

A close-up photograph of a Marine's uniform sleeve. It features a white sleeve with a red stripe and a gold rank insignia (a star with a circle in the center). Below the stripe is a gold eagle emblem. The sleeve is resting on a dark blue fabric with white stars, resembling the American flag. The text "Relocation Assistance" is overlaid in white.

Relocation Assistance

PCS with Success

Information, Referral and Relocation, Bldg 411, Rm 101 253-6161

MARINE &
Family

AGENDA

- Relocation
- Passenger Travel
- IPAC
- Distribution Management Office (DMO)
- Behavioral Health
- Tricare
- Personal Financial Manager (PFM)
- Pass & Registration (PMO)
- Admin Break
- Exceptional Family Member Liaison (EFMP)
- School Liaison Program (SLP)
- Command Pay and Personnel Administrator (CPPA)



PHASES OF RELOCATION

*With OCONUS to CONUS moves, a Re-entry phase is also experienced

Outbound Interview

PCS Checklist for Marines Departing MCAS Iwakuni

1. _____ OUTBOUND INTERVIEW

- Complete your Outbound Interview in MOL. (Ensure CAC expiration date is annotated)
- Submit the completed interview to your S-1 shop.
- The S-1 shop will verify the information and forward it to IPAC.
- **Upload all documents below into your OBI as they are received*.*

2. _____ PCS FOR SUCCESS CERTIFICATE (Please schedule earlier than 60 days before detach date)

- Complete the PCS for Success class for the completion certificate (a half slip of paper received from bldg 411 Phone 253-6161).

3. _____ PORT CALL REQUEST

- IPAC will create the port call request once the outbound interview is received from your S-1 shop.

4. _____ PMO CERTIFICATE

- Obtain a certificate from PMO stating that all vehicles, weapons, and bikes have been properly handled (a half slip of paper received from the pass and registration bldg, 608).

5. _____ CHECKOUT SHEET

- Complete the checkout sheet received from your S-1 shop. (If gear is missing IPAC will need the FLIPL NAVMC 6 before CIF can sign the checkout sheet.)

6. _____ **DOCUMENTS REQUIRED ONLY FOR MEMBERS WITH DEPENDENTS OR ANIMALS**

- Dependent Passports: Provide copies of dependent passports, if applicable.
- Dependent Application: Submit the DD Form 884, if applicable. (Received from your S-1)
- Pet Kennels Form: Submit the document, if applicable. (Received from Veterinary Clinic). Coordinate with the AMC Terminal bldg 723 to schedule the weighing of your pet and cage.

7. _____ **DOCUMENTS REQUIRED ONLY FOR MEMBERS SHIPPING A VEHICLE**

- Coordinate with DMO's Vehicle Processing Center, if applicable. Bldg 100 (phone 253-3516)

8. _____ **DOCUMENTS REQUIRED ONLY FOR MEMBERS SHIPPING HOUSEHOLD GOODS THAT ARE UNACCOMPANIED/RESTRICTED**

- Submit the Bill of Lading for your unaccompanied household goods shipment. (Coordinated through DMO Bldg 100.)

9. _____ **DOCUMENTS REQUIRED ONLY FOR MEMBERS NOT RESIDING IN THE BARRACKS**

- Obtain the Family Housing Voucher Termination NAVMC 11051 after your final housing inspection, if applicable. (Received from Housing Office bldg 200.)

Additional Notes:

- Ensure all applicable steps are completed in a timely manner to avoid any delays in your PCS process.
- Keep copies of all submitted forms and certificates for your records.
- Contact your S-1 shop or IPAC if you have any questions or need further assistance.
- **If you plan on utilizing the Temporary Lodging Facility, please inquire about the TLA check list.**

By following this checklist, you can ensure a smooth transition during your PCS from MCAS Iwakuni.

IPAC NCOIC/SNCOIC Signature _____

NAVMC 11799

CUI (when filled in)

MCO 1320.11

SPONSORSHIP REQUEST		
PRIVACY ACT STATEMENT		
In accordance with the Privacy Act of 1974 (Public Law 93-579), this notice informs you of the purpose for collection of information on this form. Please read it before completing the form. AUTHORITY: 10 U.S.C. 5013; 10 U.S.C. 5041; E.O. 9397, as amended; and SORN NM05000-2 . PURPOSE: The information collected on this form is for the Marine Corps Sponsorship Program, including unit Commanders and assigned sponsors to provide information and support to incoming personnel. ROUTINE USES: Information will be accessed by authorized personnel with a need-to-know to meet the purpose. A complete list and explanation of the applicable routine uses are published in the authorizing SORN available at: https://dpold.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570436/nm05000-2/ . DISCLOSURE: Information is voluntary; however, failure to complete this form may limit the manner, information, and support available from your Command-assigned sponsor. RECORD MANAGEMENT: This form shall be managed in accordance with record schedule 1000-39, "Family Support Programs" of SECNAV M-5210.1.		
Grade	Name	MOS
Address (Street, City, State, Zip Code)		Unit Phone (Commercial) Unit Phone (DSN)
Current Mailing Address (Street, City, State, Zip Code)		Email Address
Estimated Detach Date	Arrival Date	MCC/RUC of New Assignment
Leave Address (Street, City, State, Zip Code)		Marital Status Spouse's Name
Unit Phone (DSN)	Email Address	Anticipated Mode of Travel
Children Name's and Ages		
<input type="checkbox"/> I DO <input type="checkbox"/> I DO NOT desire government quarters (unless mandated by base policy).		
My family size will require: <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 bedrooms. I <input type="checkbox"/> have <input type="checkbox"/> have not forwarded an application for an assignment to military family housing, DD Form 1746 to the housing office.		
I have dog(s) and cat(s).		
Specific information/assignment requested		

NAVMC 11799 (2-22) (EF)

Previous versions are obsolete

Print Form

CUI (when filled in)

Controlled by: USMC
CUI Category: PRIVACY
LOC: IS ONLY
POC: MFPPrivacy@usmc.mil

Reset Form

Page 1 of 1

AEM Form Designer 6.5

WELCOME TO

MILITARY ONESOURCE

We know the measures put in place to protect our military community during the coronavirus outbreak may have a significant impact on your life. Here's how we're helping.

[COVID-19 SUPPORT](#)



Feedback



CORONAVIRUS UPDATES

CLOSE

Get the latest on the coronavirus outbreak for the military community.

[Learn More](#)



Home > Moving & PCS > Moving Your Personal Property

Moving Your Personal Property

The Defense Personal Property Program provides quality moving and storage services to Defense Department and Coast Guard personnel and their families.

Overview | MilLife Guides | Benefits | Resources | Products | Articles

Ensure each step of your move is successful by being prepared and informed. Browse our resources, fact sheet library and customer service pages before getting started.

Ready to schedule your move?

Use the Defense Personal Property System, or DPS, to schedule your move, track your shipment or file a claim. Need assistance accessing DPS? [Contact DPS Customer Service](#).

LOG IN TO DPS ↗

Related Topics

[Preparing to Move](#)

[Settling in After Moving](#)

[OCONUS/Overseas Moves](#)

[← Back to Home](#)

MCAS Beaufort

[Feedback](#)

📢 Due to quickly changing conditions in response to COVID-19, we recommend checking the Installation website directly for current information.

MAIN CONTACT INFO

United States Marine Corps

Cunningham Street &
Drayton Street
Beaufort, SC 29906

📞 843-228-7121

📞 312-335-7121

✉️ EMAIL

QUICK OVERVIEW

Mission

The Mission of Marine Corps Air Station Beaufort is to continue supporting establishment operations for 2nd Marine Aircraft Wing, attached II MEF units, and Marine Corps Recruit Depot Parris Island/Eastern Recruiting Region in order to set the conditions for the enduring success of our supported commands and their missions.

Special and Critical Installation Information

Beaufort is susceptible to high tides, flooding, and hurricanes, although, they seldom cause severe damage. It is wise to have renter's insurance if renting off-base or living in government housing. A list of insurance companies offering renters insurance is available at the Housing Office.

Cost of community housing (off-base housing) is relatively high in the Beaufort area. This is particularly true for Junior enlisted families requiring two or more bedrooms, who face greater out-of-pocket expense. Beaufort is located in close proximity to valuable resort property, and plays host to three military facilities located in a sparsely populated, rural setting.

Welcome to Plan My Move

Plan My Move creates a custom checklist for your move, filled with information about the tasks you need to complete and how to complete them. Your checklist is tailored to the unique needs that you or your family have.

Fill out the information below to start building your checklist.

Where are you currently stationed?

Type the name of your current installation



[I CAN'T FIND MY CURRENT INSTALLATION](#)

Where are you moving to?

Type the name of your new installation



[I CAN'T FIND MY NEW INSTALLATION](#)

Who are you?

☐

Service Member

☐

Family Member / Loved One

TRANSITION: Plan for the unexpected



- Request a sponsor
- PCS documents: Original Orders, Area Clearance (OCONUS), Vehicle, Medical, Marriage certificate/Birth certificates, EFMP records, Passports, Employment records, Military ID, POAs, Pet Records etc.
- Financial: travel hotels, rental car, and other miscellaneous expense receipts, banking, contracts
- Service Member: uniforms, sponsor communication
- Checking out of Iwakuni: housing, vehicle, bikes, post office
- Keep/update inventory of belongings. Packing Valuables, Electronics & Mold
- Community Pantry

LENDING LOCKER

- Outbound: Bldg. 411, Suite 101
- Inbound: Contact IR&R at new duty station
- Available to accompanied Service Members (limited availability)
- MCASI: can be utilized for up to 30 days (extensions available upon request)



Military Housing Division

PCS Process

- Outbound personnel are requested to submit notice to vacate 30-60 days for on-base housing.
- A minimum of 30 days notice to vacate is required for off-base housing.
- PCS Orders must be provided when submitting notice for on-base housing. Off-base residents can submit orders after 30 day vacate notice is provided.
- Vacate date is scheduled around pack out dates, flight dates and TLF check-in dates.

Military Housing Division

PCS Loaner Furniture Policy

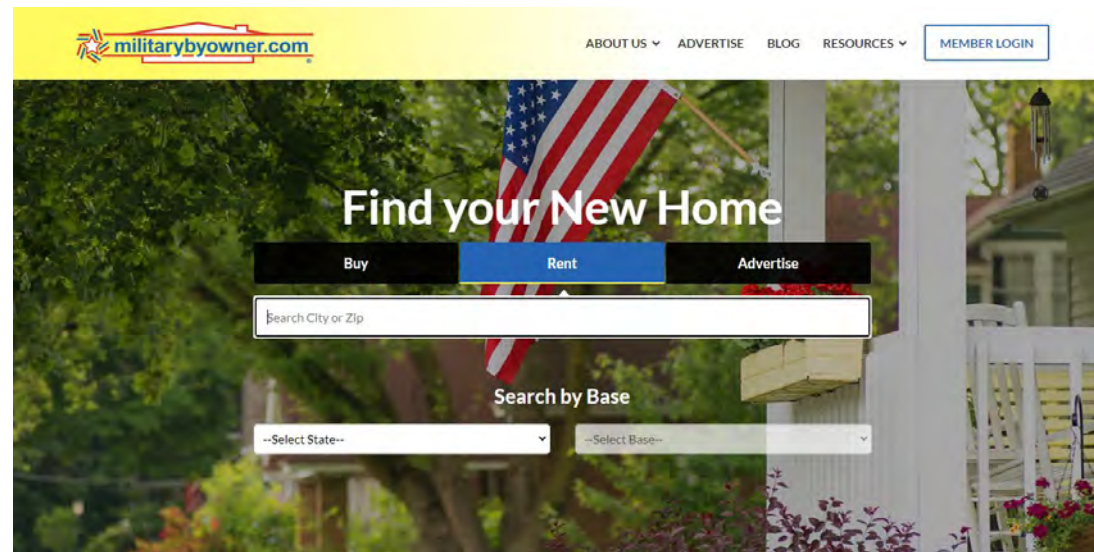
- Reference: MCASO 11101.3S, 14 June 2022
- Outbound personnel are limited to 30 day use of loaner furniture.
- It is recommended that HHG pick-up be scheduled no earlier than 40 days prior to scheduled departure date.
- Visit Housing Division immediately after scheduling HHG pick-up to ensure availability of loaner furniture.
- Housing Office MCASI: 253-5541

Housing Resources

- WWW.Homes.Mil



- WWW.Militarybyowner.Com



The housing Early Assistance Tool (HEAT)

- WWW.Homes.Mil



Resources



- <https://careers.usmc-mccs.org/>



- Spouse Education & Career Opportunities





QUESTIONS?

**For Assistance:
Information, Referral and Relocation
253-3357**



IPAC BRIEF: PCS FOR SUCCESS

20240130



OBLIGATED SERVICE (MCO P1300.8 & MCO 1326.6)

- **All Marines** - Require 12 months minimum on contract (verify in basic orders)
- **SDA**
 - E5 and Below – 36 months (*Three 12 month tours*)
 - E6 and Above – 36 months (*Two 18 month tours*)
 - 36 months (*Upon completion of school*)
- **Waivers approved by monitor via Basic Orders.**
- **I & I Duty**
 - 36 Months (Upon report date)



AWARDS

Overseas Service (OSR) and Sea Service Deployment (SSDR) Ribbons

(SECNAV M-1650.1)

■ Do You Rate an Award?



Overseas Service (OSR)

This award applies to H&HS personnel:

- 12 or more consecutive or accumulative months.
- Waiver can be granted up to 14 days.
- Documented on Pg.11, signed by CO.



Sea Service Deployment (SSDR)

This award applies to MAG

- 90 or more consecutive/accumulative days.
- Waiver can be granted up to 30 days.
- Documented on Pg.11, signed by CO.

■ Can I rate both awards?

- Yes, ensure that you have appropriate FAP/TAD orders that support the duration of TDY.
- Ribbon will be reported with Transfer.

■ What Do You Need to Do?

- Bring waivers/pg.11 during PCS interview.
- Your award will be reported with your transfer by IPAC.



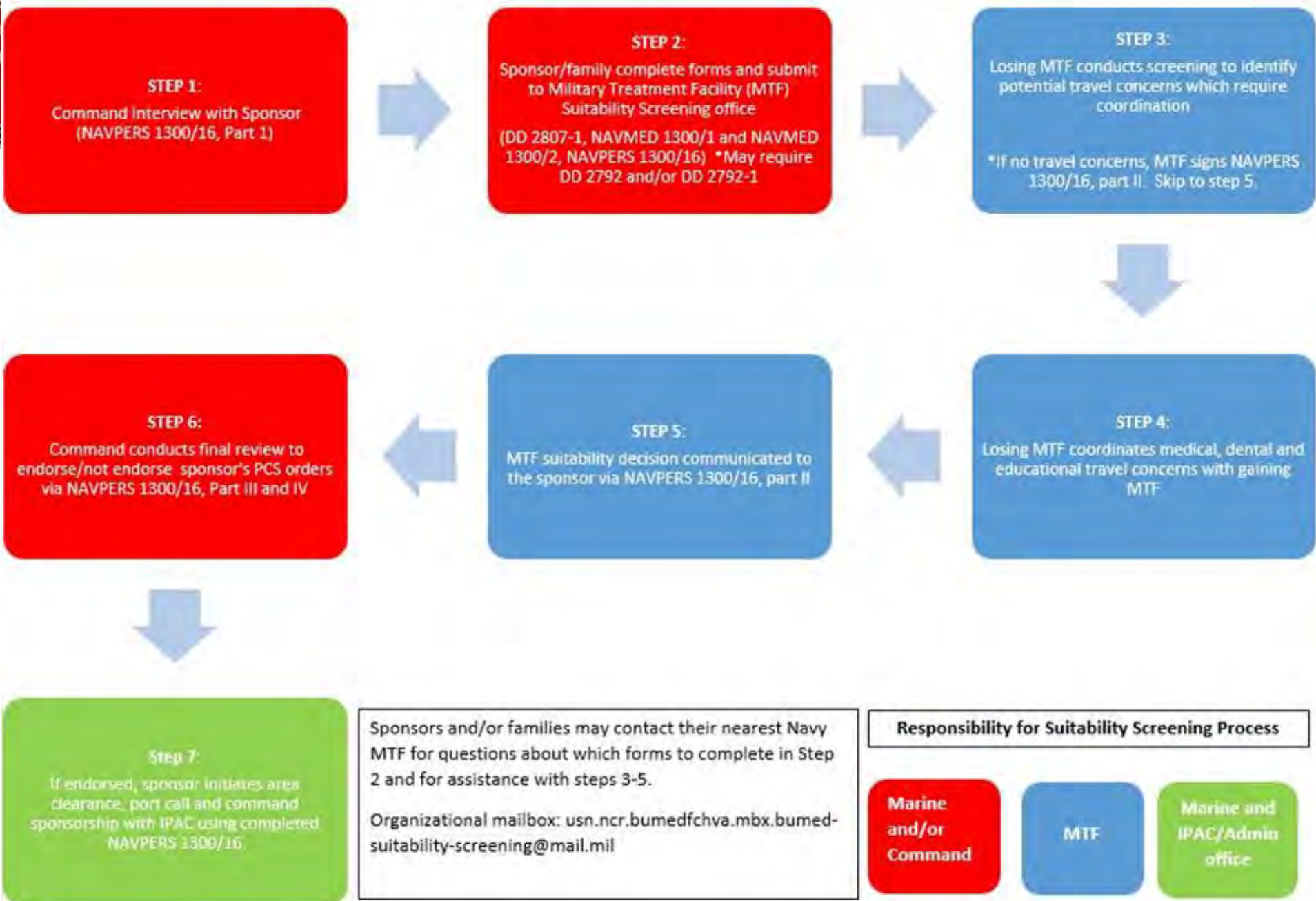
SUBMIT PACKAGE

■ Important Information

- IPAC CANNOT REQUEST FLIGHTS UNTIL YOUR OBI IS APPROVED BY YOUR UNIT (“MOL Approved” status on OBI).
- Your OBI will need to follow the below guidelines to be approved:
 - **S-1**: “SNM/SNO is cleared to PCS per MCO 1754.10B...”
 - CAC Expiration
 - GTCC last 4 and Expiration Date
 - PCS For Success Half Sheet
 - TAD/FAP Term Orders (if applicable)
 - Area Clearance*** (All required documents given to MCAS MANPOWER to submit for Approval from gaining command **NLT 90 days out**)
 - Overseas Screening is completed and received back from Medical
 - NAVPERS 1300/16; NAVMED 1300/1; NAVMED 1300/2; DD Form 2807-1
 - **Changes to the OBI will require re-approval.



Department of Navy OCONUS Suitability Screening Process





What you'll need to get a flight:

Unaccompanied

- Completed Outbound Interview (MOL Approved)
- Area Clearance (If Applicable)
- VPC Location Evidence (If Applicable)

Accompanied

- Completed Outbound Interview (MOL Approved)
- Area Clearance (If Applicable)
- DD Form 884 (Application for transportation for dependents)
- Dependents' Passports
- Pet form from the AMC (If Applicable)
- VPC Location Evidence (If Applicable)

***Any Changes to Port Call Request needs to be resubmitted to IPAC via chain of command for S-1 approval.



REQUESTING STATUS ON ORDERS?

- Direct all questions/status requests to the below email address:

IWKN_HHS_HQ_IPAC@usmc.mil

You will receive a response within 24 hours.



DEPENDENT INFO

- **Dependents Authorized Travel**

- Are your dependents listed to travel on your Basic Orders?
- DD Form 884 (Request for Dependent Travel) and valid passport(s) are required for dependents.

- **Acquired Dependents**

- Non-command sponsored/Non-SOFA status dependents will NOT be authorized transoceanic travel to CONUS. Travel and entitlements will begin at the nearest port of entry in CONUS to next PDS (i.e. Seattle, WA). (MCO 1300.8, Ch. 6)



ADVANCE RETURN OF DEPENDENTS (ARD)

- **Marines issued PCS orders may elect dependents to travel in advance, without HQMC authorization. However, the authorization of BAH for such circumstances must be authorized by CMC (MMIB-3).**
- Request ARD through OBI: members need to report to the IPAC Outbound section (Bldg 1, Rm 125) to request the dependent Portcall.
- Entitlements Process:
 - Enlisted: Cola (B) will start (Member may apply for COLA (O))
 - Officers: Cola (O) will start
 - COLA W will terminate upon dependent(s) departure
 - BAH rate at new PDS requires HQMC/MMIB-3 approval.
 - Member/Dependent must complete travel to new PDS by completing a travel claim (DD Form 1351-2).
 - Upon dependent's arrival at new PDS, member must return to IPAC to conduct audit and update entitlements.
- -Start BAH effective date of dependent's arrival at new PDS.



EMERGENCY CONTACT

- **Must be someone that is not traveling with you to your next PDS**
 - Name (Relationship to you)
 - Address (Street, City, State & Zip Code)
 - Viable Phone Number
 - Does not have to match what is currently your NOK on MOL



CHECKOUT

- **Check Out of command**
 - Check out sheet from your S-1
 - FAP Marines obtain FAP Termination Orders from Station Manpower.
 - TAD Marines obtain TAD Termination Orders from S-1.

- **Check Out of CIF (Recommended 60 Days from Departure)**
 - Must be in uniform of the day.
 - Gear must be clean and dry.
 - Bring your missing gear statement (NAVMC 6) to IPAC after your CO has signed.

- **Check Out of IPAC**
 - **Monday-Wednesday Prior to Detachment Date.**
 - Turn in the required documents and sign your orders.
 - You will need PCS Orders to get on your AMC flight.

**MEMBERS MUST BE COMPLETELY CHECKED OUT BY 1630, WEDNESDAY –
FLIGHTS WILL BE CANCELLED AT 0800 FRIDAY AND COMMANDING OFFICER
NOTIFIED!**



What you'll need to receive your orders (NLT COB Wednesday):

Unaccompanied

- Completed Check-out Sheet
- PCS for Success Sheet
- Half White Sheet (Pass & Regs)
- TAD/FAP Term Orders (If Applicable)
- Bill of Lading (for proceed days)

Accompanied

- Completed Check-out Sheet
- PCS for Success Sheet
- Half White Sheet (Pass & Regs)
- TAD/FAP Term Orders (If Applicable)
- Housing Voucher
- Prepare TLA Claim



PROCEED/LEAVE/TRAVEL

- **Proceed** - You may rate proceed only if on an unaccompanied tour and you relocate dependents and/or household goods (this applies to single Marines as well) (MARADMIN 667/12).
- **Leave** - Leave in conjunction is authorized via OBI.
- **Travel** (JTR)
 - Everyone will rate one (1) transoceanic travel day
 - Additional travel days will be calculated by IPAC based on actual flight time or mileage
- **POV Travel**
 - Applicable only if you are not flying directly to your next PDS
 - Travel days will be determined based on mileage
 - **Dual POV Travel** - Applicable when a dependent with a valid US drivers license will driving a separate vehicle. Request must be selected in OBI.



TRAVEL (PER DIEM)

- Use of GTCC is required during PCS travel and TLA. (MARADMIN 001/16 MARADMIN 373/20)
- 80% of travel per diem entitlement will be listed on your PCSO.
- The use of GTCC is mandatory.



TRAVEL (PER DIEM) CONT.

- Per Diem covers the meals and incidentals incurred during authorized daily travel
 - Flat Per Diem when driving a POV: \$166 per day (at 100%)
 - Lodging, Meals, and Incidentals.
 - First day of travel equals 400 miles, every 350 miles after equals one more day.
 - Commercial Per Diem: paid at current Locality Rate
 - Meals and Incidentals.
 - Maximum lodging rate when in authorized delay or awaiting transportation status
 - **EX:** 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 Member is paid.
 - Dependents **UNDER 12 get 50%** of what Member is paid.

LOCATION (1)	County and/or Other Defined Location (2)	Seasons (Beg-End)	Max Lodging	Local Meals	Proportional Meals	Incidentals	Maximum Per Diem	Effective Date
STANDARD RATE	STANDARD RATE	01/01-12/31	107	54	36	5	166	10/01/2023



Monetary Allowance in Lieu of Transportation (MALT)

Mileage reimbursement payable to service members and/or Dependents driving a Privately Owned Vehicle (POV)

Dual POV can be authorized

\$0.21 per mile per vehicle as of Jan 2024, regardless of how many dependents are in the vehicle.

Mileage determines the number of days authorized to travel.

# of Travel Days	Miles authorized	
1	400	
2	750	
3	1100	
4	1450	
5	1800	
6	2150	
7	2400	
8	2750	
9	3100	

Note: Travel Days=Per Diem authorized which is based on the miles authorized to travel



DISLOCATION ALLOWANCE

(JTR CHAPTER 5)

- **Purpose Of DLA**

- To partially reimburse a member for the expenses incurred in relocating the member's household upon executing PCS orders

- **With Dependent Rate**

- DLA will be checked if dependents do not relocate
- DLA own right may be elected if a household will be established

- **Without Dependent Rate (Own Right)**

- Members who are establishing a household (E-7 and above)
- Members (E-6 and below) who relocate to a duty station where adequate government quarters is not provided, may be eligible for DLA Own Right

- **GTCC may used for expenses related to DLA (i.e. carpet cleaning).**



Examples of Authorized Travel

- 1. Direct Travel (Airfare only)
 - Most Common Scenario
 - No authorized leave
 - No authorized VPC
- 2. Vehicle Processing Center (VPC) or Designated Location
 - Ensure this is authorized in your orders
- 3. Mixed Modes (Airfare and POV)
 - Traveling via POV is authorized
 - Government will compare “actual travel” to Authorized POV distance and pay the lesser amount



ADVANCE PAY (MCO 7220.21F)

- Base pay
- Tax Deducted
- Cannot be paid more than 30 days prior to departure date
- May also be request up to 60 days after arriving to the new station
- **OPTIONS AND QUALIFICATIONS**
 - 1 month of Advance Pay to be paid back in 12 months or less (Normal Parameters)
 - Request is processed and approved through the OBI.
 - 2 or 3 months of Advance Pay to be paid back in 24 months or less (Outside Normal Parameters)
 - All service members – must sign SOU, complete financial checklist, and sign by **Commanding Officer**.



TEMPORARY LODGING ALLOWANCE (TLA) (III MEF/MCIPAC-MCBBO 7220.18 III MEF/DISB)

■ Qualifications

- Members with command sponsored dependents vacating government quarters.
- Members with command sponsored dependents vacating a local residence.
- Unaccompanied Members are not authorized TLA regardless of the type of tour (Except single members authorized to reside off base with a statement of non-availability-CNA) .

■ Reimbursement

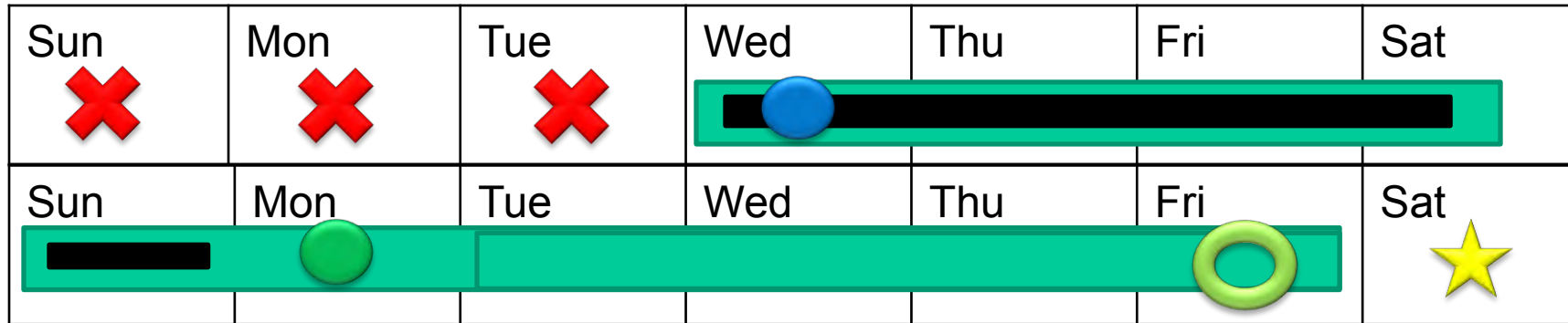
- Vacating Gov't quarters - 10 days max w/ 5 days of overlap.
- Vacating local residence - 10 days max w/ 5 days of overlap.
- Overlap days (5 days max) – days spent in quarters and in TLF.

■ Claim

- Submitted by IPAC Iwakuni upon your departure.
- Reimbursement is paid approximately 7 days after member's departure.
- Members must obtain Government Quarters Termination Form from Base Housing Facility.
- Members must provide zero balance lodging receipts.










TLA VISUALIZED



This member would be reimbursed for 10 total days with 5 overlap days

Note: Housing should brief this to you upon scheduling for final inspection.

Key:

-  -- Max Days Reimbursed
-  -- Overlap Days
-  -- Housing Termination (day member turns in Keys)
-  -- TLF Check-in Day
-  -- Fly Day
-  -- Non-Reimbursed Day
-  -- Last Reimbursed Day



How much Per Diem and Lodging do you rate during TLA?

M&IE (meal & incidental)	Lodging	Eligible Recipients
65%	100%	Active Duty member or 1 Dependent
100%	100%	1 st additional dependent (regardless of age)
35%	35%	Additional dependents over 12 years old
25%	35%	Additional dependents under 12 years old
65%	65%	Service member couples

Example: Family of 4

Member 65%

Spouse 35%

Depn. U-12yo 25%

Depn.12+yo 35%

160%

Please refer to
“www.travel.dod.mil/Allowances/Temporary-Lodging-Allowance/”
for Per Diem rates.

****LODGING max reimbursement:** This Family of 4 can occupy as many hotel rooms as they wish. They will be reimbursed up to the maximum daily rate based on their %.

Note: If cooking facilities are available
the daily per diem is reduced by 50%



Pay Changes Upon Detachment

- Cost of Living Allowance (COLA)
 - Stops the day prior to detachment
 - Significantly decreases monthly Pay check
 - CONUS COLA (if applicable) Starts on the date of arrival at new PDS.
- Discounted Meal Rate (Mess hall deduction)
 - Stops date of detachment



Pay Changes Upon Detachment

- Overseas Housing Allowance (OHA)
 - Stops on the termination of lease/contract. Obtained by Family Housing
- Advance Security Deposit for Housing
 - FULL one-time repayment expected upon termination of lease
 1. Automatic deduction
 - a) This may cause a NO PAY DUE upon leaving Iwakuni
 2. Pay-off exact amount at comptroller's office
 - a) Cashier's check or exact cash. No personal checks
- Basic Allowance for Housing (BAH)
 - BAH-Transit starts on the date of Detachment.
 - Discounted rate compared to BAH-Locality but higher than BAH-Partial
 - Continues until you report to the new PDS.
 - New BAH_rate will start upon check in.
 - BAH-Partial: Barracks Marines
 - BAH- Locality: Based on zip-code at new duty station:
 - <http://www.defensetravel.dod.mil/site/bahCalc.cfm>



UPON ARRIVAL AT THE NEW PERMANENT DUTY STATION

- **Travel Settlement:**
 - Must be completed upon of reporting in.
- **Advance Housing Allowance:** May be requested upon arrival at new PDS.
- **BAH @ Locality:**
 - Housing Allowance for the New PDS begins the day of Reporting to the command.
- **Discount Meal Rate:**
 - BEQ Marines will be issued a meal card and will be deducted their BAS-DMR
- **TLE:**
 - Calculated the same as TLA
 - Added to the 1351-2 as a part of the travel settlement



OVERSEAS SCREENING/ AREA CLEARNACE

- **All personnel executing PCS orders overseas, must undergo medical screening and obtain area clearance/ dependent entry approval; except when executing unaccompanied orders to Okinawa, Jp.** (MCO 1300.8, Ch. 6)

Area clearance is needed for Hawaii but no overseas screening

Process

1. Complete DD form 2807, NAVMED 1300/1 & 1300/2 and NAVPERS 1300/16.
2. Route all documents through your S-1 for CO signature.
3. Once signed off by CO, S-1 will route up documents to receive the area clearance document.
4. Bring area clearance document to IPAC.

**NO PORTCALL CAN BE CONDUCTED UNTIL IPAC HAS
AREA CLEARANCE DOCUMENT!!!!**



Pet Expenses Reimbursement Due to PCS

(MARADMIN : 378/23)

- Eligibility. A Service member on a PCS order may be authorized reimbursement for the costs related to the relocation of one household pet that arises from a permanent change of station.

A household pet is a cat or a dog, owned for personal companionship.

A Service member may be authorized the reasonable and substantiated cost of mandatory microchipping, quarantine fees, boarding fees, hotel service charges, licensing fees at the new PDS, testing titer levels for entry, and pet shipping fees if the member flies rather than drives, or the pet is shipped separately from the member.

1. OCONUS: all necessary expenses described above in connection with the movement of a pet is limited to **\$2,000** per PCS move.
2. CONUS: all expenses is limited to **\$550** per PCS move



Common Trends

- Marines not knowing the PCS for success class is **required** for checkout
- Not having area clearance
- Waiting last minute to check out
- Marines booking their own flights
- Last minute changes to OBI (destination, leave and etc.)
- OBIs being approved the week of
- OBIs being returned and not being reworked on time
- Checking into the TLF **before** confirming flight with IPAC Outbound
- Not having a completed check-out sheet
- Married Marines not turning in their necessary documents to IPAC in a timely manner (i.e DD Form 884, dependent passports, etc..)



TLE Frequently Asked Questions

- How many days of TLE do I rate at my next duty station ?
 - 14 days. Within CONUS.
 - 7 days. Coming from OCONUS to CONUS
- What happens to my BAH once I'm transferred?
 - You rate BAH in transit (amount can be viewed on the DTMO website)
- How do I request PTAD?

PTAD for house hunting will be requested at the gaining command.



Pets move Frequently Asked Questions

1. Question: Will Dual Military Spouse families be allowed to ship one pet per PCS order?

Answer: Yes. Each member of a dual-military couple who is issued PCS Orders that authorize the relocation of their household at government expense, may be authorized reimbursement of pet expenses for one pet per each member who is issued such orders.

2. What is the maximum reimbursable amount for pet transportation during a PCS Move when the Marine detaches from the current command on or after 1 Jan 2024?

Answer: CONUS \$550 and OCONUS \$2,000.

3. Question: If a member starts their PCS in CY 23 and checks in to their new Permanent Duty Station (PDS) after 1 January 2024, can they be reimbursed for pet expenses?

Answer: No, payment of the pet relocation allowance is based on the detachment date from the current PDS location.



Frequently Asked Questions

- What makes a Service member married to Service member situation unique?
 - One cannot claim the other as a dependent for any entitlement.
 - If Dependents are involved: **Only ONE service member can claim a dependent at a time.**
 - Must Submit a copy of the other Service Members Travel Claim
 - May be required to obtain separate lodging receipts for TLA and TLE
- Should I keep my receipts?
 - 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.
 - Food receipts are not reimbursable.
- What happens if I lose my orders? (DON'T)
 - You will still be paid if missing important documentation! (**Worst Case Scenario**)
 - Please do not lose PCS orders, Flight itineraries, exchange tickets or any important supporting documentation. This could result in your claim being processed slowly or being paid incorrectly.
 - You can pull orders from your Inbound Interview (IBI).
 - **Take Pictures of/scan/mail copies to yourself or leave site to prevent this mishap.**



REFERENCES

- MCO 1300.8 - ([Personnel Assignment Policy](#))
- MARDADMIN 373/20 - ([GTCC Policy](#))
- MARADMIN 307/16 - ([Outbound Interview](#))
- Joint Travel Regulations ([JTR](#))
- MCO 1000.6 - ([ACTSMAN](#))
- MCO 7220.21 F - ([Advance Pay](#))
- DOD FMR VOL 7 CHAP 68- ([TLA](#))
- MCO 7220.56A– ([Entitlement to BAH at Locations other than PDS](#))
- MARADMIN 402/19 ([Guidance regarding initiation of overseas screening](#))



USEFUL SITES

Find your POV in government storage:

- www.PCSMYPOV.com

Per Diem Rate Calculator

- <https://www.travel.dod.mil/Travel>

Defense Travel Management Office Website (JTR):

- <http://www.defensetravel.dod.mil/site/travelreg.cfm>



Please Ask, Don't Guess!



DISTRIBUTION MANAGEMENT OFFICE (DMO)

ACCOMPANIED PCS BRIEF



UNCLASSIFIED





OVERVIEW

- What do I need?
- Outbound Process
- JTR Weight Allowance
- Weight Limitations
- Types of Shipments
- Unauthorized Items
- Non-Temporary Storage
- POV Shipment
- Change in Plans
- Member's Responsibilities
- Carrier's Responsibilities
- Loss/Damage Claims Process
- At your Destination



WHAT DO I NEED?

- Must have a copy of Web Orders (for PCS) or DMO for TMO Endorsement Letter (for EAS/SEPS/RET) with appropriate data and/or funding.
- An idea of when you want to move, type of shipments (HHG/UB) and the estimated weight.
- As soon as you receive your orders, you will need to email us at mcasiwakuni.dmo.personalproperty@usmc.mil.
- Power of attorney (if needed).



OUTBOUND PROCESS

- Begin planning your move as soon as you receive your orders or at least one month before you depart. Decide what type of move(s) to arrange and submit move application(s) in the Defense Personal Property System (DPS). Visit <https://www.militaryonesource.mil/moving-housing/moving/pcs-and-military-moves/> to get started. You will need to register for an account with the Defense Personal Property System.
- When you are selecting your dates for your Personal Property pickup, ensure that you provide a lead time of 3 weeks for scheduling. If the dates you are requesting are sooner than the 3 weeks, contact DMO to see if there are sooner date available.
- Once you complete your DPS shipment(s), provide DMO the following key supported documents at; mcasiwakuni.dmo.personalproperty@usmc.mil
- Copy of your web orders
 - DD1299 (Shipment Application)
 - DD 1252 (US Customs and Border Declaration)
 - DD 1797 (Personal Property Counseling Checklist)



JTR WEIGHT ALLOWANCES/ WEIGHT LIMITATIONS

RANK	W/DEPENDENTS	W/O DEPENDENTS
O-6 – O10	18,000	18,000
O-5/W-5	17,500	16,000
O-4/W-4	17,000	14,000
O-3/W-3	14,500	13,000
O-2/W-2	13,500	12,500
O-1/W-1	12,000	10,000
E-9/MGYSGT/SGTMAJ	15,000	13,000
E-8/MSGT/1SGT	14,000	12,000
E-7/GYSGT	13,000	11,000
E-6/SSGT	11,000	8,000
E-5/SGT	9,000	7,000
E-4/CPL	8,000	7,000
E-3 – E1	8,000	5,000

Ref. MCO 4600.39 & DTR - Part IV

1. Marines and Navy personnel assigned to Marine Corps with accompanied tour Permanent Change of Station (PCS) orders to Japan with an effective date of orders on or after 2 April 2019 are authorized to ship up to their Joint Travel Regulation (JTR) maximum authorized weight allowance IAW JTR, AP-AW-01 dated 1 April 2019.

- YOU, not your Transportation Office (TO) or Transportation Service Provider (TSP), are responsible for staying within your authorized weight allowance. To include the combined weights of HHG,UB, and NTS
- The TO at origin or destination can authorize a reweigh of your personal property shipment at your request at no cost to you.
- The member is financially responsible for all transportation costs as a result of exceeding the authorized weight allowance.



PROFESSIONAL BOOKS PAPERS & EQUIPMENT PBP&E/PRO-GEAR

MEMBER PBP&E/PRO GEAR

- Items **MUST** be needed for the performance of official duties at the next PDS and declared at the time of counseling with estimated weight annotated on DD Form 1299.
- You also must separate professional items from the rest of your property so they may be packed, marked, and weighed separately.
- The weight of PBP&E/Pro-Gear does not count against the total weight of your shipment(s).

MEMBER'S DEPENDENT SPOUSE PBP&E/PRO GEAR

- Authorized an additional weight NTE 500 pounds for PBP&E/PRO-Gear that belongs to the member's spouse when on a PCS.
- Items **MUST** be necessary for employment or community support activities at the next duty station or a later destination.
- Need to provide an Approval letter from CO for commercial activities and private employment in Japan and occupation license if needed.

The following items are considered PBP&E/Pro-Gear:

- (1) Reference material
- (2) Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions
- (3) Specialized clothing such as diving suits, flying suits, astronaut's suits, helmets, band uniforms, chaplain's vestments, and other specialized apparel not normal or usual uniform or clothing
- (4) Communications equipment used by a member in association with the Military Affiliated Radio System
- (5) Individually owned or specially issued field clothing and equipment



PROFESSIONAL BOOKS PAPERS & EQUIPMENT PBP&E/PRO-GEAR

EXCLUDED FROM PBP&E/PRO-GEAR

- 1. Commercial products for sale/resale used in conducting business
- 2. Sports equipment
- 3. Office furniture
- 4. Household furniture
- 5. Shop fixtures
- 6. Furniture of any kind even though used in connection with (ICW) the PBP&E (e.g., bookcases, study/computer desks, file cabinets, and racks)
- 7. Personal computer equipment and peripheral devices
- 8. Memorabilia including awards, plaques or other objects presented for past performance (includes any type of going away gifts, office decorations, pictures, etc.)
- 9. Table service including flatware (including serving pieces), dishes (including serving pieces, salvers and their heating units), other utensils, and glassware
- 10. Other items of a professional nature that are not necessary at the next/subsequent PDS, such as textbooks from previous schools unrelated to future duties, personal books, even if used as part of a past professional reading program or course of instruction and reference material that ordinarily would be available at the next/subsequent PDS either in hard copy or available on the Internet



TYPES OF SHIPMENTS

HOUSEHOLD GOODS (HHG)

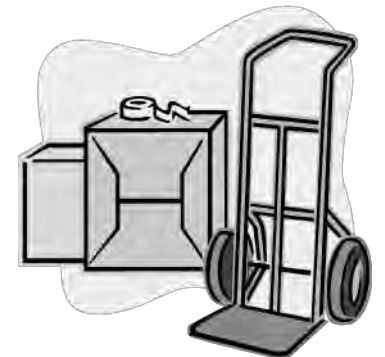
Personal Property within your home belonging to you/your family members

- Furniture
- Cabinets
- Desks
- Bookcases
- Large TV's

UNACCOMPANIED BAGGAGE (UB)

Items needed immediately at your destination

- Seasonal clothing
- Dishes/Utensils
- Infant care/Crib
- TV(42" or less)
- No furniture





UNAUTHORIZED ITEMS

- Items for re-sale (i.e., increase quality of the same item)
- Live animals
- Firearms/ammunition
- Poisons
- Flammable/corrosive materials (i.e., lighter fluid)
- Cologne/perfume
- Medicine (i.e., prescription, OTC, vitamins, herbs, supplements)
- Personal Care Products (i.e., lotion, gel, shampoo, nail polish, liquid foundation)
- Foods (i.e., any meat, milk, egg or by-products)



NON-TEMPORARY STORAGE

Non-Temporary Storage (NTS):

- Long-term HHG storage in lieu of transportation. If authorized based on orders, items you do not wish to ship to your new duty station; utilized at origin (pickup) location; items may remain in NTS for the duration of your tour (some restrictions may apply depending on the type of orders you hold). Example of PCS orders include:
 - TEMINS Orders
 - Special Duty Assignment (SDA) school
- You will utilize your new set of orders to release your NTS upon completion of school/ TAD.
- You will be notified via email from your respective Joint Personal Property Shipping Office (JPPSO) if your NTS is near the expiration date. If you require an extension, respond to the email with proper documentation.

Non-Temporary Storage Release (NTSR):

- The release from the storage facility of long-term storage on official military orders.
- Must have a physical address to conduct a NTSR.



POV SHIPMENT

AS OF 01 OCT 2019, DMO WILL NO LONGER BE HANDLING POV SHIPMENTS.

USTRANSCOM Advisory 19-0115:

- Visit **PCSMYPOV.COM** or email **IALYokohama@ialpov.us** to obtain documents needed prior to scheduling an appointment.
- During initial counseling, DMO will provide the member with DD 1797 to ship a POV.
- It is the Members responsibility to coordinate transportation to the nearest VPC (Yokohama) (Contact the VPC to ask about possible drop off location in Iwakuni).

NOTE: If Service member stored a POV at government expense they are NOT authorized a POV shipment from the foreign OCONUS location upon subsequent PCS.



CHANGE IN PLANS

- Any changes requires 48 hours notification to prevent any excess cost on member.
- All changes require appropriate justification prior to approval.
- Good cause may include, but is not limited to orders modification or cancelation, hospitalization, or pending legal actions.



MEMBER'S RESPONSIBILITIES

A few items to keep in mind prior to pack-out:

- Unplug electrical appliances
- Remove all items hanging from walls
- Dispose of unnecessary items/perishable items
- Distinguish household goods from unaccompanied baggage
- Separate items that you do not wish the packers to take (i.e. passports, orders)
- Must be present between 0800 – 1700 (unless told other wise)
- Ensure cleanliness of residence
- Review all inventory sheets

You and your family are authorized to suspend HHG operations at any time if they are uncomfortable with TSP Representatives entering the residence or at any point throughout HHG operations. In the event you or your family is ill the day prior, day of or falls ill while HHG Operations are being performed, inform your TSP Representatives to leave your residence where HHG operations are being performed

If HHG operations are suspended, you must contact their command and the DMO QA section to report the issue and request a rescheduling of the move.

DMO QA Section can be reached at DSN: 315-253-5575/4763.

"Van Lines Made Simple"



Moving
doesn't
have to be
stressful!!



CARRIER'S RESPONSIBILITIES

- Any disassembled items at origin by the carrier will be reassembled at destination.
- Packing and preparing your household goods
- Protecting all finished surfaces in your home
- Appropriately marking each box
- Removing excess packing materials prior to departure

The Moving Company representatives are screened, consistent with the Centers of Disease Controls (CDC) guidelines – for COVID-19, to include symptoms commonly associated with other illnesses that are easily transmissible while working in the confines of a residence.





LOSS/DAMAGED CLAIM PROCESS

Ensure the carriers provides you with a DD Form 1850 “Joint Statement of Loss or Damage At Delivery”

- File claim (DD Form 1850/1850R) in DPS (move.mil)
- 180 calendar days from the date of delivery to file w/carrier
- For Full Replacement Value to take effect claims must be completed within 9 months of delivery
- Claims not completed in 9 months will only receive the depreciated value
- Carrier has 30 calendar days to make contact with the member and 60 calendar days to settle claim
- You have 2 years from the date of delivery to finalize the claim with carrier
- Contact destination DMO for any additional assistance/guidance with filing claim if needed
- List all damaged and missing items on (front) of DD Form 1850 while the carrier is present
- Any damaged/missing items discovered after carrier has departed will be annotated on the (reverse side) of DD Form 1850R “Notice of Loss or Damage”



DELIVERY DAY

Upon arrival at destination:

- The TSP will contact you once your HHG has arrived at destination, your physical address will need to be provided.
- You or your representative must be present during delivery.

Prior to delivery, you are responsible for:

- Cleanliness of your residence
- Identifying the placement of bulk items in your home.

Note: All members are authorized **90 days SIT** (referred to as Storage-In-Transit) at destination. Extension of additional 90 days may be authorized by contacting destination DMO.





DISTRIBUTION MANAGEMENT OFFICE

QUESTIONS





DISTRIBUTION MANAGEMENT OFFICE (DMO)

PASSENGER TRAVEL



UNCLASSIFIED



TOPICS

- Member Responsibilities
- Incentive Travel
- Patriot Express
- Pet Information
- Authorized Destinations
- FAQ



Member Responsibilities

- Complete your Outbound Interview (OBI) via MOL.
 - Ensure you input accurate personal information.
 - Members **with pets will require a 21-day** travel performance period.
 - Members with **NO pets will require a 14-day** travel performance period.
- Contact your S-1 for your **GTCC to be activated and ensure enough funds are allocated.**



Member Responsibilities

- Check emails to verify the travel itinerary sent by DMO.
 - **PET OWNERS:** After DMO sends the itinerary, **YOU ARE RESPONSIBLE** for contacting the commercial airline to **confirm pet reservations**.
- **Contact IPAC** for any modification of your travel.
- You must **check out with IPAC**. Otherwise, your **tickets will get canceled**.



Incentive Travel

MEMBERS MUST COORDINATE WITH THEIR UNITS S-1 TO BEGIN APPROVAL PROCESS FROM HQMC

- DMO will provide a Cost Comparison letter from PDS – HOR – PDS.
- Members submit the package to MMIB-3 for approval.
- Members provide a copy of the approval letter from MMIB-3 to IPAC & DMO.
- DMO arranges travel depending on the incentive (COT, IPCOT, OTEIP).



PATRIOT EXPRESS

- Check-in:
 - No earlier than **0730**
 - No later than **1000**
- Early Baggage Check-in:
 - The day prior, from **1600 – 1730**
 - Each passenger traveling on the Patriot Express is authorized **2 pieces of luggage**, not to exceed 70 lbs.
 - **Carry-on** can not exceed **45 linear inches**
 - Excess baggage cost: **\$125.**
 - Fees must be paid in **cash.**

All times are subject to change, for more info, please visit:
<https://www.mcasiwakuni.marines.mil/Organizations/Station/AMC-Passenger-Terminal/>



PET TRAVEL

- Only **cats** and **dogs** are considered pets.
- Pet shipments on AMC flights are limited to **two** pets per Family.
- If DMO has **NOT** received the Port-Call Request, please provide a **Pet form** from the AMC Terminal.
- You are entitled to receive up to **\$2,000** for transportation expenses of your (1) pet.

THE PET WAITING LIST **DOES NOT** CONFIRM YOUR SEAT OR PET SPOT ON THE AMC. TO **CONFIRM**, A PORT-CALL REQUEST MUST BE SENT FROM IPAC.



PET TRAVEL

- Pet must be able to stand up, turn around & lie down naturally in a kennel.
- Soft cages are authorized for “in-cabin” travel only.
- For pets in the “belly” of the aircraft, all cages must be **HARD** cages. NO SOFT SIDED cages
- Size must be no more than 18”L x 11”W x 10.5”H.
- Pet fees and weight, which include the kennel, are:
 - Under 70 lbs. \$125.00
 - 71 – 140 lbs. \$250.00
 - 141- 150 lbs. \$375.00
 - Fees must be paid in **cash**.



AUTHORIZED DESTINATIONS

- Next Permanent Duty Station
- Seattle, WA. (APOD)
- Designated location (unaccompanied tour/relocation area of family members)
- Vehicle Processing Center (VPC)

For incentive travel, destinations may vary depending on the information stated in the approval letter from MMIB-3.



FAQ

Can the Gov. fly me to my leave location aside from my PDS?

- LICWO (Ticket exchange)
- Self-procurement through the TMC (PCS & Circuitous travel only)

How can I fly commercially and not on the AMC Patriot Express?

- Obtain an Exception To Policy (ETP) Letter signed by an O-5 or above
(Reasons: Mission Essential / Hardship Situation / Medical Aid)

What if I miss my flight in Seattle, WA, due to a delay on AMC Patriot Express?

- Iwakuni's AMC Terminal will issue a memorandum prior to your departure.



DISTRIBUTION MANAGEMENT OFFICE

QUESTIONS





WHERE ARE WE LOCATED

Located in Building 100 Rm 119
(across from the South Side Chow Hall)

Hours of Operation:

Mon, Tues, Thurs, & Fri 0730 – 1630

Wed 0730 – 1300

CLOSED ON FEDERAL HOLIDAYS

- Front Desk: **Ms. Maria 253-4076**
- Personal Property/Passenger SNCOIC: **SSgt. Torres 253-5821**
- Personal Property/Passenger NCOIC: **Sgt. Cuevas 253-7437**
- Group email PPO: **mcasiwakuni.dmo.personalproperty@usmc.mil**
- Group email PTO: **mcasiwakuni.dmo.passengertravel@usmc.mil**

MANAGING STRESS INDUCED FROM PCS

Marine and Family Programs
Behavioral Health

PCS SEASON CAN BE STRESSFUL!



The process of relocating during the PCS season can induce stress in response to changes to:

- Living Arrangements
- Employment
- Schools
- Routines
- Social Activities
- New Support Networks

PCS brings change, change, and more change...



WHAT IS STRESS?

- The **typical** reaction the body has when changes occur. Your body can respond to these changes physically, mentally, or emotionally.



SIGNS AND SYMPTOMS

While a certain amount of stress is required to help people to stay alert, focused, and motivated...high levels of stress can cause physical symptoms and emotional symptoms like:

- ▶ Physical - Muscle tension, constipation, headaches, racing heartbeat, sleep problems (too much, too little), sweaty palms, frequent colds or flu.
- ▶ Emotional – anger, anxiety, forgetfulness, impatience, irritability, mood swings, poor concentration.

TIPS TO MANAGE STRESS



1. Focus on what you can control.
2. Plan ahead. *Military Installations or PCS Action Point – Marine For Life Cycle)
3. Take care of yourself.
4. Ask for help.

LOCAL RESOURCES FOR SUPPORT

Family Advocacy Program:

- Warrior Maintenance: Stress Management for Marines and Families
 - Provides education about stress and how to manage it effectively.
 - When: Every Wednesday from 1400 -1500
 - Where: Building 411 Room 216
 - Contact: Alicia.I.Davenport.Naf@usmc.mil or 253-4526/0827-79-4526

Community Counseling Program:

- Healthy Thinking Workshop
 - Provides a platform to develop healthy and/or helpful thinking through psychoeducation and skill development.
 - When: Every Tuesday from 0800-0900
 - Contact: Behavioral_Health_Iwakuni@usmc.mil or 253-6553/0827-79/6553

DSTRESS Line:

- Anonymous Marine-to-Marine phone and chat support service to manage stress in all forms.
 - Operates 24/7
 - Contact: www.dstressline.com or 1-877-476-7734; 253-7734; 0827-79-7734



Updated January 2018

Permanent Change of Station

Coordinating Your Medical Coverage Before, During, and After Your Move

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Permanent Change of Station

Today's **AGENDA**



What Is TRICARE®?

Planning for Your Move

Getting Care While Traveling

TRICARE Benefit at Your New Location

Other Important Information

Your Checklist

For Information and Assistance

Today's **AGENDA**

What Is TRICARE?

Planning for Your Move

Getting Care While Traveling

TRICARE Benefit at Your New Location

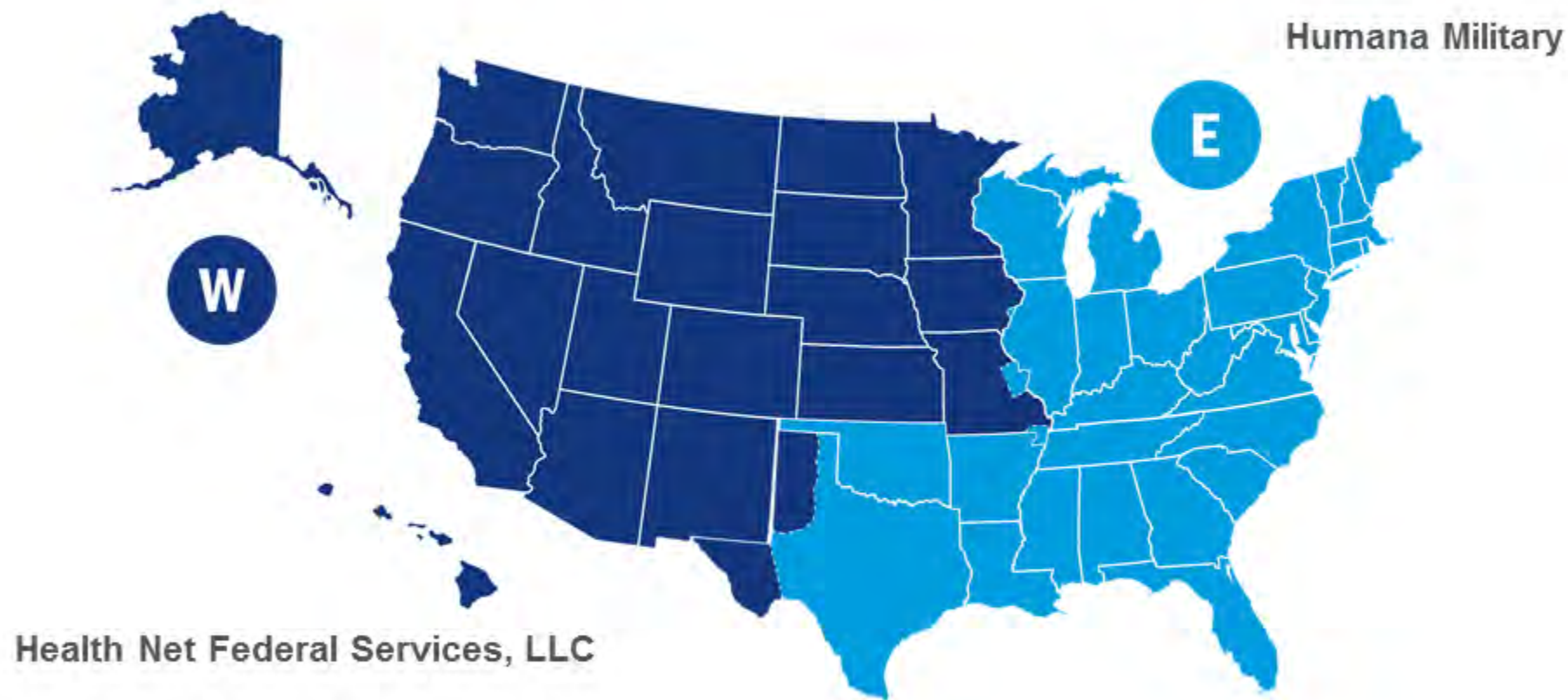
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TRICARE Stateside Regions





TRICARE Overseas Program



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

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Staying Covered When Moving

- ADSMs must be enrolled in a TRICARE Prime option.
- Do **not** disenroll from TRICARE Prime, TRICARE Prime Remote or TRICARE Select. Your current coverage will continue until your enrollment transfer is completed after you arrive at your new location.
- 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
- Plan ahead for routine medical care
- Keep a list of providers' phone numbers
- Coordinate services for family members with special needs

Today's **AGENDA**

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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	<ul style="list-style-type: none">• Military treatment facility pharmacy: www.tricare.mil/mtf• TRICARE retail network pharmacy: www.express-scripts.com/TRICARE or 1-877-363-1303	

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Keep DEERS Information Up To Date



Go to an **ID card office**. Find an office at www.dmdc.osd.mil/rsi.

Note: You must use this option to add family members in DEERS.



Log on to <http://milconnect.dmdc.osd.mil>.



Call **1-800-538-9552**.



Fax **1-831-655-8317**.

TRICARE Prime Enrollment

- Updating DEERS does **not** transfer your TRICARE Prime enrollment.
- You may call your current regional contractor to transfer TRICARE Prime enrollment

OR

- Complete the *TRICARE Prime Enrollment, Disenrollment, and Primary Care Manager (PCM) Change Form* (DD Form 2876).
- Ways to access the form:
 - Beneficiary Web Enrollment (BWE) Web site: **www.tricare.mil/bwe**
 - Online: **www.tricare.mil/forms**

TRICARE Prime and TRICARE Prime Remote

- TRICARE Prime:
 - Available near a military hospital or clinic and other areas with established TRICARE networks, or in areas where the US Family Health Plan (USFHP) is offered
- TRICARE Prime Remote (TPR) and TRICARE Prime Remote for Active Duty Family Members (TPRADFM):
 - Available to ADSMs who live and work in remote locations (more than 50 miles from a military hospital or clinic) and eligible family members residing with them
 - Find out if you live in a remote area at **www.tricare.mil/tprzipcode**.



US Family Health Plan (USFHP)

USFHP Service Areas



- TRICARE Prime option
- Six service areas
- Must enroll
- May not get care at military hospitals or clinics or use military pharmacies



TRICARE Overseas Program Options

- ADSMs and **command-sponsored** family members:
 - TRICARE Overseas Program (TOP) Prime
 - TOP Prime Remote
 - TOP Select (for family members only)
- Family members who are **not** command sponsored:
 - TOP Select
- International SOS Government Services, Inc. administers the overseas program benefit.
- Web site: **www.tricare-overseas.com**



Active Duty Dental Benefits

- No enrollment is necessary.
- Where possible, care is provided by military dentists.
- Active Duty Dental Program (ADDP):
 - Benefit administered by United Concordia® Companies, Inc.
 - Available with military dentist referrals or to those living and working in remote locations
 - Need an Appointment Control Number (ACN) to get care
 - Web site: **www.addp-ucci.com**





TRICARE Dental Program (TDP)

When moving:

- Do **not** disenroll family members from 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)



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Pharmacy Options

Military Pharmacy



- Usually inside military hospitals and clinics
- Get up to a 90-day supply

TRICARE Pharmacy Home Delivery



- Must use this option for some drugs
- Get up to a 90-day supply

TRICARE Retail Network Pharmacy



- Fill prescriptions without submitting a claim
- Get up to a 30-day supply

Non-Network Pharmacy



- Pay full price up front and file a claim to get a portion of your money back
- Get up to a 30-day supply

The Affordable Care Act

TRICARE meets the minimum essential coverage requirement under the Affordable Care Act (ACA).



Each tax year, you will get an Internal Revenue Service (IRS) Form 1095 from your pay center. It will list your TRICARE coverage for each month.



Your Social Security number (SSN) and the SSNs of each of your covered family members should be included in DEERS for your TRICARE coverage to be reflected accurately.

Today's **AGENDA**

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Moving with TRICARE

Before You Move:

- ☐ Do **not** disenroll from TRICARE Prime or TRICARE Select.
- ☐ Contact your current regional contractor to begin transferring enrollment.
- ☐ Verify DEERS information.
- ☐ Fill prescriptions.
- ☐ Get copies of medical and dental records.
- ☐ Make sure you have your current PCM's phone number.
- ☐ Coordinate special care needs.

Moving with TRICARE



On the Road:

- ☐ For urgent and routine care, no referral is required.
- ☐ For emergency care, no referral is required; call 911 or go to the nearest emergency room.

At Your New Location:

- ☐ Update DEERS.
- ☐ Finish transferring TRICARE Prime or TRICARE Select enrollment, if applicable.
- ☐ If you are enrolled in the TRICARE Dental Program, provide your new contact information to United Concordia.

Today's **AGENDA**

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**For Information
and Assistance**



Stateside Regional Contractors

E

TRICARE East Region

Humana Military
1-800-444-5445
HumanaMilitary.com
www.tricare-east.com

W

TRICARE West Region

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



Overseas Regional Contractor

O

TRICARE Overseas Program (TOP)

International SOS
Government Services, Inc.
www.tricare-overseas.com

TOP Regional Call Centers

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)
Sydney: +61-2-9273-2710 (overseas)
1-877-678-1209 (stateside)

Medical Assistance:

Singapore: +65-6338-9277
Sydney: +61-2-9273-2760

Additional Contacts

Exceptional Family Member Program

www.militaryonesource.mil/efmp

Extended Care Health Option

www.tricare.mil/echo

Autism Care Demonstration

www.tricare.mil/autism

More Resources

TRICARE Website
www.tricare.mil

Publications

www.tricare.mil/publications

Connect with TRICARE



www.tricare.mil/media

Financial Planning for Permanent Change of Station (PCS)

Basic



Lesson Objectives

- Estimate travel expenses associated with an upcoming PCS
- Apply strategies to ensure a smooth and cost-effective PCS



Expenses Before the Move

- House hunting trip
- Move-out costs
- Car preparation
- Loss of spouse's income
- Medical and dental
- Pets
- Passports and visas



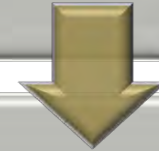
Expenses During the Move

- Driving your POV
- Overnight accommodations
- Food
- Tolls
- Recreational costs



Activity: Estimating Travel Costs and Reimbursements

1. Estimate travel costs for a PCS move.



2. Determine reimbursements.



3. Compare costs to reimbursements.

Expenses After the Move

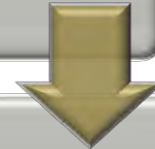
- Temporary lodging and food
- Rental deposits/house closing costs
- Utility deposits
- Laundromat
- Cleaning supplies/food staples
- Home furnishings
- Insurance
- Car registration/licenses/personal property tax
- Childcare and school

Activity: Financial Tips for a Smooth Move

1. Review the tips for a smooth PCS move.



2. Select the three tips you find most useful.



3. Share with the class.

Lesson Summary

- Estimate travel expenses associated with an upcoming PCS
- Apply strategies to ensure a smooth and cost-effective PCS



Provost Marshals Office

Checkout / PCS / EAS

Brief

SOFA Permit Extensions

1. Verifiable proof of extension in order to extend SOFA Permit:

- ☐ AA form (Must digitally signed by the Unit Commanding Officer)
- ☐ IPCOT or MOD orders
- If SOFA Permit (4EJ) is expired – required to retake the SOFA permit test
- Stateside drivers license must be valid
- PCS out of Japan and return – must attend welcome aboard indoctrination and retake the SOFA permit test
- SOFA permits (4EJ) – automatically expires upon PCS or transfer back to CONUS
- PCS within United States Forces Japan Installations (remaining in Japan and assigned to another base) – SOFA Permit (4EJ) will remain valid till expired. (Only applicable if personnel did not execute PCS orders back to CONUS and returned)

Vehicle De-Registration

(Sell or Junk)

2. Vehicles must be de-registered or transferred (7) days prior to PCS back to CONUS.

➤ Per USFJI 31-205 – ALL SOFA personnel prior to PCS, EAS, transfer, termination or change of status must de-register all SOFA owned vehicles

➤ Allow 1 week (5 business days) – from start to finish

1. MCAS Iwakuni Pass and Registration Office is **not** the Yamaguchi prefecture Land Transportation Office (LTO)

a. 1.5hrs south (one way) of MCAS Iwakuni

➤ **Must present proof of title transfer or de-registered title to check out**

➤ ***(Your name is no longer on the vehicle title)***

➤ Title transfers (last processing time: 1545) – selling

➤ Power of Attorney (POA), (last processing time: 1545) – granting permission for a POA holder

1. POA holder must be self sponsored SOFA status personnel (no dependents) and possess a valid SOFA operators permit

Vehicle De-Registration

(Sell or Junk)

2. Continued (POA).

2. Ranks E6 and below must obtain authorization from the unit Commanding Officer in order to assigned responsibility of a vehicle to a POA holder
 - a. Buyer and Seller must be present
 - b. Vehicle must be sold or transferred 7 days prior to flight departure date or POA expiration date.
3. POA – Must be original or certified true copy (copies are not accepted)
4. Expired POA, must request new and original POA from titled owner
5. POA holder must have possess valid property damage insurance (PDI) on the responsible vehicle
 - a. If POA for purpose of PCS the POA holder does not need to possess their own PDI, however, PDI must remain valid on the vehicle throughout the POA valid period

Vehicle De-Registration

(Sell or Junk)

2. Continued:

6. Remove and return the Road Tax Decal to MCAS Iwakuni Pass and Registration office (these are serialized and property of MCAS Iwakuni)
7. All documents on the vehicle must be valid (No copies).
 - Title
 - Road Tax (Receipt)
 - Recycling fee receipt
8. Japanese Compulsory Insurance (JCI) must be valid

PCS'ng within Japan

3. If PCS'ng within Japan:

1. Personnel can PCS with vehicle.
 - a. Will be required to complete a Prefectural change (new LTO registration at new USFJ duty station)
2. All documents must be valid (No copies).
 - Title
 - Road Tax (Receipt)
 - Recycling fee receipt
3. Must be owner of the vehicle (named on the title) – not a POA holder
 - a. If you are a POA holder – *vehicle must be sold or de-registered 7 days prior to PCS, EAS, expiration date of POA or change of status, which ever occurs first*
4. Must maintain valid PDI and valid JCI
6. Remove and return the Road Tax Decal (these are serialized and property of MCAS Iwakuni)
 - Temp Pass will be provided (if requested)

PCS'ng within Japan

3. If PCS'ng within Japan: (Continued)

7. If reporting to new USFJ duty station on or after 1 April of current year, you must pay the originating Prefecture Road Tax prior to arrival at new USFJ duty station

- (If not paid – your new Prefectural change request will not be accepted or processed)

Road Tax and Shipping

4. Road Tax

- a. If deregistering or transferring your vehicle on or after 1 April – annual road tax must be paid. (This includes POA)

5. Shipping your vehicle

1. Must obtain document from shipping agency containing expected shipping date.
2. De-registration for shipping request documents will be provided from MCAS Iwakuni Pass and Registration Office
 - a. Request documents can be provided up to 3 weeks prior to shipping date
 - b. Must remove and return road tax decal (these are serialized and property of MCAS Iwakuni)
 - c. Temporary pass will be issued
 - d. Drop the vehicle off at the pickup/drop off location
 - e. Complete the de-registration requirements (The Pass and Registration Office is NOT the Land Transportation Office). Give yourself at least 5 business days.
3. Present **Export Certificate** to Pass and Registration Office.

Check Out

6. Pass and Registration – Check Out

- Verify personnel does not have any vehicle registered with GOJ (Must provide any of the following (as applicable):
 1. Transferred (Sold) (Must present proof of a title change has been completed)
 2. De-registered (Must present proof of de-registered title)
 3. De-registered for shipping (Must present proof of Export Certificate)
 4. Assigning a responsible agent (POA holder) – (Must be completed and recorded within the PMO system prior to checking out)
 5. PCS orders for another USFJ duty station – (Present valid PCS orders – must state departure date and report date to another USFJ duty station)

7. PMO Pass and Registration half sheet for IPAC

Summary

1. You are required to de-register all SOFA plated vehicles/motorcycles prior to departing MCAS Iwakuni (unless PCS to another USFJ installation)
2. Remove and return to Pass and Registration the Road Tax decal
3. Give yourself at least 1 week (5 business days) prior to your departure date to fully complete any LTO required transactions.
4. MCAS Iwakuni Pass and Registration is not the LTO – no official processing of GOJ vehicle related paperwork or documents is completed aboard MCAS Iwakuni
5. Check your SOFA permit expiration date – if extension is required provide supporting documents and request to renew/extend prior to expiration date.
6. **Pass and Registration will not check you out if you are still titled (named) on a GOJ registered vehicle or if the vehicle is not de-registered with the LTO.**

Questions?

MCAS Iwakuni

Pass and Registration Office

253-3161 / 253-4626

Exceptional Family Member Program PCS w/Success

Community Support Center
Building 625 | Room 206B

Hours of Operation

0730-1630

Monday – Friday

Phone Numbers

253-5601/6219/3480

Email

SMBIWAKUNIEFMP@USMC.MIL



Brigid Gates

EFMP Training,
Education & Outreach Specialist

Yadira Rojas

EFMP Family Case Worker

Yasmin Leon

Program Manager

Mission & Purpose



EFMP is a **mandated** program designed to improve quality of life for military families with dependents in need of special medical, psychological or educational support services.

EFMP supports the assignment of service members to duty stations where care, support & resources exist to facilitate access and ensure availability to both medical and educational services.

Reference: MCO 1754.4C

EFMP Warm Hand Off Process

- ❖ Transition supports begin as PCS orders are validated by HQ EFMP
- ❖ Coordination occurs between losing and gaining EFMP installation offices.

90 days prior to PCS

- PCS Family Needs Assessment completed by losing installation
- Family Case Worker (FCW) shares info w/ gaining installation FCW

30 days prior to PCS

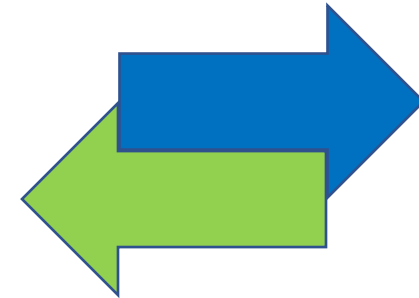
- FCW from gaining installation introduces self (can be 90 days prior)

When Marine has detached

- Losing installation FCW alerts gaining installation FCW

Upon arrival at new installation

- case is transferred
- FCW contacts Marine and provides assistance as needed



Moving Resources

- www.militaryonesource.mil

ROC – Resources, Options and Consultation

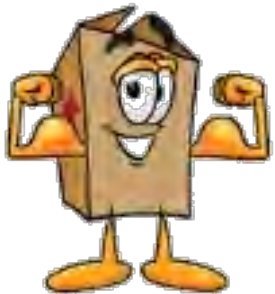
The **EFMP ROC** is a ready, **one-source** access point to the Resources, Options and Consultations available to **military** families with special needs through **Military OneSource**

- www.parentcenterhub.org/resources

Supporting the **Parent Centers** Who Serve Families of Children with Disabilities

- www.understood.org

Help your child thrive. Chat with experts, connect with parents and get tips on parenting kids with reading, writing, math, organization, attention issues and more.



NAVY EFMP PCS



NAVY EFMP TEAM

Peggy Rosu

Peggy.A.Rosu.naf@us.navy.mil

DSN: 315-252-3225

Comm: 011-81-956-50-3225

Sara Oliveira

Sara.E.Oliveira.naf@us.navy.mil

DSN: 315-252-3106

Comm: 011-81-956-50-3106

MOVING CHECKLIST

- Notify your Case Liaison when selected for orders.
 - Case Liaison will discuss Warm Hand Off.
- Update NFAAS with new contact information upon arrival to new duty station.

RESOURCES

- <https://efmpandme.militaryonesource.mil/>
- <https://planmymove.militaryonesource.mil/>
- Resource Guides (provided by Case Liaison)

EFMP Check Out/Check In

- Per Marine Corps Order, all Marines must checkout with the EFMP office.
- Navy service members do not checkout with the local EFMP office.
- When arriving at your new duty station don't forget to check in with your local EFMP office.

Positive Change of School



School Liaison Officer

- **Serves as the communication point of contact between:**
 - 1. Station Commander (CO, SgtMaj and XO)**
 - 2. Civilians and Contractors (students must be on orders)**
 - 3. Military Agencies**
 - 4. School age students (PreK-12)**
 - 5. Educators, SME on Education Laws and School Policies**
 - 6. All military connected families of all branches (active duty and retirees)**

School Liaison Program Mission

- **Promote awareness of the unique Edu. needs of military children and facilitate successful school transitions.**
- **Establish relationships between schools & command to support the success of youth (SAC, IAC, PEDAC, RAC)**
- **Identify & coordinate community resources to reduce the impact of the mobile military lifestyle on military school-age children and families**
- **Assist parents with communication with school officials (transition)**
- **Partner with local school districts to improve educational options for all students living in on-base or off-base communities.**
- **If this information does not address a specific concern, please do not hesitate to contact me for more information.**

School Liaison, 1 2 3 Steps



SCHOOL DRESS CODE

Students MUST wear:

- Tops with sleeves (sleeveless tops/dresses are permitted for school sponsored formal events such as prom)
- Solid clothing (not transparent or translucent) that fully covers the top and bottom from armpit to mid-thigh
- Shoes (shoes must be safe for the school environment)
 - * *Bedroom slippers shall not be worn, except for school activities approved by the principal*
 - * *Open toe shoes with a strap across the heel are allowed*

Students CANNOT wear clothing with:

- Language or images promoting violence
- Language or images that depict, promote, or advocate the illegal use or sale of drugs, alcohol or tobacco products; violent conduct; curse words; pornography; that contain threats or expressions which are violent, discriminatory, lewd or obscene; or that advocate or promote any other illegal item or activity or the use of same
- Derogatory speech/imagery targeting groups based on race/color, ethnicity/national origin, sex/gender, sexual orientation, disability, religion, or any other characteristic protected by law
- Headgear that obscures the face (except as a religious observance or health purpose); clothing items with hoods attached can be worn but must not obscure the face or cover the head

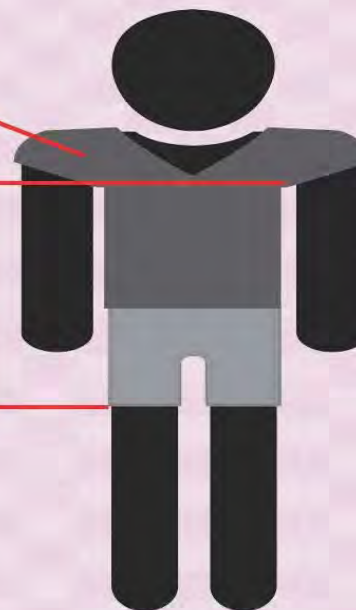
** Teachers/courses can require certain attire as part of the curriculum (for example: physical education, culinary) that may include specific dress*

** DoDEA issued athletic uniforms and athletic practice attire outside of the DoDEA school dress code is permitted when worn by participants during athletic practices and sports events*

Tops with sleeves

Armpit

Mid-thigh



dodea

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

School Transition Checklist

- Withdrawal grades & Progress Reports
 - **notify the school 2 weeks in advance that our child will be leaving**
 - **request official transcript: 2 copies – sealed and hard copy**
 - **may link school registrars to transfer records**
 - **Accelerated Withdrawal December 6, 2024 and May , 2024**
- Immunization records
- Birth Certificates
- **IEP's/Gifted Education/achievements** – Bring a hard copy to your new school
- Military orders to show proof of authorized travel and residency

Common Education Issues



- **Inconsistencies of course options**
- Scholarship availability
- **Credit transfers**
- Special Education challenges
- Extracurricular eligibility
- **PCS absences from school**
- Lack of continuity
- * School calendars/schedules
- * Graduation requirements
- * **Transfer of records**
- * School quality
- * Senior moves
- * ACT/SAT
- * **Cultural changes**

Help Your Child Deal With Change

- **Military children move 6 to 9 times during parent military career**
- Maintain family routines wherever possible
- Eat, sleep, exercise whenever possible
- **Let children write a worry list, and you provide positive responses**
- **Avoid long lectures, instead share own experiences**
- Locate a Youth & Teen Center/Boys & Girls Club
- **Academically involved parents learn more about child/youth development**
- Childhood depression: moping, crying, yelling, defiant, inattentive
- **Request work to help your child keep current during transfer**
- **Children are priority. Change is the reality. Collaboration is the strategy.**

School Expectation/Transition 22-23

- Tradition in-class & Dual Enrollment
- School year dates (August to July)
- **Home School (optional)**
- School Meal Program
 - Prices - Elem \$3.50 MS and HS \$3.75
- **Enrollment Confirmation (online)**
- **Student Sponsorship**
- Communication & Awareness



Help can be hard to come by, but School Liaisons are Always Ready to Answer Your Call



Questions or Concerns?

Contact me without hesitation!

Keith Carr, M.HR, CYSA

Installation School Liaison

MCAS Iwakuni, Japan

253-3691 or 080-4753-3060

Building 9540, Room 108

ombiwaschoolliaison@usmc-mccs.org

keith.carr@usmc-mccs.org

CPPA

(COMMAND PAY/PERSONNEL ADMINISTRATOR)

*Overview

- * Stamps - difference between detaching and departing
- * General PCS travel entitlements
- * Dependent travel entitlements - DEA, DDT/ADT, Passports
- * OCONUS PDS
- * Pets
- * COT/IPCOT
- * Station allowances

*How it works

- *When you receive orders, take a copy to your CPPA to start your transfer package. This is when you request a date you want to transfer.
- *The transfer date has to be approved by the CO or the OIC in order to have flights booked.
- *Bring your itineraries, receipts, and copy of your transfer package including your orders with you to your next command.

* Detachment date and Departure date

- * Ensure your PCS orders are stamped before you leave.
- * Make sure your orders are stamped for the same day as your original flight date. Make sure your new command stamps your orders for the same date you landed.

*General entitlements

- *“The order directs travel to, from, or between official points and serves as the basis for the trip and associated reimbursements” per JTR 010206.
- *Navy will only pay for your flights based on what your orders say.
- *Navy will reimburse you for expenses you incurred based on where your orders take you.

*Dependent entitlements

- * Dependents must be command sponsored in order to travel at government expense.
- * Command sponsored dependents are entitled to travel in accordance with your PCS orders except TDY locations unless your TDY is 180 days or longer.
- * JTR 0504

DEA

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-----OFFICIAL INFORMATION DISPATCH FOLLOWS-----

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ZNR UUUUU

R 151401Z SEP 15 ZYB

FM PERSUPP DET BAHRAIN

TO PERSUPP DET YOKOSUKA JA

INFO COMNAVFORJAPAN YOKOSUKA JA

USS RONALD REAGAN

DMA DET BAHRAIN

BT

UNCLAS

SUBJ/DEPENDENT ENTRY APPROVAL, USN, XXX-XX-//

MSGID/GENADMIN/PERSUPP DET BAHRAIN //

POC/K.TAKPANI/PS1/ PERSUPP DET BAHRAIN /

/TEL:318-439-6232 / E-MAIL: KOMLAN.TAKPANI@ME.NAVY.MIL//

GENTEXT/REMARKS/-RMKS/1. THE FOLLOWING REQUEST IS SUBMITTED FOR
DEPENDENT ENTRY APPROVAL./

A. RATE/RANK:

B. NAME:

C. NAMES OF FAMILY MEMBER(S)/RELATION TO MEMBER/DATE OF
MARRIAGE/BIRTH:

1) DATE OF MARRIAGE:

2) SPOUSE:

3) SON: DOB: GRADE: N/A

4) SON: DOB:

5) SON: DOB:

D. SPONSOR/DEPENDENTS CITIZENSHIP: US

E. ORIGIN DUTY STATION: MANAMA, BAHRAIN

F. ADDRESS OF FAMILY MEMBER(S):

TELEPHONE NUMBER:

G. DATE DEPARTED CONTINENTAL UNITED STATES: N/A

H. MONTHS SEPARATED FROM FAMILY MEMBER(S): N/A

I. TRANSFER DIRECTIVE AUTHORITY: COMNAVPERSCOM 311116Z MAR 15,
BUPERS TC NO 2055.

J. DETACHMENT DATE:...

1) REQUESTED DEPENDENT TRAVEL DATE:..

K. ULTIMATE DUTY STATION:...

L. ESTIMATED DATE OF ARRIVAL AT NEW DUTY STATION:

M. HOUSING PREFERENCE: N/A.

N. PASSPORTS: OFFICIAL (NO-FEE) PASSPORTS ARE IN PROGRESS.

O. EXPIRATION OF ACTIVE OBLIGATED SERVICE: N/A.

P. SNM AND DEPENDENTS COMPLETED OVERSEAS SCREENING IAW WITH
MILPERSMAN 1300-302.

Q. N/A//

DEPENDENT ENTRY APPROVAL

* Deferred Dependent Travel

- * Command sponsored dependents can travel at a different time from you.
- * In order to receive the pay entitlements for it, Advance Dependent Travel (ADT) or Delayed Dependent Travel (DDT) is required.
- * ADT and DDT are reviewed and approved by PERS 451 or N130.

*OCONUS PDS

- * If you have orders to an overseas location in a foreign country, refer to the foreign clearance guide for entry requirements.
- * Some countries require items such as No-fee/official/diplomatic passports, NATO orders, special duty screening, etc.
- * If you have a foreign spouse, they must meet the immigration requirements via the embassy of the country you are transferring to.
- * Every country has different rules.

*Passports

- *Some countries will require you and your dependents to obtain a government passport in order to enter the country. There are different kind of government passports to include:
 - No-fee, Official, Diplomatic
- *Government passports must be obtained in order for flights to be booked.
- *For questions regarding passports, please refer to Base Legal.

*PCS WITH PETS

- * Package must be provided as soon as possible, pet space is VERY limited and cannot be guaranteed.
- * Pets are NOT an entitlement as it is a courtesy on a first come, first serve basis. Service member's are ultimately responsible for the transportation of their pet(s).
- * For commercial flights, you have to contact the airline and confirm the space. All airlines have different policies.
- *

*PCS WITH PETS

- * A Service member on a PCS order with an effective date of January 1, 2024 or later, as defined in Appendix A, may be authorized reimbursement for the costs related to the relocation of one household pet that arises from a permanent change of station. A household pet is a cat or a dog, owned for personal companionship. A Service member is responsible for following rules for importing and exporting a pet to and from the United States in order to be eligible for reimbursement. Denial of entry could result in denial of reimbursement. See How to Compute a Permanent Change of Station (PCS) Order's Effective Date.
- * CONUS - Reimbursement for the actual cost of all expenses is limited to \$550 per PCS move.
- * OCONUS - Reimbursement for the actual cost of all necessary expenses described above in connection with the movement of a pet is limited to \$2,000 per PCS move.
- * JTR 050107

*CONSECUTIVE OVERSEAS TOUR (MPM 1050-410)

What is COT?

-Consecutive Overseas Tour (COT) is a travel entitlement for members who receive back to back OCONUS assignments. This entitlement allows member (and dependents) one FREE roundtrip ticket to HOR or alternate location if cost effective. If a member wants to defer COT entitlement, approval must be written in orders otherwise member must Use/Lose COT.

How can I find if member is entitled?

-If member is entitled, verbiage under Special Instructions in orders will specify and should read as “Member is entitled to Consecutive Overseas Tour (COT) leave travel.” The verbiage **MUST** be in the orders otherwise there is no entitlement.

REQUIRED DOCS FOR COT

- * PRR with selected location (HOR/Alternate)
- * DD form 4 , NAVPERS 1070/74 (HOR), or Command Memo
- * Endorsed Orders (Utilize COT, Alternate COT, Defer COT)
- * Page 13 (Utilize, Decline, Defer)
 - * If member is deferring COT, he or she must receive authorization from PERS-40CC or the cognizant detailer for officers

COT (CONTINUED)

- MEMBER IS ENTITLED TO CONSECUTIVE OVERSEAS TOUR (COT) LEAVE TRAVEL. IF HOME OF RECORD (HOR) IS LOCATED IN CONUS, AND THIS PCS ORDER INCLUDES TEMPORARY DUTY REQUIRING THE MEMBER TO TRAVERSE CONUS, OR FLIGHT REQUIRES THEM TO FLY THRU CONUS TO ARRIVE AT THE NEW PDS, COT TRAVEL SHALL BE USED ENROUTE UNLESS A DEFERRAL IS AUTHORIZED BY PERS-40CC FOR ENLISTED SAILORS OR THE COGNIZANT DETAILER FOR OFFICERS. THOSE MEMBERS NOT REQUIRED TO TRAVERSE CONUS TO COMPLETE THEIR PCS TRANSFER OR MEMBERS WITH A HOR IS LOCATED OCONUS, MAY ELECT TO DEFER THEIR COT LEAVE TRAVEL UNTIL AFTER REPORTING TO THE NEW PDS. REFER TO JTR ARTICLE 7060 AND MPM 1050-410 FOR DETAILED INFORMATION REGARDING COT LEAVE TRAVEL. THE COST OF ROUND TRIP TRAVEL FOR THE MEMBER, AND ELIGIBLE DEPENDENTS, TO THE HOME OF RECORD OR ALTERNATE AUTHORIZED PLACE, AS AUTHORIZED UNDER JTR 7060, IS CHARGEABLE TO THE LINE OF ACCOUNTING IN THIS PCS ORDER.

- IF ACCOMPANIED ORDERS AND NOT PRESCRIBED ELSEWHERE, THESE DEPENDENTS CAN TRAVEL

OHA STOP

- * All entitlements stop automatically upon release of a loss.
- * With that being said, OHA's have to be manually stopped AFTER the loss posts if it's reflecting a date other than the detachment date.
- * If you live off base, be sure to turn in the housing checkout sheet to your ADMIN.

*Summary

- *Transfers package are preferred to be submitted 30 days prior to transfer. Transfers with pets are preferred 60 days prior. Do not hold on to your transfer package.
- *PRR modifications must be submitted 10 days before original flight date, if submitted after 10 days the member will need a justification.
- *Start your packages as soon as possible.

*Questions?

*Questions?

*** THE END ***