



Relocation Assistance

# PCS with Success

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

**MARINE** &  
*Family*



# AGENDA

- Relocation
- Distribution Management Office (DMO)
- Passenger Travel
- IPAC
- Personal Financial Manager (PFM)
- Tricare
- Admin Break
- Exceptional Family Member Liaison (EFMP)
- School Liaison Officer (SLO)
- Command Pay and Personnel Administrator (CPPA)





## PHASES OF RELOCATION

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





**P&PD Iwakuni LibGuide**

**PCS With Success Resources**





[Marine and Family Programs Division](#) / [LibGuides](#) / [Marine Corps Air Station Iwakuni: Personal & Professional Development](#) / [Home](#)

## Marine Corps Air Station Iwakuni: Personal & Professional Development: Home

[Home](#)[Information, Referral & Relocation](#)[Employment Assistance](#)[Education Services / Voluntary Education](#)[Transition Assistance](#)[Personal Finance](#)[Spouse Education, Employment & Entrepreneurship Resources](#)

### MCAS Iwakuni Personal & Professional Development

#### Personal & Professional Development is located in Building 411

Personal and Professional Development Iwakuni's main mission is to assist service members and their families in achieving their personal and professional goals. We offer a variety of programs to include:

- Information, Referral & Relocation

**IPAC (Installation Personnel Administration Center)**

**DSN: 253-3775**

**Civilian: 0827-79-3775**

**VET (Veterinarian Services)**

**DSN: 253-6471**

**Civilian: 0827-79-6471**

**SJA (Legal Services Support Team)**

**General DSN: 253-5594**

**General Civilian: 0827-79-5594**

**Will/POA: 253-5591**

**Will/POA: 0827-79-5591**

**DMO (Distribution Management Office)**

**DSN: 253-4076**

**Civilian: 0827-79-3358**

**Facilities (Billeting and Family Housing)**

**DSN: 253-5541**

**Civilian: 0827-79-5541**

**PMO (Pass Registration office)**

**DSN: 253-3135**

**Civilian: 0827-79-3303**

**NMCRS (Navy Marine Corps Relief Society)**

**DSN: 253-5311**

**Civilian: 0827-79-5311**

**American Red Cross**

**DSN: 253-4525**

**Civilian: 0827-79-4525**

**Postal**

**DSN: 253-5435**

**Civilian: 0827-79-5435**



IPAC OUTBOUND BRANCH (OMB)  
QUICK GUIDE FOR THE PCS PROCESS

TIMELINE: 125-30 DAYS OUT FROM DETACH DATE, COMPLETE THE FOLLOWING

1. \_\_\_ Member receives Basic Orders message in MOL. Member will need to sign up for the "PCS for Success" class held in building 411.
2. \_\_\_ Once the member completes the course and receives the half blue completion sheet, member will login to the Outbound Interview (OBI) in MOL and complete the required information and submit. **(The OBI will go to your S-1 first, then to the IPAC)**
3. TEMINS orders will complete the PCS Transfer Data Sheet and route it through their S-1 to get the appropriate signatures. Bring the PCS Transfer Data Sheet to IPAC OMB after it has been completely filled out.
4. \_\_\_ Once the above is completed the IPAC will work and submit the Port Call (Flight) request. The following documents are required to request flights : (a) PCS with success class half blue sheet, (b) Dependent Passports (physical colored copy) & Dependent transportation form (if applicable), (c) Vehicle Processing Center Documentation (if applicable), (d) Original Orders that lists Designated Place of Dependents (if applicable), and (e) Pet Form (if applicable).
5. \_\_\_ The documents stated above that are required by the IPAC to complete the Port Call request can be delivered one of two ways. One is by coming directly into the IPAC and the other is by scanning the documents into the OBI.
6. \_\_\_ If you are requesting spaces for your pets (2 per member), ensure that you have the AMC stamp on the pet endorsement form provided in the original email sent by the IPAC as well as actual dimensions of the cage and weight of the pet with the cage. Also ensure the breed of the pet is included. If the combined weight of the pet and container is in excess of 150 pounds, it will be charged as excess baggage.
7. \_\_\_ If the member has a service animal, member will have to provide a letter from a licensed physician, with a valid license number that has not expired. Without the documents, the member's pet cannot travel on the flight as a service animal. If the request for service animal was denied, the member has the option of reserving a pet space, however space is limited.
8. \_\_\_ Member will need to report to the Distribution Management Office (DMO) with Basic Orders to schedule the House Hold Goods (HHG) move.
9. \_\_\_ The CTO will complete the request and the IPAC will receive the Port Call endorsement with all flight information. If there are any commercial flights for any leg of travel, you must pay for those flights using your Government Travel Charge Card (GTCC) directly to the CTO. **(This will require your unit APC to ensure that your GTCC is activated when you report to pay for the flights.) \*If executing TEMINS orders you do not have to purchase flight with GTCC.\***

TIMELINE: 30-7 DAYS FROM DETACH DATE, COMPLETE THE FOLLOWING

1. \_\_\_ Member will need to complete his/her respective command's check-out sheet. Members who are in a FAP/TAD status will have to check out from all attached commands. Check-out sheets are required documentation for the IPAC to complete the PCS process.
2. \_\_\_ Members who have a connecting commercial flight must ensure that their APC turned on their GTCC and must report to the CTO office to purchase their flight. **(This should be completed 10 days before detach date) \*If executing TEMINS orders you do not have to purchase flight with GTCC.\***

TIMELINE: WEEK OF CHECKOUT, COMPLETE THE FOLLOWING

1. \_\_\_ To receive your original orders and flight itinerary, you must bring in:
  - Completed unit check-out sheet
  - PCS with success class half blue sheet
  - Completed DeFAP sheet (if applicable)
  - TAD Orders/ DeFAP Orders (if applicable)
  - Pass and Registration, Half White Sheet
  - Family Housing Voucher (if applicable)

IMPORTANT PHONE NUMBERS:

IPAC OMB: 253-7130/4529	PCS for Success: 253-6161
DMO: 253-3898/6366	Housing Office: 253-5541
Bachelor Housing: 253-5782/4942	TLF: 253-3221
AMC Terminal: 253-5509/5506	Vet Clinic: 253-6471

## Financial Tips for a Smooth PCS Move

### Paying for Your Move

- **Establish an emergency fund:** Moves can be expensive. As you prepare for a transfer, an emergency savings fund should be a top priority. Your emergency fund should have six months' worth of your current living expenses and payments. If you have not already established an emergency fund as part of your current financial plan, you should create or build this fund as soon as you expect PCS orders. Savings are vital to your financial health because they provide you with a buffer against unplanned or unexpected expenses, like emergencies and car or home repairs. If you have a healthy savings account, you will not need to incur additional debt or use money earmarked for other purposes when you are faced with a PCS move. Although you will receive travel allowances, there are usually additional expenses and purchases associated with moving and settling into a new home.
- **Keep receipts:** Keep track of and save receipts for all expenses you incur that will not be reimbursed. Marines on active duty who move because of a PCS can make a deduction when calculating their federal income taxes for unreimbursed moving expenses. Such expenses may include those costs related to personally procured moves, moving an extra car, packing, crating, in-transit storage, hauling a trailer, and additional travel and lodging expenses.
- **Save in transit:** While you are in transit, you can save money. There are phone applications to locate the least expensive gas in all areas. Also, many hotels, restaurants, and entertainment venues offer military discounts upon request. Lower your food expenses by purchasing food, beverages, and snacks from your commissary that travel well while in transit. An ice chest for perishables and beverages makes a big difference.

### Moving Your Belongings

- **Trim your belongings:** Is there anything you may not want to take to your next duty location that you could sell before leaving? For example, if you are leaving New Jersey and heading to Hawaii, chances are you might not want to take that snow blower or extra heaters. Have a yard sale to sell items you no longer want or need. If it has not been used in a year, sell it. This will help you to stay below your weight limit on your household goods and earn some extra cash for the move.
- **Complete an inventory:** Before the packers arrive, complete a detailed inventory of all household goods, including the model and serial number of all high-value items. Photos and/or video are a great way to document your property and its condition prior to packing. Carry a copy of the inventory with you—do not pack it away. Consider carrying with you any items that you consider priceless, such as family heirlooms, pictures, or items of emotional value.
- **Consider additional insurance:** Consider getting additional insurance on your household goods to cover potential losses beyond what the Marine Corps reimburses. Often, your homeowner's or renter's insurance will cover your household goods in shipment. Check with your current insurer for rates and review your policy as to whether your current insurance reimburses for any damaged or lost items at replacement value or actual cash value. *Replacement value* reimburses you for the cost to replace the item with the same or similar item at the present time and according to its current value. *Actual cash value* is the replacement value minus the depreciation of the property.



# NAVMC 11799

**NAVMC 11799 (11-11) (EF)**  
FOUO - Privacy sensitive when filled in.

Print Form

SPONSORSHIP REQUEST			
<p align="center"><b>PRIVACY ACT STATEMENT</b></p> <p>In accordance with the Privacy Act of 1974, this notice informs you of the purpose for collection of information on this form. Please read it before completing this form.</p> <p><b>AUTHORITY:</b> 10 U.S.C. 5041, Headquarters, Marine Corps; and MCO 1320.11F, Marine Corps Sponsorship Program.</p> <p><b>PRINCIPAL PURPOSE:</b> This System of Records is governed by Privacy Act System of Records Notice MNO5000-1, which can be downloaded at <a href="http://dpo.defense.gov/urvaov/8OR9w/acomponent/navy/MNO5000-1a.html">http://dpo.defense.gov/urvaov/8OR9w/acomponent/navy/MNO5000-1a.html</a>. Information collected by this System will be used for the assignment of personal sponsor per Marine Corps Order 1320.11F.</p> <p><b>RETENTION AND SAFEGUARDS:</b> The information collected in this System will be retained in paper or automated records for two years then destroyed. Access is provided on need-to-know basis only. Manual records are maintained in file cabinets under the control of authorized personnel during working hours. The office space in which the file cabinets are located is locked outside of official working hours. Computer terminals are located in supervised areas. Access to computerized data is controlled by password or other user code system.</p> <p><b>ROUTINE USES:</b> In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows: the DoD "blanket routine uses" that appear at the beginning of the Navy's compilation of systems notices apply to this system; <a href="http://dpo.defense.gov/urvaov/8OR9w/blanket_routine_uses.html">http://dpo.defense.gov/urvaov/8OR9w/blanket_routine_uses.html</a>.</p> <p><b>DISCLOSURE:</b> Providing information on this form is voluntary.</p>			
Rank/Grade:	Name:	MOS:	
Address:		City:	State: Zip Code:
Unit Phone (Commercial):		Unit Phone (DSN):	
Current Mailing Address:		City:	State: Zip Code:
Email Address:	Estimated Detach Date:	Arrival Date:	
MCC/RUC of New Assignment:			
Leave Address:		City:	State: Zip Code:
Marital Status:	Spouse's Name:	Unit Phone (DSN):	Email Address:
Anticipated Mode of Travel:	Children Name's and Ages:		
Are you an exceptional family member sponsor? <input type="checkbox"/> Yes <input type="checkbox"/> No			
(Check one)			
<input type="checkbox"/> I DO / <input type="checkbox"/> I DO NOT desire government quarters (unless mandated by base policy).			
(Check one)			
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 1748 to the housing office.			
I have dog(s) and cat(s).			
Specific information/assignment requested:			

Reset Form

FOR OFFICIAL USE ONLY

Adobe LiveCycle Designer 9



# WELCOME ABOARD PACKAGE REQUEST FORM



## WELCOME ABOARD PACKAGE REQUEST FORM

Marine & Family Programs  
MCCS - Information & Referral Program  
PSC 561 Box 1863 - FPO AP 96310-0019  
DSN: 315-253-6161 / FAX DSN: 315-253-4149  
Commercial Phone: 011-81-827-79-6161 / Commercial Fax: 011-81-827-79-4149  
Email: ombiwainforeferrelo@usmc-mccs.org

Name:
Rank:
Current command:
Date of detachment:
New duty station:
New command:
MCC of new command:
Date of arrival:
Marital status: Married Single
Is your tour: Accompanied Unaccompanied
Spouse's name (if accompanied):
Ages of children:
Do you have dependents in the Exceptional Member Program?
Would you like to request a sponsor? Yes No
Are you bringing pets?: Yes No
Phone numbers (work & home):
E-mail address (work):
E-mail address (personal):
Leave address (if applicable):
Any other comments:

mccsiwakuni.com





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



- Financial: travel hotels, rental car, and other miscellaneous expense receipts, banking, contracts
- Family: last minute dental, school physicals, medication, etc
- Pets: proper forms & transportation plans. For moves within CONUS, the Service member may be reimbursed up to \$550 and for OCONUS, up to \$2,000
- [Pet Travel \(af.mil\)](#) AMC Travel site
- No Fee Passport
- 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)



**Lending LOCKER**  
temporary loan of household goods

*Kitchenware Kit includes:*

16 PIECE SILVERWARE	COFFEE CUPS	MEASURING CUP	MEATLOAF PAN
SILVERWARE TRAY	COOKWARE	PITCHER	3 PIECE BOWL SCRAPER
DINNER PLATES	PLASTIC CUPS	COLANDER	8 PIECE MIXING BOWL SET
SALAD PLATES	KITCHEN KNIVES	CAN OPENER	5 PIECE UTENSIL SET
BOWLS	POT HOLDER	COFFEE MAKER	
SAUCERS	CUTTING BOARD	TOASTER	

ID or Library Card Required for borrowing items.  
Call to make an appointment. Loans are for up to 60 days.

Station Library  
Bldg. 411, 3rd Floor • 253-4607/3078

**MC&CS**  
MARINE CORPS  
COMMUNITY SERVICES



# Military Housing Division

## PCS Process

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- Outbound personnel are requested to submit notice to vacate 30-45 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.
- Vacate date is scheduled around pack out dates, flight dates and TLF check-in dates.



# Military Housing Division

## PCS Loaner Furniture Policy

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- 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



# Resources

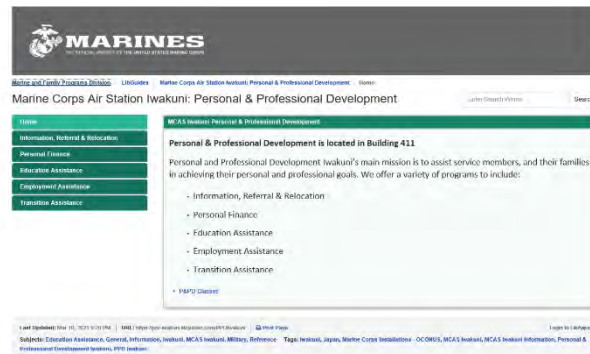
- Spouse Education & Career Opportunities



Preparing for transition every step of the way!

The Military Spouse Transition Program (MySTeP) is made for YOU – a military spouse – to support and encourage you throughout your service member's time in the military. MySTeP will help you plan, prepare and be ready for the life your family wants after transitioning out of the military, whenever that time comes. The information, tools and programs highlighted in MySTeP will connect you with the right resources at the right time to help you successfully navigate military life at every stage of your service member's career.

- LibGuides via Marines.mil



- MCCS Iwakuni – Marine & Family Eventbrite





# Housing Resources

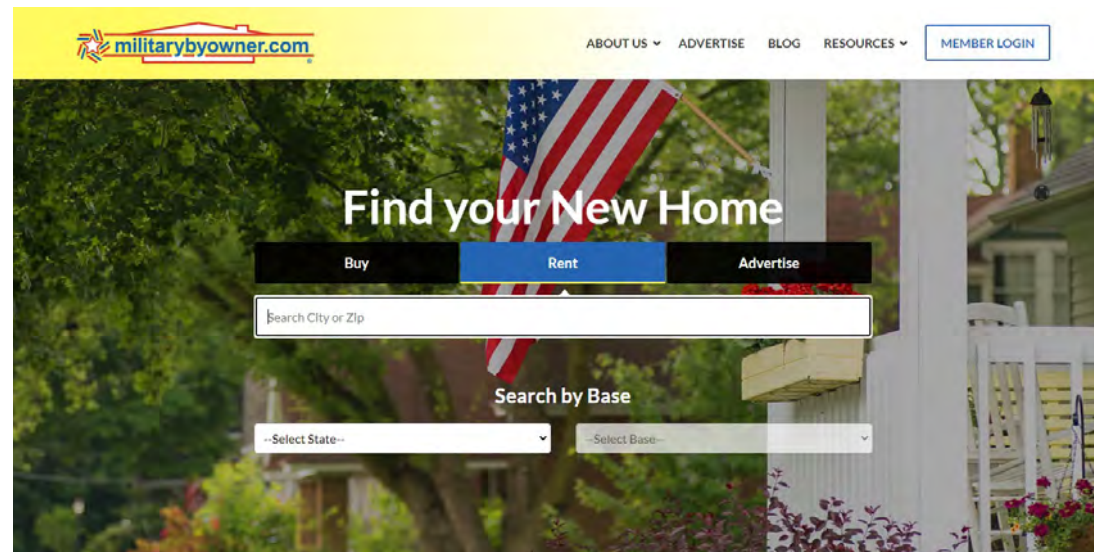
- WWW.Homes.Mil



- WWW.Hud.Gov



- WWW.Militarybyowner.Com







# QUESTIONS?

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



# **DISTRIBUTION MANAGEMENT OFFICE (DMO)**

## **ACCOMPANIED PCS BRIEF**



3/28/24

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](mailto: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](mailto: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

<b>RANK</b>	<b>W/DEPENDENTS</b>	<b>W/O DEPENDENTS</b>
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
- Slide 24 – (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)

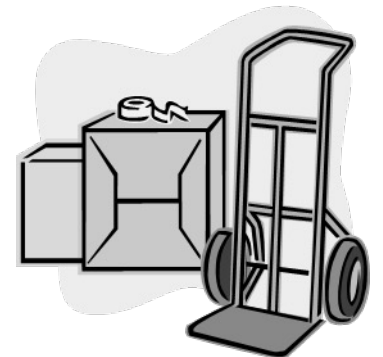
Personal Property within your home belonging to you/your family members

- 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.





# LITHIUM BATTERIES

- All lithium batteries are prohibited from being stored in Non-Temporary Storage Shipments.
- How Do I identify Lithium Batteries: On the battery pack the symbol, “ Li”. If you cannot identify if a battery is lithium or not, it won’t be shipped due to potentially unknown hazardous materials with a shipment.
- Members will be counseled from DMO on Do’s and Don’t when shipping lithium batteries.
  - For members doing Unaccompanied Baggage shipments are only allowed 2 Lithium batteries that does not go over 100 watts.
  - For members doing Household Good shipments are allowed how ever many as long as it does not go over 100 watts.
  - Customers Responsibilities: Identify all lithium batteries and devices containing lithium batteries you would like to ship. Ensure on your Pack out day you have all lithium batteries removed from devices ( if removable), accessible, and identified for your packers (moving company).





# 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





# OVERVIEW

- Procedures
- Authorized Location
- Patriot Express
- Luggage
- Pet Travel
- Common Questions





# PROCEDURES

- Service member are required to submit their traveler information via Outbound Interview Module on MOL.
- This process will be submitted to your S-1 for review.
- IPAC will receive this module and submit a (PCR) Port Call Request including a 14-day window availability along with a request to fly date to DMO.
- DMO will confirm the seats requested from the port call request from IPAC on the AMC. As well as arrange requested commercial travel from Seattle, WA to next PDS
- Members responsibility to confirm with their S-1 their GTCC is activated.





# PROCEDURES

- Member must check email to verify information received from DMO.
- Members responsibility to contact airline to confirm pet spot with commercial airline, once DMO sends itinerary.
- If a change is being made/requested member needs to contact IPAC to modify PCR.
- Service member will coordinate with IPAC to receive official orders, flight itinerary, and endorsements.





# **AUTHORIZED LOCATION**

- Next Duty Station
- Port of Entry (Seattle, WA)
- Designated Place (unaccompanied tour/relocation area of family members)
- Vehicle Processing Center (VPC)





# INCENTIVE TRAVEL

## MEMBER MUST COORDINATE WITH S-1 TO BEGIN APPROVAL PROCESS FROM HQMC

- COT/IPCOT entitle to a round trip travel from current PDS to HOR and back or to next OCONUS PDS.
- DMO will provide Cost Comparison Letter to members which is required for this process.
- Provide DMO with DD Form 4 (HOR LOCATION).





# PATRIOT EXPRESS

**TO RECEIVE UPDATES FOR PATRIOT EXPRESS DELAYS, PLEASE PROVIDE IPAC YOUR PERSONAL EMAIL**

## **Check-in:**

- Members must show up at the terminal on the date of departure NET 0730 NLT 1020 (you are **NOT** authorized to leave the terminal after check-in).

## **Early Check-in for Baggage:**

- Begins the day prior to the date of departure, from 1600-1730.
- All times are subject to change.

**Note:** There is a **USO** at the terminal.





# LUGGAGE AND WEIGHT ALLOWANCE

## Luggage:

- Each passenger traveling on the Patriot Express is authorized 2 pieces of luggage, not to exceed 70 lbs. 1 carry on and 1 personal.
- Carry on can not exceed 45 linear inches.

**Excess baggage cost: \$125.**

**Fees must be paid in cash.**





# PET TRAVEL

- Pet transportation for a household pet (cat or dog) is not a reimbursable expense.
- Pet shipment on AMC flights is limited to two pets per family (Two pets in one cage, are considered as two pets).
- Pet space is limited and is based on a first come, first serve basis.
- Pet waitlist does not confirm your seat or pet spot on the AMC. Port Call Request must be sent from IPAC to confirm.

**For pets in the “belly” of the aircraft, all cages must be HARD cages. NO SOFT SIDED cages.**





# PET TRAVEL

- Pet must be able to stand up, turn around & lay down naturally in kennel.
- Soft cages are authorized for “in cabin” travel only.
- 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**.





# COMMON QUESTIONS

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

-LICWO

**Can I request to not fly on the AMC?**

-ETP (Mission Essential / Hardship Situation / Medical Aid)

**What if I miss my flight in Seattle, WA due to delayed AMC?**

- AMC will issue memorandum





# **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** (afternoon closed for training)

**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](mailto:mcasiwakuni.dmo.personalproperty@usmc.mil)**
- Group email PTO: **[mcasiwakuni.dmo.passengertravel@usmc.mil](mailto:mcasiwakuni.dmo.passengertravel@usmc.mil)**





***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

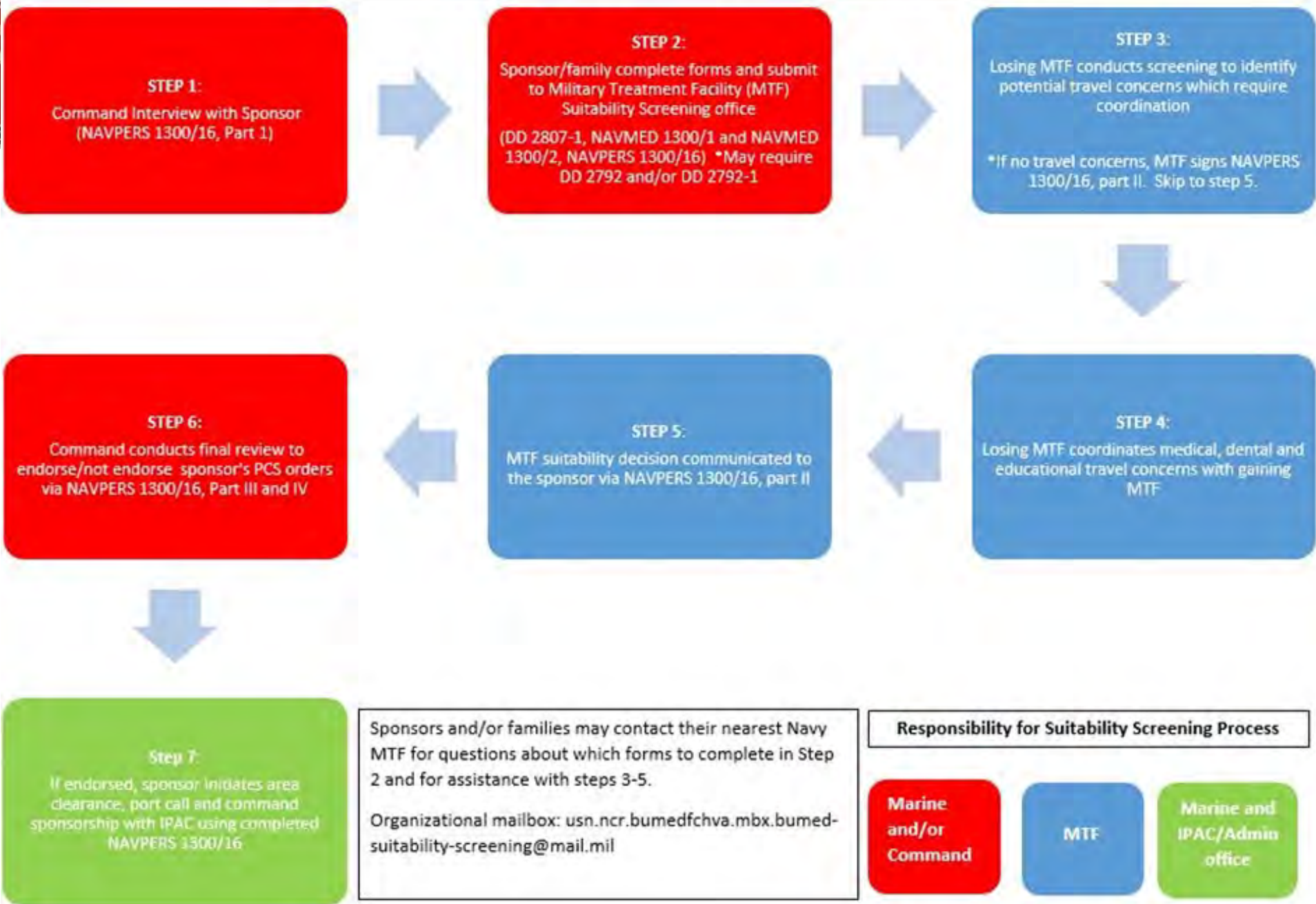
## ■ Important Information

- 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](mailto: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.

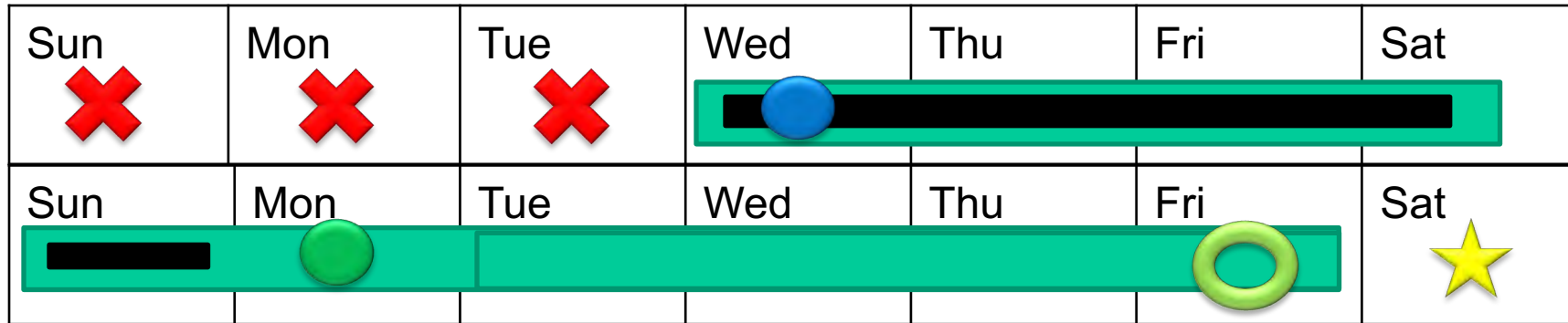
## ■ Claim

- 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 <b>or</b> 1 Dependent
100%	100%	1 <sup>st</sup> additional dependent (regardless of age)
35%	35%	Additional dependents <b>over</b> 12 years old
25%	35%	Additional dependents <b>under</b> 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/](http://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](http://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**



**SCAN ME**

**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](mailto: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](mailto: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

<b>RANK</b>	<b>W/DEPENDENTS</b>	<b>W/O DEPENDENTS</b>
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
- Slide 89 – (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)

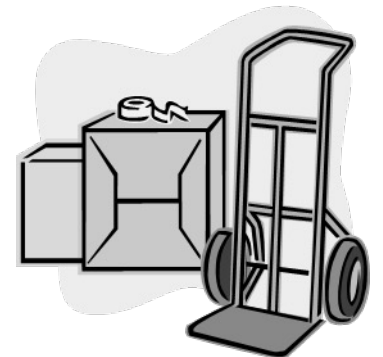
Personal Property within your home belonging to you/your family members

- 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.





# LITHIUM BATTERIES

- All lithium batteries are prohibited from being stored in Non-Temporary Storage Shipments.
- How Do I identify Lithium Batteries: On the battery pack the symbol, “ Li”. If you cannot identify if a battery is lithium or not, it won’t be shipped due to potentially unknown hazardous materials with a shipment.
- Members will be counseled from DMO on Do’s and Don’t when shipping lithium batteries.
  - For members doing Unaccompanied Baggage shipments are only allowed 2 Lithium batteries that does not go over 100 watts.
  - For members doing Household Good shipments are allowed how ever many as long as it does not go over 100 watts.
  - Customers Responsibilities: Identify all lithium batteries and devices containing lithium batteries you would like to ship. Ensure on your Pack out day you have all lithium batteries removed from devices ( if removable), accessible, and identified for your packers (moving company).





# 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





# OVERVIEW

- Procedures
- Authorized Location
- Patriot Express
- Luggage
- Pet Travel
- Common Questions





# PROCEDURES

- Service member are required to submit their traveler information via Outbound Interview Module on MOL.
- This process will be submitted to your S-1 for review.
- IPAC will receive this module and submit a (PCR) Port Call Request including a 14-day window availability along with a request to fly date to DMO.
- DMO will confirm the seats requested from the port call request from IPAC on the AMC. As well as arrange requested commercial travel from Seattle, WA to next PDS
- Members responsibility to confirm with their S-1 their GTCC is activated.





# PROCEDURES

- Member must check email to verify information received from DMO.
- Members responsibility to contact airline to confirm pet spot with commercial airline, once DMO sends itinerary.
- If a change is being made/requested member needs to contact IPAC to modify PCR.
- Service member will coordinate with IPAC to receive official orders, flight itinerary, and endorsements.





# **AUTHORIZED LOCATION**

- Next Duty Station
- Port of Entry (Seattle, WA)
- Designated Place (unaccompanied tour/relocation area of family members)
- Vehicle Processing Center (VPC)





# INCENTIVE TRAVEL

## MEMBER MUST COORDINATE WITH S-1 TO BEGIN APPROVAL PROCESS FROM HQMC

- COT/IPCOT entitle to a round trip travel from current PDS to HOR and back or to next OCONUS PDS.
- DMO will provide Cost Comparison Letter to members which is required for this process.
- Provide DMO with DD Form 4 (HOR LOCATION).





# PATRIOT EXPRESS

**TO RECEIVE UPDATES FOR PATRIOT EXPRESS DELAYS, PLEASE PROVIDE IPAC YOUR PERSONAL EMAIL**

## **Check-in:**

- Members must show up at the terminal on the date of departure NET 0730 NLT 1020 (you are **NOT** authorized to leave the terminal after check-in).

## **Early Check-in for Baggage:**

- Begins the day prior to the date of departure, from 1600-1730.
- All times are subject to change.

**Note:** There is a **USO** at the terminal.





# LUGGAGE AND WEIGHT ALLOWANCE

## Luggage:

- Each passenger traveling on the Patriot Express is authorized 2 pieces of luggage, not to exceed 70 lbs. 1 carry on and 1 personal.
- Carry on can not exceed 45 linear inches.

**Excess baggage cost: \$125.**

**Fees must be paid in cash.**





# PET TRAVEL

- Pet transportation for a household pet (cat or dog) is not a reimbursable expense.
- Pet shipment on AMC flights is limited to two pets per family (Two pets in one cage, are considered as two pets).
- Pet space is limited and is based on a first come, first serve basis.
- Pet waitlist does not confirm your seat or pet spot on the AMC. Port Call Request must be sent from IPAC to confirm.

**For pets in the “belly” of the aircraft, all cages must be HARD cages. NO SOFT SIDED cages.**





# PET TRAVEL

- Pet must be able to stand up, turn around & lay down naturally in kennel.
- Soft cages are authorized for “in cabin” travel only.
- 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**.





# COMMON QUESTIONS

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

-LICWO

**Can I request to not fly on the AMC?**

-ETP (Mission Essential / Hardship Situation / Medical Aid)

**What if I miss my flight in Seattle, WA due to delayed AMC?**

- AMC will issue memorandum





# **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** (afternoon closed for training)

**CLOSED ON FEDERAL HOLIDAYS**

- Front Desk: **Ms. Maria 253-4076**
- Personal Property/Passenger SNCOIC: **SSgt. Torres 253-5821**
- Personal Property/Passenger NCOIC: **Sgt Wormley 253-3243 Sgt. Cuevas 253-7437**
- Group email PPO: **mcasiwakuni.dmo.personalproperty@usmc.mil**
- Group email PTO: **mcasiwakuni.dmo.passengertravel@usmc.mil**



# Financial Planning for Permanent Change of Station (PCS)

Basic





# Financial Responsibilities

- Find out if your current bank or credit union has a location at your new duty station.
- Fill out change of address forms for your banking institutions and creditors.
- If your current credit or debit will expire within 2 months. Immediately request a new credit card with a longer expiration date.
- Make sure you have online access to your accounts.
- Track moving expenses – keep receipts
- Cash in foreign currency.





# Your Paycheck is About to Change

- How much does your COLA and spouse's income contribute to your financial well-being?
- Make sure you have an emergency savings account of at least 3 months base pay.
- Review entitlements





# 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





# 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



# Predatory Lending

- As of October 1, 2007 a federal regulation prohibits creditors from making payday loans, vehicle title loans and tax refund anticipation loans to active duty service members and their dependents with annual percentage rates over “**36**” percent.
- All fees and charges except late charges are figured in this percentage.
- An emergency fund could alleviate need to go to payday lender.





# Ask for Help



- If a service member or spouse is in need of additional funds due to an emergency they can contact the following agencies for assistance:
  - Military aid societies, military banks and credit unions.
  - Military OneSource also offers free, confidential financial planners and counselors available toll-free 24/7 at (800) 342-9647.
- These preferred institutions have established programs and products designed to help service members and their families resolve their financial crises, rebuild their credit rating, and establish savings.



# Credit Reports

- Credit, employment, and residence histories
- Three primary credit reporting agencies
- Maintain independent databases
- May not have identical information





# Who Can View Credit Reports

- Current creditors
- Potential creditors
- Insurance companies
- Civilian employers
- Government agencies





# Debt-to-Income (DTI) Ratio

- DTI ratio: portion of income used to pay debt each month
- Calculating your DTI ratio is important to avoiding excessive debt.
- E-4 or below: DTI is part of the Overseas Duty Screening
- Lenders will want to know a slightly different version of this ratio before they decide to give you a loan.
- We will use the DTI as described in SECNAVINST 1740.4A.



# DEBT (20%)

- Debt to Income Ratio =

$$\frac{\text{Total Minimum Debt Payments}}{\text{Net Income}} \times 100$$



# General Debt Guidelines

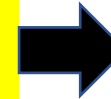
## **Less than 15 Percent**

You may take on some additional debt, but use caution.



## **18 to 20 Percent**

You are fully extended and should refrain from taking on additional debt.



## **30 Percent or More**

You are seriously over-extended and should seek help to reduce your debt.



# Take Away

- Create a budget
- Need vs. want
- It's not too late to start an emergency fund
- Read the fine print
- Ask for help



# Any Questions??

**Personal Financial Manager Program**

**253-6439**

**Building 411 Room 101**

**Financial Counselor**

**Mitchell Davis**

**080-4098-2533**

**[Davism11@magellanfederal.com](mailto:Davism11@magellanfederal.com)**



Check your email for a FEAP training certificate!  
(E-1 to E-4; WO 1 to CWO 2; O-1 to O-3)





Updated January 2018

# Permanent Change of Station

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

*TRICARE is a registered trademark of the Department of Defense, Defense Health Agency. All rights reserved.*



# 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

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Other Important Information

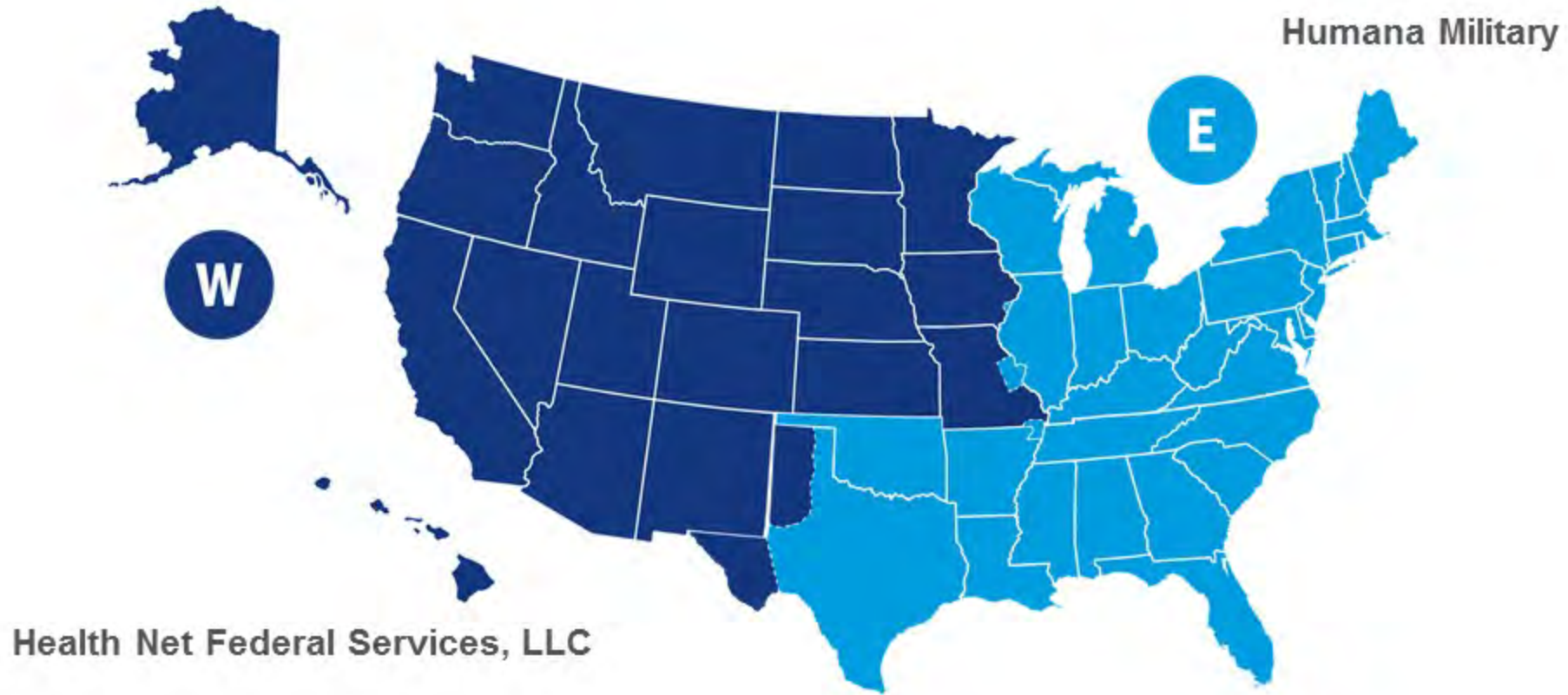
Your Checklist

For Information and Assistance





# 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



## Today's **AGENDA**

What Is TRICARE?

### **Planning for Your Move**

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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**

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



# How to Get Care During Your Move

Type of Care	TRICARE Prime	TRICARE Select
<b>Emergency</b> (immediate)	Call 911 or go to the nearest emergency room	
<b>Urgent</b> (within 24 hours)	See any TRICARE-authorized provider	
<b>Prescriptions</b>	<ul style="list-style-type: none"><li>• Military treatment facility pharmacy: <b><a href="http://www.tricare.mil/mtf">www.tricare.mil/mtf</a></b></li><li>• TRICARE retail network pharmacy: <b><a href="http://www.express-scripts.com/TRICARE">www.express-scripts.com/TRICARE</a></b> or <b>1-877-363-1303</b></li></ul>	



## 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



# Keep DEERS Information Up To Date



Go to an **ID card office**. Find an office at [www.dmdc.osd.mil/rsi](http://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](http://www.tricare.mil/bwe)**
  - Online: **[www.tricare.mil/forms](http://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](http://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](http://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](http://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](http://www.uccitdp.com)** or by calling:
  - **1-844-653-4061** (CONUS)
  - **1-844-653-4060** (OCONUS toll-free)
  - **1-717-888-7400** (OCONUS toll)





## Today's **AGENDA**

What Is TRICARE?

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TRICARE Benefit at Your New Location

## **Other Important Information**

Your Checklist

For Information and Assistance



# Pharmacy Options

## **Military Pharmacy**



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

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## **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**

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



# 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**

What Is TRICARE?

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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](http://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](http://www.tricare-west.com)



## Overseas Regional Contractor

O

### TRICARE Overseas Program (TOP)

International SOS  
Government Services, Inc.  
[www.tricare-overseas.com](http://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](http://www.militaryonesource.mil/efmp)

### Extended Care Health Option

[www.tricare.mil/echo](http://www.tricare.mil/echo)

### Autism Care Demonstration

[www.tricare.mil/autism](http://www.tricare.mil/autism)

### More Resources

#### TRICARE Website

[www.tricare.mil](http://www.tricare.mil)

#### Publications

[www.tricare.mil/publications](http://www.tricare.mil/publications)

### Connect with TRICARE



[www.tricare.mil/media](http://www.tricare.mil/media)



# 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





# EFMP

**Exceptional  
Family Member  
Program**

PCS Transition support



# What is the Exceptional Family Member Program?

- Per MCO - Mandatory enrollment for service members who have a dependent with a chronic (lasting 6 months or longer) condition that requires ongoing special care/services.
- The mission is to ensure servicemembers with Exceptional Family Member's (EFM's) are assigned to duty stations where the services exist to support the EFM.



# MARINE CORPS EFMP

## Warm Hand off process



**EFMP** Exceptional  
Family Member  
Program

- ❖ 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 FNA completed by losing installation
- Family Case Worker (FCW) shares info w/ gaining installation FCW

### **30 days prior to PCS**

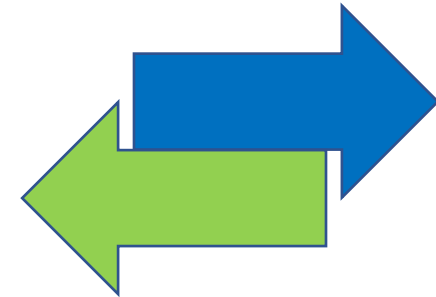
- FCW from gaining installation introduces self (can be 90 days prior)

### **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







# EFMP

## Exceptional Family Member Program

## NAVY EFMP TEAM

Peggy Rosu

Email: [Peggy.A.Rosu.NAF@US.Navy.Mil](mailto:Peggy.A.Rosu.NAF@US.Navy.Mil)

DSN: 315-252-3225

Comm: 011-81-956-50-3225

## 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)



# Moving Resources

- [www.militaryonesource.mil](http://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](http://www.parentcenterhub.org/resources)

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

- [www.understood.org](http://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.





# Check-Out

- Per Marine Corps Order, all Marines must checkout with the EFMP office – located at the Community Support Center, Building 625, Room 206B. Office hours are 0730-1630.
- Navy does not checkout with our office.
- When arriving at your new duty station don't forget to learn about the resources available to you, such as:
  - Lending Locker – Sensory Items
  - Lending Library
  - Semi-annual and quarterly training
  - Inclusive family events
  - Respite care
  - Children's books about PCS moves



***Brighid Gates***

Training, Education & Outreach Specialist

[Brighid.Gates@usmc-mccs.org](mailto:Brighid.Gates@usmc-mccs.org)

Community Support Center

Building 625, Room 206B

253-5601/6219

SMBlwakuniEFMP@usmc.mil



# Positive Change of School





# **School Liaison Officer**

- **Communication point of contact between:**
  - 1. Station Commander (CO 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 related matters & policy**
  - 6. Military families of all branches (active duty and retirees)**
  - 7. SLP: Army, Navy, Air Force, Coast Guard and Marine Corps**



# **School Liaison Program Mission**

- **Promote awareness of the unique educational needs of military children and facilitate successful school transitions.**
- **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)**
- **Establish relationships between schools & command to support the success of youths (SAC, IAC, PEDAC, RAC).**
- **Partner with local school districts to improve educational options for all students living on 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:

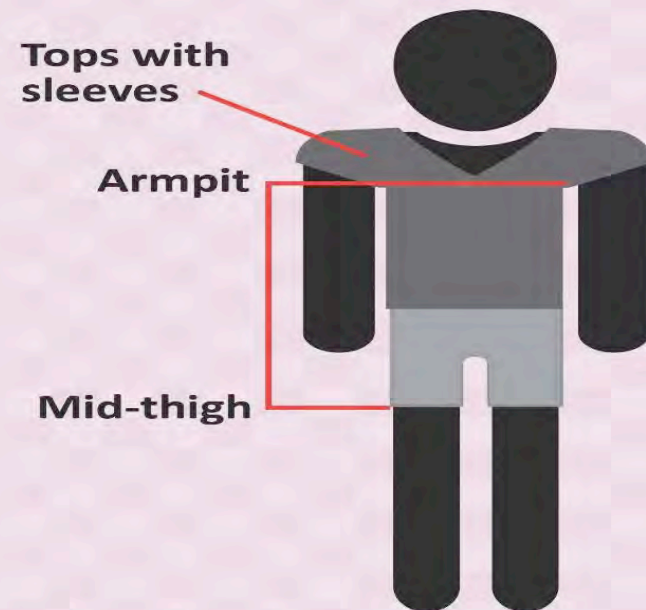
- Tops with sleeves (sleeveless tops/dresses are permitted for school sponsored formal events such as prom)
- Solid clothing (not transparent or translucent) that fully covers the top and bottom from armpit to mid-thigh
- Shoes (shoes must be safe for the school environment)
  - \* *Bedroom slippers 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*



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 November 29, 2023 and May 8, 2024**
- Immunization records
- Birth Certificates and Passport
- **IEP's/Gifted Education/achievements** – Bring a hard copy to your new school
- Proof of residency and Military orders



# Common Education Issues



- **Inconsistencies from state-to-state**
- **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
- \* **EFMP: 253-6501/6219**
- \* **WIC: 253-4928**
- \* **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 23-24

- **Tradition in-class/Japanese School**
- **Conditional Enrollment**
- School year dates (August to July)
- **Home School/Public (optional)**
- School Meal Program (close accounts)
- School supplies plus sanitizers
- **Enrollment Conformation (online)**
- **Student Sponsorship (A4L)**
  - Pacific Students Transition Program





# **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](mailto:ombiwaschoolliaison@usmc-mccs.org)**

**[keith.carr@usmc-mccs.org](mailto: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-----

RTTUZYUW RHOIAAA00012581401-UUUU--RHSSSUU

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 JC 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 \***