds.com
- ◆ National Auto Dealer's Association - www.nada.org

AUTO LEASING DISADVANTAGES:

- ◆ No ownership interest in the vehicle.
- ◆ A need to meet requirements similar to qualifying for credit.
- ◆ Possible additional costs incurred and mileage restraints.
- ◆ Certain repairs.
- ◆ Turning the car in early.
- ◆ Moving to another state.

AUTOMOBILE WARRANTIES:

- ◆ Coverage of the basic parts against defects.
- ◆ Power train coverage for the engine, transmission, and drive train.
- ◆ Corrosion warranty.
- ◆ Extended Warranties/Service Contract. Agreement that covers the cost of repairs not covered in manufacturer's warranty for a fee ranging from \$400-\$1,000.

REDUCING AUTO INSURANCE:

- ◆ Establish and maintain a safe driving record.
- ◆ Drivers under 25 should complete driver training courses.
- ◆ Installing security devices.
- ◆ Participating in carpool programs.
- ◆ Increasing the deductible amount.

PERSONAL FINANCIAL MANAGEMENT SPECIALISTS:

- | | | |
|-----------------|------------|---------------|
| ◆ Camp Schwab | Bldg. 3000 | 625-2622 |
| ◆ Camp Hansen | Bldg. 2339 | 623-4522/4860 |
| ◆ Camp Courtney | Bldg. 4425 | 622-7332 |
| ◆ Camp Foster | Bldg. 445 | 645-2104/7494 |
| ◆ Camp Kinser | Bldg. 1220 | 637-2815 |

Distribution Management Office (DMO)

All PCS move preparations are done by you through the Defense Personal Property System (DPS).

IT'S YOUR MOVE

The Department of Defense relocates more families than any other organization in the United States. At that scale, the process can sometimes feel overwhelming, but you have choices regarding your move. A successful move is not a matter of chance. It is the result of planning and hard work. The following section will help you understand your entitlements and responsibilities concerning the shipment of household goods and unaccompanied baggage. It will also help you understand your entitlements and responsibilities in filing a claim for any losses or damages that may occur.

PREPARING FOR YOUR MOVE:

- ◆ Log on to <https://dps.move.mil/cust/standard/user/home.xhtml>
- ◆ Register for or update your account.
- ◆ Create user ID and password.
- ◆ Perform the *Self-Counseling* section.
- ◆ Complete your shipment details.

BEFORE A DMO SHIPMENT CAN BE SCHEDULED:

- ◆ Contact your local DMO for appointment instructions:
- ◆ Camp Foster DSN: 645-0922
- ◆ Camp Courtney DSN: 622-7561/9770
- ◆ Camp Hansen Tues. & Thurs. DSN: 623-4337/7029
- ◆ A DMO representative will e-mail the step by step PowerPoint guidelines for:
 - ◇ Creating a DPS account / ETA.
 - ◇ Creating an outbound shipment request / DPS.
 - ◇ Required documentation needed to process your shipment.



**MILITARY
ONE SOURCE**

We Have Moved!

Move.mil is now on Military OneSource
Visit the Moving & Housing section for expert relocation support

Move.mil has partnered with Military OneSource to house all the moving support you need, all in one place. For planning tools, information guides, customer service, housing tips, family and community assistance, DPS log in and more, visit: <https://www.militaryonesource.mil/moving-housing/moving/pcs-and-military-moves/>

BEFORE A SHIPMENT CAN BE SCHEDULED FOR PICK-UP:

- ◆ Upon completing the DPS portion, members can either call, or visit their local DMO in order to schedule a counseling session.
- ◆ When you arrive to your appointment you must have the following documents on you:
 - ◇ Funded orders: basic orders / EAS orders etc.
 - ◇ Outbound Shipment Form filled out.
 - ◇ DD Form 1299-Application for shipment and/or storage of personal property.
 - ◇ Members residing off-base are required to provide two maps of their off-base residence: one in English and one in Japanese.
- ◆ The member must provide information verifying that their DPS shipment request(s) was created.
- ◆ Group Counseling Schedule (Non-Peak Season):
 - ◇ October through February.
 - ◇ Monday & Wednesday at 0800 and 1330.
- ◆ Peak Season Group Counseling Schedule:
 - ◇ March through September.
 - ◇ Monday-Wednesday at 0800 and 1330 (10-12 members scheduled per session).
 - ◇ Thursday-Friday: appointments or special cases.
- ◆ **Short Fused Orders (defined as shipments requiring pickup within 5 Government Business Days (GBD) based off the orders date), personal effects, retirement, and special cases will be appointment based.**

TYPES OF SHIPMENTS:

- ◆ Household Goods:
 - ◇ Items associated with home and all personal effects belonging to the member and dependents on the effective date of the member's PCS orders.
 - ◇ Includes all your furniture items, appliances, and large bulky items.
 - ◇ Items larger than a 42" TV.
- ◆ Unaccompanied Baggage:
 - ◇ Part of the member's weight allowance of HHGs that is separated from the bulk of the HHGs and is usually transported by an expedited mode of transportation.
 - ◇ Baby crib, toys, pots and pans, and other kitchen items.
 - ◇ Items equal to or smaller than a 42" TV.
- ◆ Non-temporary Storage:
 - ◇ Long-term HHG storage in lieu of transportation.
- ◆ Non-temporary Storage Release:
 - ◇ The release from the storage facility of long-term HHG storage on official military orders.
- ◆ Personally Procured Move (PPM):
 - ◇ A "Do-It-Yourself" move within the military. You will be responsible, for either packing/unpacking and transporting your belongings to your new location yourself or hiring your own commercial moving company. You can use a pod, U-Haul, or any other method of your choosing to conduct a PPM.

- ◆ Privately Owned Vehicle (POV) Shipment/Storage:
 - ◇ As of 1 October 2019, DMO will no longer be handling POV shipments (only counseling members, DD Form 1797); member will need to make an appointment at: www.PSCMyPOV.com.
 - ◇ If orders permit and you do not have a car stored at government expense, you may be entitled a POV shipment. The government will pay to ship one POV to the closest vehicle processing center (VPC) to your new location, but you will need to arrange for it to be dropped off at the designated drop-off center before departing.
 - ◇ There are some overseas bases, such as in Japan, where it is not possible to have a car. In these cases, the government will pay to store your POV stateside for the length of your tour. Privately Owned Vehicle Shipments (POV) can be booked at: www.PCSMyPOV.com

WEIGHT ENTITLEMENT:

Per MARADMIN 221/19, effective 02 April 2019, there is no longer an administrative weight restriction for accompanied Marines and Sailors (attached to a USMC unit). Marines issued orders with an effective date on or after 02 April 19 are now eligible to ship their full JTR weight allowance. Unaccompanied Service Members (USMC and USN attached to a USMC unit) are allowed to ship 600 lbs. of unaccompanied baggage.

MARINE CORPS PERSONNEL:

- ◆ Accompanied Tour:
 - ◇ Full JTR weight allowance (see chart below).
 - ◇ Entitled to both shipment types: (1) UB Shipment and (1) Household Goods Shipment
 - ◇ UB shipment may NOT exceed 1,000 lbs.
 - ◇ The weight for both shipment types are combined.
- ◆ Unaccompanied Tour:
 - ◇ Living in BEQ/BOQ.
 - ◇ Can only do one shipment; either HHGs or UB.
 - ◇ Authorized up to 600lbs.

NAVY PERSONNEL:

- ◆ USN personnel, whether accompanied or unaccompanied not attached to a USMC command may ship their full JTR weight allowance.

JTR WEIGHT ALLOWANCES

Table 5-37. PCS and NTS Weight Allowances (Pounds)			
	Grade	With Dependents	Without Dependents
1	0-10 to 0-6	18,000	18,000
2	0-5 or W-5	17,500	16,000
3	0-4 or W-4	17,000	14,000
4	0-3 or W-3	14,500	13,000
5	0-2 or W-2	13,500	12,500
6	0-1, W-1, or Service Academy Graduate	12,000	10,000
7	E-9	15,000	13,000
8	E-8	14,000	12,000
9	E-7	13,000	11,000
10	E-6	11,000	8,000
11	E-5	9,000	7,000
12	E-4	8,000	7,000
13	E-3 to E-1	8,000	5,000
14	Aviation Cadet	8,000	7,000
15	Service Academy Cadet or Midshipman		350

WHAT YOU MAY NOT SHIP AS HOUSEHOLD GOODS:

- ◆ Ammunition.
- ◆ Poisons.
- ◆ Flammables and corrosive materials.
- ◆ Tobacco products.
- ◆ Weapons.

SHIPPING ALCOHOL (USMC PERSONNEL):

Per MARADMIN 289/19, effective 16 May 2019, USMC personnel are permitted to ship alcoholic beverages with their household goods shipments. Contact your local DMO office for additional guidance and procedures on the shipment of alcoholic beverages or go to: <https://www.navsup.navy.mil/NAVSUP-Household-Goods/Vehicle-Special/Shipping-Alcohol/>

Prohibited Items in Alcoholic Beverages:

- ◆ Beverages containing wildlife/wildlife parts, such as snakes, scorpions, etc.
- ◆ Beverages with agricultural products, such as root products, etc.
- ◆ Beverages carbonated or under pressure to include champagne, pressurized beer products.

LITHIUM BATTERIES:

U. S. Transportation Command (TRANSCOM), with the Military Services, has determined that transportation of lithium batteries above 100-watt hours for lithium-ion batteries or more than two grams of lithium content for lithium metal batteries will not be allowed transportation in household goods and unaccompanied baggage shipments and no lithium batteries at all will be allowed Non-temporary Storage for shipments picking up on or after 15 May 2023.

- ◆ Lithium metal batteries are single use and NOT rechargeable and come in various forms including cylindrical, button cells, or coin cells.
- ◆ Lithium-ion batteries are rechargeable and intended for multiple use.

Please note that e-bikes, scooters, and large lawn equipment (e.g., riding lawnmowers) powered by lithium-ion batteries are some common items that may be prohibited in personal property shipments given they have unique shipping requirements and are often larger than the 100-watt-hour size limitation.

PROFESSIONAL BOOKS PAPER & EQUIPMENT (PBP&E):

- ◆ Per the MARADMIN 177/14, PBP&E:
 - ◇ Marines with orders issued on or after 01 May 2014 will be allowed to ship up to 2,000 lbs. of pro gear.
 - ◇ The spouse pro gear weight allowance remains at 500 lbs., however, the changes to the listing of items defined as pro gear also apply to spouse pro gear.

BEFORE YOU MOVE:

- ◆ Remove pictures, mirrors and curtain rods.
- ◆ Disconnect all electrical components.
- ◆ Dispose/donate all perishable food.
- ◆ Organize your belongings by shipment.
- ◆ Keep passports and important documents **SEPARATE** from shipments.

NOTE: DO NOT SHIP VALUABLE ITEMS SUCH AS JEWELRY, COINS, ETC.

YOUR RESPONSIBILITIES:

- ◆ Be there on “Move Day” from 0800-1700.
- ◆ Watch items being packed and wrapped.
- ◆ Read you inventory carefully.
- ◆ Ensure all items are clean, dry and mold free.
- ◆ Ensure descriptions of major items are complete and accurate.

CARRIERS RESPONSIBILITIES:

- ◆ Use new boxes and packing materials.
- ◆ Pack PBP&E in separate boxes.
- ◆ Mark each carton to show general contents.
- ◆ Prepare an accurate and legible inventory.
- ◆ Containerize and seal shipments at residence.
- ◆ Place security seals on outer shipping containers.

DAY OF THE MOVE

- ◆ Ensure items not to be shipped are secured, i.e., passports, ID cards, important documents, etc.
- ◆ If you have more than one shipment, make sure they are separated and identified as well.
- ◆ Residence must be clean on the day of pack-out or you risk your shipment being cancelled.

PRIVATELY OWNED VEHICLE SHIPMENT (POV):

- ◆ The following link provides you with information on shipping your privately-owned vehicle under the Global POV Contract (GPC).
 - ◇ https://www.ustranscom.mil/dtr/part-iv/dtr_part_iv_app_k_3.pdf
- ◆ Customers can obtain information online regarding the status of their POVs by visiting the following website: <https://www.PCSMyPOV.com>. In addition to the individual locations listed below, a customer desiring to ship a POV or make an appointment at a VPC should call:
 - ◇ For U.S. domestic appointments: 1-855-389-9499
 - ◇ For appointments in Okinawa, Japan, Phone: 81-98-989-6817/ 098-989-6817
 - ◇ For any other locations: 00800-227-7447
 - ◇ Additional information on importing/converting vehicles to U.S. specifications may be obtained from: www.nhtsa.dot.gov/cars/rules/import/

CONUS VPC INFORMATION:

- ◆ POV processing hours of operation are **Monday through Friday**, 0800 to 1600. VPCs are closed on weekends and Federal holidays. It is highly recommended you arrive at the VPC by 1500 hours to ensure processing is completed on time. During inclement weather, a VPC may open later or close earlier than the scheduled time. Please call the servicing VPC to confirm the hours of operation.



POV'S STORED AT THE VEHICLE PROCESSING CENTER (VPC):

- ◆ Go to <https://www.PCSMyPOV.com> to set up a release/delivery to the closest VPC.
- ◆ CONUS VPC Contact Information:

Atlanta

2579 Campbell Blvd.
Ellenwood, Georgia 30294
Phone: 404-425-9177
Toll Free: 855-389-9499
Email: Atlanta.VPC@ialpov.us

Dallas

957 Heinz Way
Grand Prairie, TX 75051
Phone: 469-203-8629
Toll Free: 855-389-9499
Fax: 972-639-3976
Email: Dallas.VPC@ialpov.us

Los Angeles

14611 South Broadway St.
Gardena, CA 90248
Phone: 424-488-7696
Toll Free: 855-389-9499
Fax: 310-697-4565
Email:
LosAngeles.VPC@ialpov.us

NY/NJ Metro

45 Kilmer Dr
Edison, NJ 08817
Phone: 732-289-3095
Toll Free: 855-389-9499
Email: Newjersey.VPC@ialpov.us

Seattle

654 Milwaukee Ave N
Auburn, WA 98001
Phone: 253-948-3488
Toll Free: 855-389-9499
Email: Seattle.VPC@ialpov.us

Baltimore

2940 Waterview Ave
Baltimore, MD 21230
Phone: 667-401-0770
Toll Free: 855-389-9499
Email: Baltimore.VPC@ialpov.us

Denver, CO

14777 E. 35th Place
Aurora, CO 80011
Phone: 303-835-7461
Toll Free: 855-389-9499
Email: Denver.VPC@ialpov.us

Norfolk

1215 Executive Blvd.
Chesapeake, VA 23320
Phone: 757-320-4254
Toll Free: 855-389-9499
Email: Norfolk.VPC@ialpov.us

Orlando, FL

11262 Boggy Creek Rd
Orlando, FL 32824
Phone: 407-374-0587
Toll Free: 855-389-9499
Email: Orlando.VPC@ialpov.us

St. Louis

4236 Crescent Industrial Dr.
Pontoon Beach, IL 62040
Phone: 314-326-4153
Toll Free: 855-389-9499
Email: StLouis.VPC@ailpov.us

Charleston

3601 Meeting Street Rd.
North Charleston, SC 29405
Phone: 843-647-6635
Toll Free: 855-389-9499
Email: Charleston.VPC@ialpov.us

Jacksonville (Blount Island)

Note: Use of Blount Island is for personnel assigned to/from Guantanamo Bay, Cuba ONLY. The website: www.PCSMyPOV.com cannot be used to track shipments to/from this location.

Appointment Required

TransAtlantic Line
8998 Blount Island
Jacksonville, FL 32226
Phone: 904-751-1845
Email: athornton@portus-us.com

San Diego

11433 Woodside Ave
Santee, CA 92071
Phone: 559-483-9955
Toll Free: 855-389-9499
Fax: 619-956-0975
Email: SanDiego.VPC@ailpov.us

OCONUS VPC INFORMATION:

- ◆ POV processing hours vary (see table). OCONUS VPCs are closed on Saturday, Sunday, U.S. Federal holidays, and Host Nation holidays. It is highly recommended you call in advance to confirm operating hours and arrive at the VPC by 1500 to ensure processing is completed on time.

Alaska - Anchorage

***POV Processing Hours 0800-1600**

Anchorage Vehicle Processing Center

300 LaTouche Street
Anchorage, AK 99501
Phone: 907-891-8496
Toll Free: 855-389-9499
Fax: 907-227-1201
Email: Anchorage.VPC@ialpov.us

Alaska - Fairbanks

***POV Processing Hours 0800-1600**

Fairbanks Vehicle Processing Center

5250 Airport Industrial Road
Fairbanks, AK 99709
Phone: 907-891-8499
Toll Free: 855-389-9499
Fax: 907-459-5591
Email: Fairbanks.VPC@ialpov.us

Bahrain

***POV Processing Hours 0800-1600**

**Open Sunday through Thursday
Closed Friday and Saturday**

Bahrain Vehicle Processing Center

Office 11, Bldg. 1988, Road 1527, Block 115
Bahrain Investment Wharf, Hidd
Phone: +973-69992417
Fax: +973-69991406
Email: Bahrain.VPC@ialpov.us

Belgium - Chievres

***POV Processing Hours 0800-1600**

Chievres Vehicle Processing Center

80th Asg Chievres Air Base, Building 46
Chievres, Wallon Region, Belgium, 7950
Phone: 0032 68 331 980
Email: Chievres.VPC@ialpov.us

Benelux Schinnen Netherlands

***POV Processing Hours 0800-1600**

Schinnen Vehicle Processing Center

Borgerweg 10 Building 27, Room 102
Schinnen, Netherlands, 6365 CW
Phone: 0031-46-443-0732
Email: Chievres.VPC@ialpov.us

Germany - Ansbach

***POV Processing Hours 0800-1600**

Ansbach Vehicle Processing Center

Meinhardswindener Strasse 25
Barton Barracks; Building 5259
Ansbach, Bavaria, Germany, 91522
Local: +49 981-97781159
Email: Ansbach.VPC@ialpov.us



PRIVATELY OWNED VEHICLE (POV) SHIPMENT:

- ◆ Non-Conforming POVs:
 - ◇ POVs imported to the United States are subject to safety standards under the Motor Vehicle Safety Act of 1966, revised under the Imported Vehicle Safety Compliance Act of 1988, re-codified as 49 United States Code (U.S.C.) 301...
 - ◇ These laws and regulations apply to importing POVs to any state of the United States. Modifications require for non-conforming POVs to comply with U.S. safety and environmental standards are performed by registered importers and independent commercial importers. As a general rule, all POVs less than 25 years old must comply with all applicable federal motor vehicle safety standards. Fulfillment of federal requirements does not relieve the member from fulfilling requirements of a state or district of the U.S.
 - ◇ Prior to turn-in of a non-conforming POV for shipment to the United States, the customer must have in their possession a signed contract with an Independent Commercial Importer (ICI) and/or a Registered Importer (RI) to accomplish required vehicle modifications upon arrival. The POV will not be released for pickup until the ICI/RI has issued the appropriate entry authorization for the United States. The customer is responsible for any additional costs (including required bonded transport) associated with the import of a non-conforming POV.
 - ◇ Additional information on importing/converting vehicles to U.S. specifications may be obtained from the following web link: www.nhtsa.dot.gov/cars/rules/import

LOSS OR DAMAGE OF HOUSEHOLD GOODS:

While we hope all of your items arrived in one piece, the reality is that isn't always the case. If you have any questions about this process you can contact your Military Claims Office (<https://www.militaryonesource.mil/moving-housing/moving/planning-your-move/file-a-claim-after-your-military-move/>) for your household goods claims or PCSmyPOV (<https://www.PCSMyPOV.com>) for personal vehicle claims.

- ◆ If any of your household goods are lost or destroyed during the moving process, you are entitled to full replacement value of that item, assuming your claim is filed within 9 months following the date of delivery.
- ◆ All claims must be submitted in the Defense Personal Property System (DPS): <https://www.militaryonesource.mil/moving-housing/moving/moving-personal-property/>
- ◆ If you and your moving company cannot reach a settlement for all or a portion of your claim, you can transfer a portion of your claim to your Military Claims Office for processing.
- ◆ For more information go to: <https://www.militaryonesource.mil/moving-housing/moving/planning-your-move/file-a-claim-after-your-military-move/>

Important Dates WITH Loss/Damage Report	
Delivery Day (Optional)	For any lost or damaged items discovered on delivery day, request that your moving driver complete and sign a Notification for Loss and Damage AT Delivery form. Having mutual agreement on major items can lead to fewer disputes when you settle the reimbursement value later on.
Up to 75 days after Delivery Date	Sign-In to the Defense Personal Property System (DPS) ® and submit a Loss/Damage Report indicating your intent to file a claim.
Up to 9 Months after Delivery Date	Sign-In to the Defense Personal Property System (DPS) ® and submit itemized claims for any lost or damaged items for full replacement value.
Between 9 Months and 2 years after Delivery Day	Contact the Military Claims Office for help receiving partial replacement value for any lost or damaged items not previously submitted.
60 Days after Claim Submission	Your moving company should pay, deny, or make a counter to your claim within 60 days after your claim is final.

Passenger Travel Office (PTO)

Please Note: Navy personnel are not required to use their GTCC for PCS moves. Please ensure you retain all of your travel receipts for your travel claim. For additional information please see the “Navy Personnel PCS Process” on page 40 or your Command Pay and Personnel Administrator (CPPA).

REQUESTING TRAVEL-MARINE CORPS:

- ◆ Once orders are received:
 - ◇ Complete your Outbound Interview (OBI) in MOL and submit it to IPAC at least 160-180 days prior to your requested flight date.
 - ◇ IPAC will have 5 business days to generate a PORTCALL only if the Outbound module on MOL is submitted correctly.
 - ◇ PTO will have 10 business days to provide an AMC Travel Sheet/Commercial Flight Itinerary to IPAC or to the PTO/IPAC Portal.
 - ◇ You can view the status of your port call at:
https://sharepoint.mcipac.usmc.mil/ipac/PTO-IPAC_Portal/SitePages/Home.aspx

MARADMIN 100/18:

- ◆ DMO will charge the individually billed account for commercial airfare in connection with a PCS move.
- ◆ Active duty and Active Reserve (AR) Marines performing PCS travel, to include concurrently traveling dependents, will use the Government Travel Charge Card (GTCC).
 - ◇ W95 Orders (Retirement and Separations) and TEMINS are exempted.
- ◆ Centrally Billing Account/Agency Program Coordinator (APC):
 - ◇ Needed when the Marine is not a GTCC/GOVCC holder due to certain circumstances.
 - ◇ He/she must provide a justification letter from their S-1 or their respective APC and submit it to IPAC.

GOVERNMENT TRAVEL CHARGE CARD FORM:

- ◆ The Service Member will need to fill out a GTCC form and submit it with their OBI to IPAC.

TRAVEL RESERVATIONS:

- ◆ **DTR Chapter 103-USTRANSCOM-contracted airlift (e.g. Patriot Express Channel airlift) must be used for OCONUS travel.**
- ◆ AMC Flights:
 - ◇ Can only be viewed 90 days out.
 - ◇ All port calls will be held until the 90th day.
 - ◇ When AMC is available:
 - * Booked within 10 business days after the port call request is received.
- ◆ Onward travel via AMC Patriot Express:
 - ◇ All onward travel will be from Seattle, WA to an authorized destination.
- ◆ When AMC is not available:
 - ◇ Member will fly commercial travel.

FLYING AMC:

- ◆ Early check-in times are from 0900-1700 the day prior to the flight.
- ◆ Passengers will be briefed on “show-time” once they check in.
- ◆ Check-in time on the day of the flight is from 0230-0530.
 - ◇ Must have 5 copies of orders (Web Orders and Endorsement Orders).

AMC FLIGHT DELAY:

- ◆ If a delay is established for an outgoing AMC flight:
 - ◇ All travelers will receive a MEMORANDUM from the AMC Kadena passenger terminal to turn over to airlines selected for onward travel and your personal travel.
- ◆ All commercial airlines will rebook onward travel/personal travel to accommodate travelers.
- ◆ Please keep all paperwork for check-in procedures.

COMMON ISSUES WITH MISSING AMC FLIGHT:

- ◆ Expired military ID cards.
- ◆ No passport for dependents.
- ◆ Command fails to notify IPAC of legal hold.
- ◆ Member oversleeps.
- ◆ Member arrives intoxicated.
- ◆ No hard kennel for pets.
- ◆ Missing Roll Call.
- ◆ No Web Orders or Endorsement Orders from IPAC.
- ◆ The cost for one “no show” = \$1,302.00.
 - ◇ HQMC, IPAC, and Command will be notified of all “no shows.”

BAGGAGE/EXCESS BAGGAGE COSTS:

- ◆ AMC Flights:
 - ◇ In accordance with CMC letter 4600 MMIA dated 2010, you are authorized 2 pieces of baggage, neither to exceed 70 lbs. or 62 linear inches. 1 additional piece, not to exceed 45 linear inches, is authorized as hand carried baggage.
 - ◇ Excess baggage is \$125.00 per bag.
- ◆ Commercial Airlines:
 - ◇ Please contact the airlines or visit their website for additional information on weight allowances.

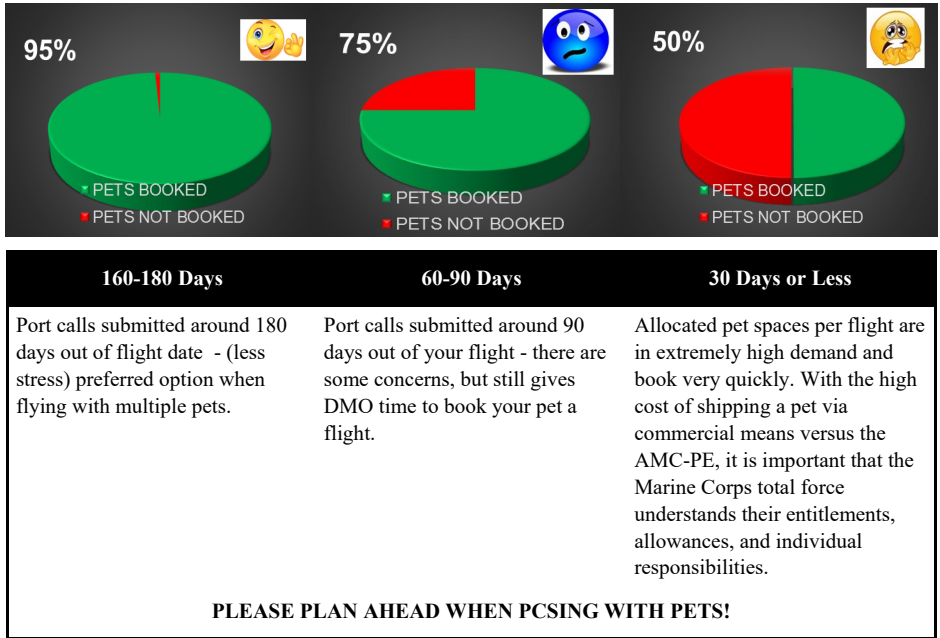
TRANSPORTING PETS:

- ◆ *Pets are not an entitlement.*
- ◆ The transportation of pets is limited to cats and dogs only.
 - ◇ Pet travel aboard AMC is authorized for owners traveling on PCS Orders.
 - ◇ 2 pets per family.
- ◆ AMC has a total of 13 pet spaces per flight with 5 spaces reserved for Okinawa.
- ◆ Pet spaces are on a first-come, first-serve basis between all military branches on Okinawa and mainland Japan.
- ◆ Pet travel on AMC flights is confirmed only to Seattle, WA. Pet owner must confirm onward travel.

- ◆ 150 lbs. max limit to include the pet and kennel.
- ◆ The price ranges from \$125.00 to \$375.00 per pet depending on the weight.
- ◆ Hard kennels only.

Contact PTO for additional information on specific kennel container measurements for AMC flights.

PORTCALL SUBMISSION WHEN FLYING WITH PETS:



WHEN AMC IS NOT AVAILABLE:

- ◆ Member(s) and pet(s) will fly commercial to authorized destination.
- ◆ Airlines may vary depending on final destination.
- ◆ The maximum weight for pets flying through United is 99 lbs.
- ◆ The maximum weight for pets flying through Delta is 150 lbs.
- ◆ Check with your airline carrier for additional pet policies and restrictions.

NOTE: Flying with pets requires significant planning. It is recommended to begin the process as early as 180 days in advance. Check with PTO for the most current information as the rules, regulations and processes for flying with pets is always changing.

CONFIRMING PET SPACE (COMMERCIAL AIRLINES):

- ◆ PTO will arrange confirmation of ANA portion from Okinawa to mainland Japan.
- ◆ Once PTO receives the confirmation from ANA, PTO will contact the member for further details on how to confirm any follow-on travel with each airline.
- ◆ Once the member confirms their pet space, the pet confirmation number can be sent to PTO via email at: mcbbutlerptofoster@usmc.mil.

PET EMBARGO:

- ◆ During the periods of 01 May thru 30 September:
 - ◇ Airlines declare a pet embargo if the outside temperature reaches 85°F or more during these periods.
 - ◇ Short-nose breeds or mixed breeds exhibiting the short-nose characteristics of these breeds **MAY** not be accepted by the airlines during this time period. Please contact your airline carrier for additional information.

DOCUMENTATION NEEDED FOR PET TRAVEL:

- ◆ Recommended to have at least 5 copies of the following items:
- ◆ Health Certificate, DD Form 2209:
 - ◇ Contact the Kadena Vet Clinic to make your health certificate appointment 3 to 4 weeks prior to your flight date.
 - ◇ The health certificate must be issued within 10 DAYS of departure, and must be valid at the time of travel.
 - ◇ In the event the health certificate expires before your flight date, you will need to get another health certificate reissued in order for your pet to fly with you.
- ◆ Most recent Rabies Certificate:
 - ◇ Must be current and contain the animal's microchip number.
 - ◇ The duration of immunization (i.e. 1-3 year vaccine must not expire while in transit.
- ◆ Letter of Acclimation:
 - ◇ This form states that your pet has been approved to fly by a Veterinarian during extreme weather conditions.
- ◆ Pet Quarantine and Examination Certificate (MDJ 270) or Memorandum:
 - ◇ These forms are used to prove to the government of Japan that your pet followed the quarantine requirements after you arrived on island.

IMPORTANT PHONE NUMBERS:

Kadena Vet Clinic: 050-5865-3083 or via email: usarmy.zama.medcom-ph-p.mbx.pha-j-okinawa-vetac@health.mil

Naha Quarantine Office, Okinawa: 098-857-4468.

PTO Camp Foster	DSN: 645-5330/5334/3899
PTO Camp Courtney	DSN: 622-7561/9770
DMO Camp Foster	DSN: 645-0922
DMO Camp Courtney	DSN: 622-7561/9770
DMO Camp Hansen	DSN: 623-4337/7029 Tues. & Thurs.

Disbursing

Please Note: Navy personnel are not required to use their GTCC for PCS moves. Please ensure you retain all of your travel receipts for your travel claim. For additional information please see your Command Pay and Personnel Administrator (CPPA).

GOVERNMENT TRAVEL CHARGE CARD:

- ◆ MARADMIN 001/16 mandates the use of the Government Travel Charge Card (GTCC) during Permanent Change of Station Travel effective January 1, 2016.
- ◆ The GTCC will be activated within the Outbound Module.
- ◆ NO ADVANCE of travel entitlements authorized in conjunction with an activated GTCC.
- ◆ The amount activated on the card is not the actual reimbursement amount. Please ensure you know the limit.

ADVANCE OF BASIC PAY:

- ◆ To assist with extraordinary expenses incurred during a PCS move.
 - ◇ For example: clothing for a cold weather climate duty station, washer and dryer for the apartment or vehicle maintenance if the vehicle was stored in a VPC.
- ◆ Requests may be submitted up to 30 days prior to detaching your current PDS and 60 days after your arrival at your new PDS.
- ◆ 1 month advance pay is to be repaid in 12 month installments.
 - ◇ Can be automatically requested through the Outbound Module in MOL.
- ◆ You may request up to 3 months advance pay to be repaid in 36 months.
 - ◇ Must be approved by your Commanding Officer.
- ◆ Example:
 - ◇ LCpl w/over 2 years of service: $\$2004/12=\167 per month deduction.
 - ◇ SSgt w/over 8 years of service: $\$3372/12=\281 per month deduction.

PAY CHANGES UPON DETACHMENT:

- ◆ Overseas Housing Allowance (OHA):
 - ◇ Stops day after quarters are vacated.
- ◆ Basic Allowance for Housing (BAH):
 - ◇ BAH-Transit starts on the date of detachment.
 - ◇ You will receive a daily discounted rate until you report to your new Duty Station.
 - * Example:
 - * PFC w/o dependents rates \$18 per day.
 - * Col w/o dependents rates \$50 per day.
 - ◇ New BAH rate will start upon check in.
 - * BAH-Partial: Barracks Marines.
 - * BAH-Locality: based on the zip-code of your new duty station.
 - * <http://www.defensetravel.dod.mil/site/bahCalc.cfm>

- ◆ Cost of Living Allowance (COLA):
 - ◇ Is used to offset the increased expense of living in a higher cost location.
 - ◇ Stops the day prior to detachment.
 - ◇ Significantly decreases monthly pay check.
 - ◇ CONUS COLA (if applicable) starts on the date of arrival at the new PDS.
- ◆ Discounted Meal Rate Start/Stop:
 - ◇ Stops the date of detachment and starts on the report date to the new duty station.

TEMPORARY LODGING ALLOWANCE:

TLA is an entitlement to partially reimburse you for lodging, meals, and incidental expenses while transitioning in/out of housing during a Permanent Change of Station move overseas.

- ◆ Take caution using your GTCC for TLA:
- ◆ For current rates, see:
 - ◇ <https://www.defensetravel.dod.mil/site/perdiem.cfm>.

WHO RATES TLA:

- ◆ Government on-base housing rate up to 10 days of reimbursement.
- ◆ Economy Housing (OHA) rate up to 10 days of reimbursement.
- ◆ **Members currently residing in single type Bachelor Enlisted Quarters/Bachelor Enlisted Quarters or Bachelor Officer Quarters **DO NOT** rate any TLA upon departure.**
- ◆ Government Temporary Quarters must be utilized if available. If they do not have any available rooms, a Certificate of Non-Availability must be provided from the lodging facility.
 - ◇ On-base TLA Facility examples are Shogun Inn, Westpac Lodge, Hansen Lodge, etc.

HOW MUCH PER DIEM DO YOU RATE:

If cooking facilities are provided in the lodging facility, per diem is reimbursed at a discounted rate.

% Per Diem rate	Eligible Recipients
65%	Active Duty member or 1 Dependent
35%	1 st additional dependent
35%	Additional dependents over 12 years old
25%	Additional dependents under 12 years old

ADVANCE OF TEMPORARY LODGING ALLOWANCE:

- ◆ Authorized for families transferring to CONUS or another Outside Continental United States (OCONUS) location during a PCS Move.
- ◆ Requests can be paid up to 5 days prior to the requested TLA start date.
- ◆ Must have departure date and valid reservation from the lodging facility with a daily rate breakdown.
- ◆ TLA settlement must still be completed.

FILING A TLA CLAIM

- ◆ Submit the following documents to IPAC:
 - ◇ Temporary Lodging Allowance Request form, which may be picked up at your respective housing office.
 - ◇ Paid lodging receipts (\$0.00 balance). Most lodging facilities will allow you to pay in advance.
 - ◇ AF Form 594, Termination of Quarters or Termination of Lease. This item is needed to confirm the date your permanent lodging stopped.
 - ◇ PCS Orders with flight itinerary (also dependent itinerary if traveling separate from the member).
 - ◇ Certificate of Non-Availability if lodging off-base is utilized.
- ◆ Your TLA claim may be filed:
 - ◇ Through IPAC the day before your flight if lodging has been paid in full.
 - ◇ On the day of departure with a zero balance receipt.
 - ◇ At your new duty station.
- ◆ Your claim will be processed within 48 hours once Disbursing receives it.
 - ◇ Receipt of payment will occur by Electronic Funds Transfer within 24-72 business hours from the time Disbursing processes your claim.

ADVANCE TRAVEL:

- ◆ Service Members and their dependents can be advanced travel entitlements for the maximum number of travel days authorized.
 - ◇ NOTE: Advance NOT authorized if GTCC is used.
- ◆ Any advance travel entitlement will be paid at only 80% of the total amount.
- ◆ Disbursing can pay the advance no earlier than 10 days before you detach, and no later than 5 days within the report date.
- ◆ Travel advances must be settled within 45 days of being issued to a member.
- ◆ If no travel settlement is submitted within 45 days, Disbursing will check the entire amount of the advance from your pay check.

DISLOCATION ALLOWANCE (DLA):

- ◆ Is provided to partially reimburse the Service Member for the extraordinary expenses incurred in moving household locations from one PDS to another.
- ◆ DLA is based on paygrade and dependency status on the effective date of the PCS orders.
- ◆ DLA rates can be found at: <https://www.defensetravel.dod.mil/site/otherrates.cfm>
- ◆ Advances are not authorized if the GTCC is used:
 - ◇ All members with dependents who do not move into single/bachelor type government quarters, may request advance DLA.
 - ◇ Single members E-6 and below may be advanced DLA without dependents only if they have an endorsement from their gaining command that single/bachelor-type government quarters (i.e. barracks) will not be available.

TRAVEL PER DIEM:

- ◆ Per Diem covers the meals and incidentals incurred during daily travel.
- ◆ Flat Per Diem when driving a POV: \$153 per day.
 - ◇ Lodging, Meals, and Incidentals.

- ◇ First day of travel equals 400 miles, every 350 miles after equals one more day.
- ◆ Commercial Per Diem: paid at the current Locality Rate:
 - ◇ Meals and Incidentals.
 - ◇ Maximum lodging rate when in authorized delay or awaiting transportation status. For example, if utilizing commercial transportation, (i.e. airplane) Service Members rate only one day of travel, and only one day of per diem for the locality rate of their new duty station.
- ◆ For both Commercial travel and MALT (driving)
 - ◇ Dependents 12 & over get 75% of what the member is paid.
 - ◇ Dependents under 12 get 50% of what the member is paid.

MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT):

- ◆ Mileage reimbursement payable to Service Members and/or dependents driving a Privately Owned Vehicle (POV)
- ◆ \$0.22 per mile per vehicle, regardless of how many dependents are in the vehicle.
 - ◇ Mileage determines the number of days authorized to travel.
- ◆ GTCC can be used for lodging, food and gas. Please know your limit.

1	\$153
2	\$306
3	\$459
4	\$612
5	\$765
6	\$918
7	\$1,071
8	\$1,224
9	\$1,377

Note: Per Diem shown for Member only

PAYMENT EXAMPLE 1 - DIRECT TRAVEL TO PDS VIA AIRFARE

Old Duty
Station

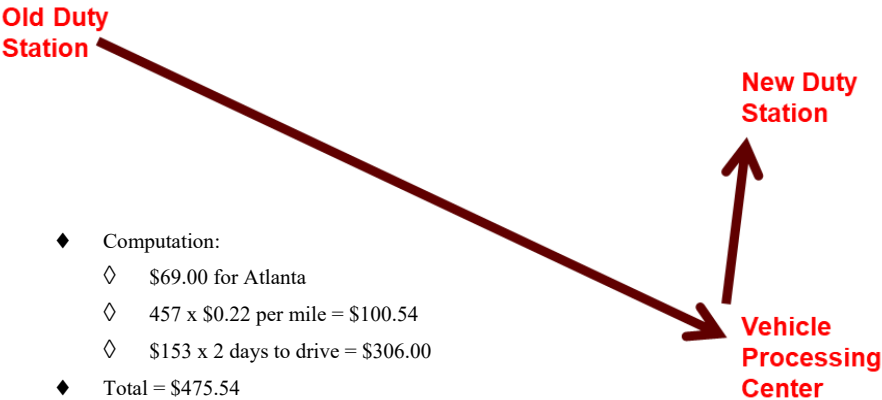


New Duty
Station

- ◆ Seattle, WA to Camp Lejeune, NC
- ◆ GTR Airfare to OAJ airport = \$455.00
- ◆ 1 day of travel day \$51.00 x 75% = 38.25
- ◆ Total = \$493.25 plus any possible cab fares.

PAYMENT EXAMPLE 2 - POE TO VPC/DESIGNATED LOCATION

- ◆ Arrive in Seattle and fly to VPC in Atlanta, GA. Authorized day of per diem at Atlanta rate.
- ◆ Drive from Atlanta to leave site and then drive to Camp Lejeune. Authorized ordered distance from VPC to Camp Lejeune (457 miles).



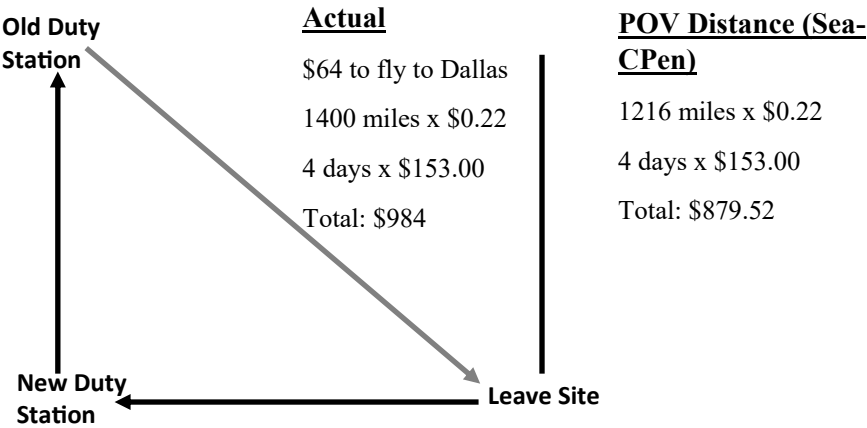
- ◆ Computation:
 - ◇ \$69.00 for Atlanta
 - ◇ 457 x \$0.22 per mile = \$100.54
 - ◇ \$153 x 2 days to drive = \$306.00
- ◆ Total = \$475.54

PAYMENT EXAMPLE 3 - POE TO LEAVE SITE TO PDS

- ◆ Fly from Seattle to Dallas, TX (leave site) and then drive to Camp Pendleton, CA.
- ◆ Cost comparison must be computed from actual travel compared to Ordered POV distance.

TEMPORARY LODGING EXPENSE (TLE)

- ◆ Intended to offset lodging and meal expenses upon arrival at your new CONUS PDS
 - ◇ Computed the same as TLA.
 - ◇ Available before or after reporting to the new PDS.
 - ◇ Payable to Service Members who have no quarters available (CNA) upon PCS to Continental United States (CONUS).
 - ◇ Reimbursed for a maximum of 10 days.
 - ◇ Max allowable entitlement is \$290/day.
 - ◇ Payable in the vicinity of the new PDS (within 50 miles). GTCC CAN be used for TLE.



UPON ARRIVAL AT NEW PERMANENT DUTY STATION:

- ◆ Travel Settlement:
 - ◇ Must be completed 5-10 days of report date.
- ◆ Advance Housing Allowance:
 - ◇ May be requested upon arrival at new PDS.
- ◆ BAH at Locality:
 - ◇ Housing Allowance for the new PDS begins the day of reporting to the command.
- ◆ Discounted Meal Rate:
 - ◇ BEQ Marines will be issued a meal card and will be deducted in their BAS.

FREQUENTLY ASKED QUESTIONS:

- ◆ Service Member married to Service Member:
 - ◇ One cannot claim the other as a dependent.
 - ◇ If dependents are involved: only one Service Member can claim a dependent at a time.
 - ◇ Must submit a copy of the other Service Member's travel claim.
- ◆ Retain all receipts for airfare, lodging, and any expenses over \$74.99.
- ◆ Statement in Lieu can be submitted for any lost receipt or for those missing required information, preferably accompanied by a bank statement showing charges.
- ◆ **Do not lose your PCS orders, flight itineraries, exchange tickets or any important supporting documentation.**
 - ◇ This could result in your claim being processed slowly or incorrectly.
 - ◇ If missing important documentation the **WORST CASE SCENARIO** will be paid.
 - ◇ Take pictures of/scan/email copies to yourself or leave site to prevent this mishap.

MEMBERS SEPARATING FROM THE MARINE CORPS:

- ◆ It is your responsibility to submit a separation travel claim at your servicing Disbursing Office.
 - ◇ If you are separating on island, your servicing Disbursing Office will be here in Okinawa.
 - ◇ Email: 3MLG_SEPSTRAVEL@usmc.mil for more information.
- ◆ If you receive a travel advance and do not submit a voucher, you are in debt to the government.

REFERENCES:

- ◆ Joint Travel Regulation (JTR).
- ◆ Department of Defense Financial Management Regulations Volume 7A (DODFMR).
- ◆ Automated Pay Systems Manual (APSM).
- ◆ III MEF/MCIPAC MCBCB Order 7220.1A.
- ◆ <https://www.defensetravel.dod.mil/site/perdiem.cfm/>

DISBURSING CONTACT INFORMATION:

- ◆ Pay Section: 645-3047.
- ◆ Travel Section: 645-7282.

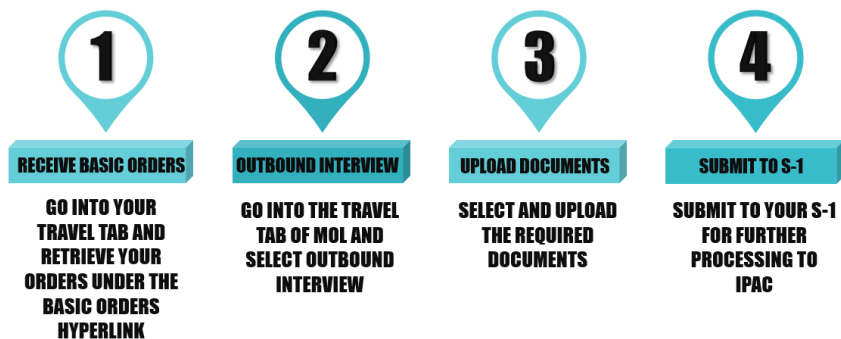
Installation Personnel Administration Center (IPAC)

Outbound PCS

OUTBOUND INTERVIEW:

- ◆ Upon receiving Basic Orders for PCS, all Marines are required to complete an Outbound Interview via MOL.
 - ◇ Start the outbound interview by completing all the required fields.
 - ◇ Upload all necessary documents:
 - * Basic Orders.
 - * GTCC Form.
 - * Area Clearance (if accompanied).
 - * Vehicle Removal Request Form (VPC).
- ◆ Make sure to click the Government Travel Charge Card (GTCC) box.

OUTBOUND INTERVIEW PROCESS



FLIGHT WINDOW:

- ◆ The 14 day flight window will commence on a Monday and end on the second Sunday of the following week.
- ◆ Your requested flight date must include two Saturdays.
- ◆ AMC Flight (Patriot Express) is the primary mode of transportation. If commercial flight is needed, you must submit and ETP letter signed by O-6 Level Commanding Officer.

TYPES OF TRAVEL:


- ◆ Onward Travel:
 - ◇ Request to fly straight to your next duty station.
- ◆ Point of Debarkation (POD):
 - ◇ Request to fly to Point of Debarkation.
 - ◇ PTO is contracted to fly Marines to Seattle, WA first.
- ◆ Designated Place:
 - ◇ If you are picking up a vehicle in government storage.
 - ◇ If you are picking up dependents.
- ◆ Circuitous Travel:
 - ◇ If taking leave at an overseas location.
 - ◇ This request must be approved by CMC MMIB AMHMSG.
 - ◇ Service Member will make their own travel arrangements.
 - ◇ PTO will provide a cost comparison and the member will be reimbursed at the government rate.

MISSING YOUR FLIGHT:

- ◆ Flights will be cancelled and will require a cancelation/re-book letter from O-5 Level Commanding Officer in order to re-book.
- ◆ Should there be a noted discrepancy in the request, the member is required to fix the discrepancy immediately.

VEHICLE PROCESSING CENTER:

- ◆ If requesting to pick up a vehicle from an authorized location, schedule a pick-up with the VPC center.
- ◆ You may request to fly out on a weekday due to VPCs being closed on the weekends.
- ◆ Ensure you fill out the Storage Vehicle Removal Request Form available via https://www.pcsmypov.com/Documents/ial_storage_removal.pdf.

 Storage Vehicle Removal Request Form	
To request removal of your POV from storage, please do the following: <ol style="list-style-type: none">1. Fill out this form - accurate and complete contact information is very important.2. Scan/email or fax this completed form with a copy of your orders and any amendments (front and back) to Storage@ialpcv.us3. Please refer to www.pcsmypov.com for IAL facility, phone, fax, and email information.4. You must provide a copy of the vehicle Title and Lien Holder Shipment Authorization Letter if your vehicle is being delivered to an Outside Continental United States (OCONUS) location.5. Please pick-up your POV within 30 days of arrival at the destination VPC.	
Service Member Information	
Storage Order #:	USPS Address:
Requested Date of Pick-Up:	
Requested Pick-Up Location:	
Reporting Date:	
Full Name (first and last):	
POB:	Old Duty Address (APO or FPO if applicable):
ID Type:	
ID Number:	
SSN:	
Branch of Service:	New Duty Address (APO or FPO if applicable):
Paygrade:	
Rank:	
Phone # (at destination):	
Personal Email Address (eg. Gmail or Hotmail):	
Vehicle Information	
VIN #:	Emergency Contact Information
Make:	Name:
Model:	Relationship:
Year:	Phone #:
Color:	Email Address:
	Address:

DEPENDENT TRAVEL:

- ◆ Dependents can either fly with the Marine or before.
- ◆ The Service Member must have received Basic Orders to do an Advanced Family Member Travel for dependents.
- ◆ Ensure an audit is conducted within 5 working days of dependent departure with IPAC to update entitlements and avoid check in pay (COLA, BAH, OHA, Quarters).
- ◆ Can request BAH Waiver through S-1 to HQMC via AA Form.
- ◆ If requesting a flight after the Marine, you must be approved up to 60 days.

ADVANCES:

Advances will be requested through the Outbound Interview (OBI).

- ◆ 1 month advance pay does not require Commanding Officer Approval
 - ◇ Corporal and above
- ◆ 2 or 3 months advance pay will be requested via advance pay request and approved via O-5 level Commanding Officer.
- ◆ POC is IPAC SNCO 645-6893.

TLA REQUIREMENTS:

Please submit the following documents with your TLA claim.

- ◆ Termination of Quarters (On-Base) / Lease Agreements (Off-Base).
- ◆ Zero Balance Receipts.
- ◆ For off-base hotels, a Certificate of Non-Availability (CNA) is required.
- ◆ If the member does not have dependents, the member does not rate TLA regardless of rank.
- ◆ TLA claims are submitted upon completion of check-out process.

TLA AUTHORIZATION:

- ◆ From On-Base Quarters you rate a total of 10 days of TLA.
- ◆ From Off-Base Housing you rate a total of 10 days of TLA.
- ◆ Anything over what's allotted requires an exception to the policy signed by your Commander.

JUNE 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
7	8 1	9 2	10 3	11 4	12 5	13 6
14 7	15 8	16 9	17 10	18 11	19 12	20 13
21 14	22	23	24	25	26	27
28	29	30	1	2	3	4

REQUIREMENTS FOR CHECK-OUT:

- ◆ Check-out sheet.
- ◆ Smooth Move stamp.
- ◆ Vehicle Registration stamp (every Marine).
- ◆ Medical and Dental.
- ◆ IIF (CIF) Stamp.
- ◆ Termination of Quarters/Termination of Lease Agreement (if applicable).
- ◆ S-1 signature.

COMMON TRENDS AND HOLD UPS:

- ◆ Not selecting the GTCC Box, not uploading the GTCC form, or not activating the GTCC.
- ◆ Dependents' passport numbers are missing in the OBI.
- ◆ Not having your termination of quarters/OHA paperwork.
- ◆ Not having zero balance receipts.
- ◆ Not checking out with your S-1 before checking out with IPAC.

FREQUENTLY ASKED QUESTIONS:

- ◆ SDA (TEMINS vs TAD)
- ◆ Acquired dependents / Local National acquired dependents
- ◆ Member to Member (Other Service)
- ◆ Member to Member (EAS)
- ◆ Visit the IPAC Share Point Site for additional assistance:
<https://sharepoint.mcipac.usmc.mil/ipac/SitePages/Home.aspx>

CHECK-OUT TIMES:

- ◆ Monday-Wednesday: 0730-1630.
- ◆ Thursday: 0730-1400 (closed for training).
- ◆ Friday: tickets will be cancelled after 1200 unless you were approved for a late checkout.

IPAC OUTBOUND (PERMANENT CHANGE OF STATION):

- | | |
|----------------------------|----------|
| ◆ BRANCH OIC | 645-8173 |
| ◆ BRANCH SNCOIC: | 645-6702 |
| ◆ PCS/PCA OIC: | 645-8172 |
| ◆ PCS/PCA SNCOIC: | 645-6893 |
| ◆ SEPS/RETIREMENTS SNCOIC: | 645-7265 |
| ◆ TLA/ADVANCES: | 645-7264 |

Navy Personnel PCS Process

Please Note: Navy personnel are not required to use their GTCC for PCS moves. Please ensure you retain all of your travel receipts for your travel claim. For additional information please see your Command Pay and Personnel Administrator (CPPA).

UPON RECEIVING PCS ORDERS:

Transferring members should visit their Command Pay and Personnel Administrator (CPPA) once PCS or Lean orders are received. PCS members will receive an email from their transfer section at PSD consisting of the following:

- ◆ Transfer Information Sheet (TIS).
- ◆ Passenger Reservation Request (PRR).
- ◆ AMC Flight information sheet.
- ◆ DD 884 (Application for Transportation of Dependents).
- ◆ Advance DLA request.
- ◆ Advance Pay request.
- ◆ Base Check-out Sheet.
- ◆ EFT form.
- ◆ PCS Medical Examination Notification.
- ◆ Pet shipment memorandum.
- ◆ TLA Brief sheet.
- ◆ TLA worksheet.

Please complete all applicable forms.

DOCUMENTS REQUIRED:

The following are documents provided by the member. Please provide all applicable documents:

- ◆ Any necessary screenings:
 - ◇ Overseas Suitability Screening (if going to another overseas location).
 - ◇ Operational Screenings.
- ◆ Copies of dependents' passports.
- ◆ DD Form 1299 - Application for shipment and/or storage of personal property/Bill of lading (obtained from DMO/TMO).
- ◆ Termination of lease (if residing off-base).
- ◆ Termination of Government Quarters.
- ◆ Hotel/Lodging receipts.
- ◆ Transfer/Separation Evaluation or Letter of Extension.

In the event that there are any questions in regards to the transfer package and/or the process, feel free to contact your CPPA or admin office.



My PCS Mobile for Navy Personnel

My PCS Mobile provides Sailors on Active Duty Permanent Change of Station (PCS) orders a single place to access information, resources and actions. MyPCS Mobile is the first CAC-less website developed under the Navy Pay and Personnel (NP2) umbrella.

MYPCS MOBILE CAPABILITIES:

- ◆ View and complete PCS Checklist
 - ◇ Uses a Sailor's Orders data.
 - ◇ Tracks completed, in progress, and not completed items.
 - ◇ Generates a printable checklist to a PDF file.
 - ◇ Includes links to external sites, resources and forms for location, housing and childcare information.

SETTING UP YOUR CAC-FREE ACCOUNT:

- ◆ Log into MyNavy Portal (MNP) at <https://my.navy.mil>, using your CAC and CAC-enabled machine.
 - ◇ At the top of the page, select your username, then select My Account.
 - ◇ Click "Instructions" and follow the steps for iOS or Android to authenticate yourself.

ACCESS MYPCS MOBILE:

- ◆ Access MyPCS Mobile through the Navy App Locker or via MyNavy Portal Quick Links at: <https://www.np2.navy.mil>
 - ◇ On an Android device, if you are presented with the message, "Your connection is not private" or a similar message, click the "Advanced" button and select "Proceed."
 - ◇ Accept the terms of use.
 - ◇ Select the CAC-free radio button and click Logon.
 - ◇ Enter your CAC-free username, which is the email as it appeared during your CAC-free setup.
 - ◇ Enter your password and sign in.
 - ◇ The Okta Verify screen should appear. Press the "Send Push" button.
 - ◇ A notification will pop up asking to verify your app.
 - ◇ The Sailor must approve this request to continue.



Spouse Reimbursement For State Licensure and Certification Costs

Marine Corps Eligibility

Military spouses of Marines of any rank who moved across states due to PCS moves under accompanied orders.

Documents Needed

- ◆ Copy of Orders
- ◆ Copy of spouse's previous state license and certification valid at previous duty station
- ◆ Copy of new state license or certification
- ◆ Receipt showing the fees



Navy Eligibility

Military spouses of Sailors of any rank who move across state lines due to a PCS or PCA under accompanied orders on or after December 12, 2017, and who wish to pursue the same licensure or certification in their new location.

Documents Needed

- ◆ Spouse Licensure Reimbursement Request Memorandum
- ◆ Claim for Reimbursement for Expenditures on Official Business voucher
- ◆ Copy of PCS or PCA Orders
- ◆ Copy of spouse's previous state license and certification valid at previous duty station
- ◆ Copy of new state license or certification
- ◆ Receipt showing the fees

Email Directory - Helpful Emails

Organizations	Web Link
DISBURSING OFFICE-SEPARATION TRAVEL CLAIM	3MLG_SEPSTRAVEL@usmc.mil
DISTRIBUTION MANAGEMENT OFFICE (DMO) - APPOINTMENTS	DMOPPSOAPPT@usmc.mil Courtney: MCBBUTLERPTOCourtney@usmc.mil Hansen: MCBBUTLERPTOHansen@usmc.mil
FAMILY MEMBER EMPLOYMENT ASSISTANCE PROGRAM	mcbb_fmeap@usmc.mil
FURNISHINGS MANAGEMENT	718ces.fms@us.af.mil
KADENA HOUSING OFFICE	kadenahousing.customerservice@us.af.mil
KADENA VET CLINIC	usarmy.zama.medcom-ph-p.mbx.pha-j-okinawa-vetac@health.mil
OVERSEAS SUITABILITY SCREENING COORDINATOR	usn.butler.navhospokinawaja.mesg.overseasscreeningcoord@health.mil
PASSENGER TRAVEL OFFICE (PTO)	mcbbutlerptofoster@usmc.mil
RELOCATION SERVICES	mcbb_reloassist@usmc.mil



Important Phone Numbers

Organizations	Phone Number
DISBURSING	Pay: 645-3047 Travel: 645-7282
DISTRIBUTION MANAGEMENT OFFICE (DMO)	Camp Foster: 645-0922 Camp Courtney: 622-7561/9770 Camp Hansen: 623-4337/7029 Tues. & Thurs.
FINANCIAL MANAGEMENT	Camp Courtney: 622-7332 Camp Foster: 645-2104/2106 Camp Kinser: 637-2815 Camp Hansen: 623-4522/4860 Camp Schwab: 625-2622
IPAC OUTBOUND	645-6893
KADENA VET CLINIC	050-5865-3083
PERSONAL & PROFESSIONAL DEVELOPMENT-RESOURCES	Camp Courtney: 622-7332 Camp Foster: 645-2104/2106 Camp Kinser: 637-2815 Camp Hansen: 623-4522 Camp Schwab: 625-2622
NAHA QUARANTINE OFFICE, OKINAWA	098-857-4468
PASSENGER TRAVEL OFFICE (PTO)	Camp Foster: 645-5330/5334/3899 Camp Courtney: 622-7561/9770
RELOCATION SERVICES	645-/7494/2104/8395
TRICARE	646-9355 opt. 9, 1

Web Directory - Helpful Web Links

Organizations	Web Link
BAH-LOCALITY	http://www.defensetravel.dod.mil/site/bahCalc.cfm
BUY/RENT A HOME	http://www.homes.mil
CAR BUYING	http://www.carfax.com http://www.nada.org www.edmunds.com http://autos.msn.com/default.aspx http://www.kbb.com http://www.policeauctions.com www.vehiclehistory.gov
COMMERCIAL AIRLINES TRAVELERS TIPS	http://www.tsa.gov
CREDIT REPORT	http://www.annualcreditreport.com
DENTAL	http://www.uccitdp.com
DISLOCATION ALLOW- ANCE (DLA)	https://www.defensetravel.dod.mil/site/otherrates.cfm
DMO WEB SITES	https://www.militaryonesource.mil/moving-housing/moving/pcs-and-military-moves/ https://www.ustranscom.mil/dtr/part-iv/dtr_part_iv_app_k_3.pdf https://www.defensetravel.dod.mil/site/travelreg.cfm https://www.military.com/money/pcs-dity-move/dod-household-goods.html http://www.pcsmypov.com/ https://www.logcom.marines.mil/Capabilities/Personally-Procured-Move/ www.nhtsa.dot.gov/cars/rules/import
DoDEA SCHOOLS (Information on DoDEA schools & Youth/Teens)	http://www.dodea.edu/home/index.cfm
GOVERNMENT HOUSING NAVY	http://www.housing.navy.mil/onestop
HOME BUYING	http://www.govloans.gov

Web Directory - Helpful Web Links

Organizations	Web Link
INSURANCE	http://www.quickquote.com http://www.insure.com http://www.reliaquote.com http://www.accuquote.com http://www.usaa.com http://www.geico.com
IPAC SHARE POINT	https://sharepoint.mcipac.usmc.mil/ipac/SitePages/Home.aspx
MEDICAL	http://www.tricare.mil/bwe http://www.tricare.mil/forms www.tricare-overseas.com
MILITARY CHILDCARE	www.militarychildcare.com
MILITARY INSTALLATIONS	https://installations.militaryonesource.mil
MILITARY FINANCE	http://www.defensetravel.dod.mil/index.cfm http://www.militarymoney.com
MILITARY ONESOURCE	http://www.militaryonesource.com
MOTOR LAWS FOR ALL THE STATES	https://www.dmv.org/military-drivers/
OTHER HELPFUL WEB SITES	http://www.okinawayardsales.com http://japanupdate.com
OVERSEAS SUITABILITY SCREENING	https://okinawa.tricare.mil/Patient-Resources/Overseas-Screening-OSS
PERSONAL FINANCE	www.okinawa.usmc-mccs.org/relocation www.myfico.com www.experian.com www.equifax.com www.transunion.com

Web Directory - Helpful Web Links

Organizations	Web Link
PETS	http://www.pettravel.com/airline_rules.cfm https://www.dogsondeployment.org/ https://spcai.org/
PRESCRIPTION MEDICATION	www.tricare.mil/mtf www.express-scripts.com/TRICARE
PTO STATUS UPDATES	https://sharepoint.mcpac.usmc.mil/ipac/PTO-IPAC_Portal/SitePages/Home.aspx
SCHOOL INFORMATION	www.greatschools.org
SCHOOL LIAISON OFFICER	www.okinawa.usmc-mccs.org/slo
SITTERCITY	http://www.sittercity.com
SMOOTH MOVE TOOL KIT	www.okinawa.usmc-mccs.org/relocation
TEMPORARY LODGING ALLOWANCE (TLA)	https://www.defensetravel.dod.mil/site/perdiem.cfm
TRICARE EAST REGION	www.humanamilitary.com/beneficiary
TRICARE WEST REGION	www.tricare-west.com
UNIT INFORMATION	www.marines.mil www.navy.mil
UPDATING DEERS	https://milconnect.dmdc.osd.mil www.dmdc.osd.mil/rs1
VEHICLE PROCESSING CENTER REMOVAL FORM	https://www.pcsmypov.com/Documents/ial_storage_removal.pdf

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