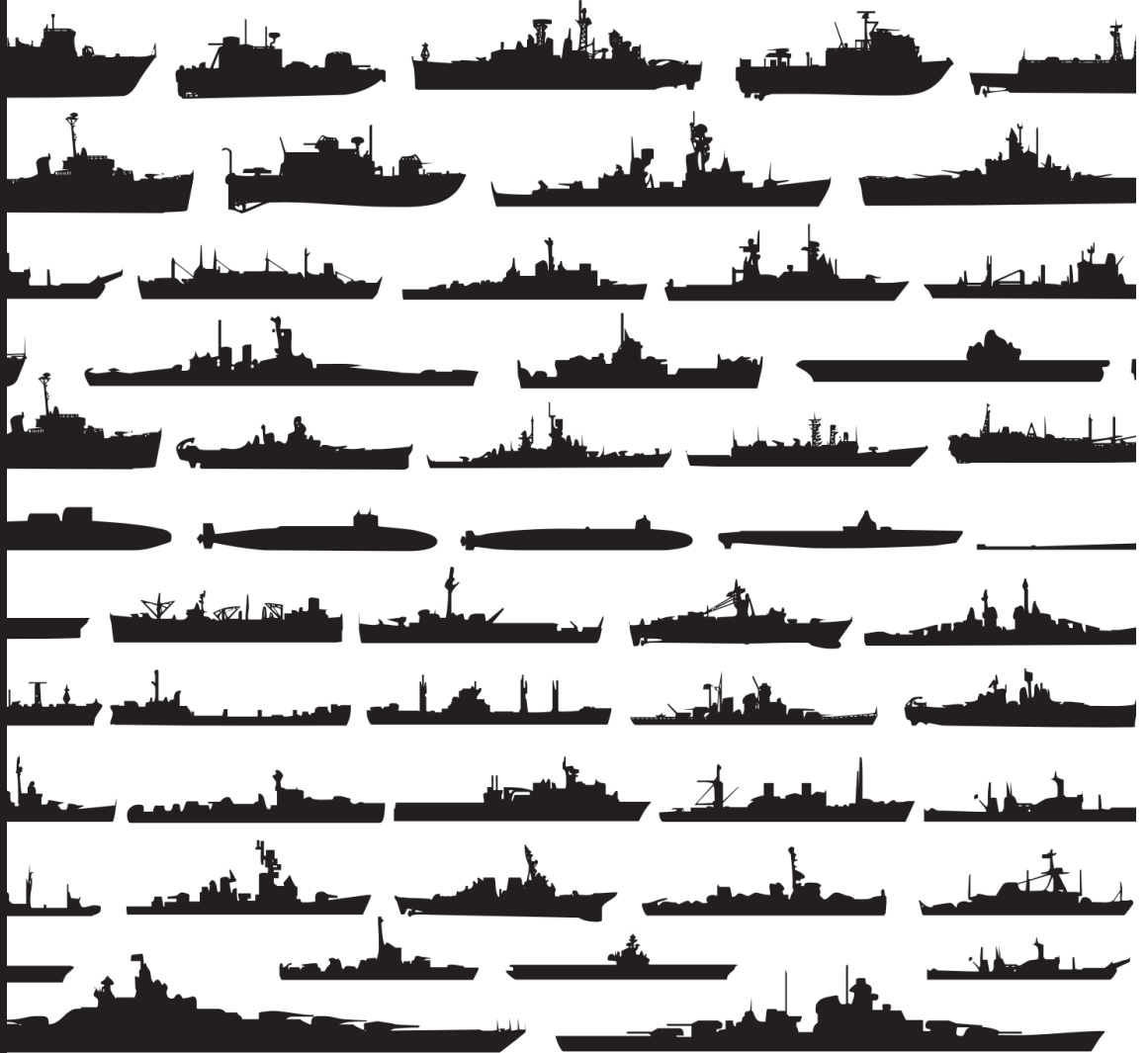


# TRANSFERRING

MORE RESOURCES AND LESS STRESS

*For Your Next PCS Move!*



2/16

**FLEET & FAMILY SUPPORT CENTER**

FFSC does not endorse the contained information, provided for informational purposes only.

**CENTRALIZED SCHEDULING: 866-923-6478**

**[WWW.NAVYLIFESW.COM/SANDIEGO/FAMILIES/FFSC](http://WWW.NAVYLIFESW.COM/SANDIEGO/FAMILIES/FFSC)**

**[WWW.FACEBOOK.COM/FFSCSD](http://WWW.FACEBOOK.COM/FFSCSD)**



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## TRANSFERRING OCONUS STEPS

1. Obtain Overseas Suitability Screening for all family members within 60 days of receiving letter of intent or 2 months prior to departure
2. Complete online Anti-Terrorism Training for all family members over age 16, and bring certificates with screening information to command for Dependent Entry Approval message.
3. Receive confirmation from your Command of Dependent Entry Approval message (through Navy Message Traffic)
4. Start no-fee passport process
5. Book travel with Commercial Travel Office (SATO): 855-744-4660
6. Check with veterinarians for pet quarantine & travel information

### OVERSEAS SUITABILITY SCREENING

Once you have received PCS orders to move overseas, visit the Overseas Suitability Screening Center at the Naval Training Center (NTC) Branch Clinic to determine what procedures to follow and to book an appointment.

WHERE: NTC Branch Clinic, 2051 Cushing Road, San Diego, CA 92106-6000

PHONE: 619-524-0562

### REQUIRED FORMS:

- NAVMED 1300/1: Complete and fill out upper portion of the Form. Required for each person to be screened.
- DD FORM 2807-1: Each member/dependent must complete. Answer question 1-29. For all "yes" answers please provide information on the 2nd page.
- NAVPERS 1300/16: Complete the top portion and fill in family members names.

Forms can be found online at

<http://www.med.navy.mil/sites/nmcsc/Pages/Patients/SuitabilityScreeningCenter.aspx>

**\*Quick Tip:** Don't forget to bring a copy of all notes from 1 year of medical visits and lab test, health record for service members!

For screenings to be completed quickly, ensure these conditions have been met prior to appointment:

- Annual physical or well-baby completed within 12 months of the date of transfer, copies need to be provided in record
- Well woman exam, head to toe physical and pap smear test within ACOG guidelines.
- Dental exams complete and signature obtained for NAVMED form 1300/1 part II for all members age four

and above (with exception of Okinawa 6 months and older, Yokosuka and Atsugi 12 months and older)

- Current immunizations for all dependents (T-dap within 10 years and PPD within 12 months for 4 years old and older – IF POSITIVE PPD, provide proof of completion of INH medication or Chest x-ray within 1 year)
- Physical Health Assessment (PHA) for Service Members (within 12 months)
- Mammogram for women over age 40
- Exceptional Family Member Program (EFMP) paperwork and Individualized Education Plan (IEP) paperwork if dependents are enrolled in the programs

### ANTI-TERRORISM TRAINING

This training is online and required of ALL FAMILY MEMBERS, AGE 16 OR OLDER. Visit

<https://jkodirect.jten.mil> to complete the online training. Click on Non-CAC users on the center of the page. Upon completion of the course PRINT the certificates as no record of the course will be kept and provide to Command Anti-Terrorism Officer.

### PASSPORTS

Service Members and dependents may need a government-issued no-fee passport to travel overseas on Government Orders. The passport application process time is approximately 8-12 weeks. Apply as soon as possible. Some countries may have additional visa forms and a requirement, visas processing times is approximately 10-12 weeks. It is highly recommended that dependents also have a US passport (standard tourist passport) in order to travel for leisure/vacation overseas.

- NO-FEE PASSPORTS: For more information, call 619-556-5068. Forms can also be found at <https://passportmatters.hqda.pentagon.mil/index.aspx>
- 3085 Dolphin Alley Building 265, 1st Floor, San Diego CA 92136.
- US PASSPORTS: Find out more at <http://travel.state.gov/content/travel/en.html>. You can also call the Los Angeles Passport Agency, which serves customers who are traveling within 2 weeks (14 days) or who need foreign visas for travel. An appointment is required; call the automated appointment line at 877-487-2778

**Special considerations:** As of 2001, both natural parents MUST appear in person to sign the passport application for any child under the age of 16. If the natural parents are unable to sign the child's passport application, see passport agent for acceptable procedures.

### TRAVEL \*OCONUS ONLY\*

See servicing Personnel Support Detachment (PSD) to book travel. For changes to travel call is 855-744-4660.

## PETS: QUARANTINE & TRAVEL

Taking the family dog or cat with you can be a great comfort. After all, pets are members of the family, and children in particular will find their presence comforting. Before making any decisions, obtain correct information about the regulations governing shipment of animals into your host nation. Some countries have eradicated rabies and maintain severe restrictions on animal importation. Your pet may be put into quarantine at a facility (not necessarily near you) for a period ranging from two weeks to one year. Usually, you are required to pay the cost of keeping up the animal in quarantine as well as the initial shipping expenses. (You may be eligible for partial reimbursement after the process is completed.)

**Important Documentation:** It is the owner's responsibility to ensure their pet's vaccinations, especially rabies, are up to date before leaving the country. Obtain a copy of health records from your current veterinarian. This information will be needed by your veterinarian at your new location. Obtain a Health Certificate less than 10 days before the date of your travel. Certificates must be issued by a licensed veterinarian and be accompanied by a vaccination record. Make several copies of this form when complete. One should be taped to the outside of the travel kennel, another taped well inside the kennel, and a third kept with the animal's health records.

You may need a multi-lingual rabies form, as many customs agents may not read English. Obtain a permit allowing entry into the new destination. Your current vet can help you apply for one. Have identification secured to your pet's collar. ID tags should include pet's name, your name and destination address. Most states require dogs and cats to have a rabies tag on their collars.

### QUARANTINES:

Forms DD2209 (Health Certificate) and DD2208 (Rabies Vaccination Certificate) are required. Check the host country's requirements to see if those certificates (from a military or civilian vet) must be issued within a certain time period before your arrival to the country. Base transportation offices, embassies, consulates and the Humane Society have information on entrance requirements.

Hawaii, Guam and Japan have strict requirements for animals, including quarantines. Check <http://hawaii.gov/hdoa/ai/aqs/info> (Hawaii), <http://ns.gov.gu/customs.html> (Guam) and

<http://www.maff.go.jp/aqs/english/animal/dog/> (Japan) for information.

### TRAVELBYMILITARYAIR:

Air Mobility Command (AMC) allows service members to move pets between a stateside location and a foreign country for a fee. A Service Member may transport two pets, dogs or cats only, via a military transport flight.

The pet and carrier together/combined can weigh no more than 99 pounds. Because spaces are limited, it is important to get a reservation as soon as possible. Waivers are required to transport more than 2 pets. Check with your SATO Travel Office for details.

### TRAVELBYCOMMERCIALAIR:

If you are shipping your pet commercially, you have a few options. On some airlines, your pet may travel in the cabin with you if small enough to fit in a carrier under your seat. This will count as your carry-on luggage.

If your airline does not allow your pet to travel in the cabin, or if your pet is too large to fit under a seat, your pet will have to travel in an approved crate in the cargo compartment of a passenger or cargo plane. If your pet will be traveling on the same flight, you may be charged an "excess baggage" fee. Some airlines require that pet carriers have ventilation holes on all sides. Also, some airlines allow only one pet per carrier. Check with your specific airline regarding pet travel requirements, as each have different policies.

### TIPSFORPETTRAVELBY COMMERCIAL AIR:

- Some airline carriers have pet embargoes and do not fly pets during certain months
- Ask the carrier about climate control in the compartment where your pet will travel
- When you board the plane, inform a flight attendant that you have a pet in the baggage hold
- Try to limit the strain on your pet by choosing travel dates that will make the trip quicker
- Be aware that some countries require pets to enter specific airports
- Be sure that your lodging upon arrival in that country accepts pets
- If you are staying in temporary military quarters, many of these hotels prohibit pets
- Military veterinary support overseas is primarily dedicated to the care of military working dogs; pet care is offered only if space and resources permit

## KEY RESOURCES

### MILITARY INSTALLATIONS (MI) BOOKLET

A great tool for relocating military families to research their new base! Although information may not be available for all locations, it is available for most major installations. Follow the steps below to access the website and your new installation's downloadable booklet

- Open your web browser and go to [www.militaryinstallations.dod.mil](http://www.militaryinstallations.dod.mil)
- Click "View a directory of installations" underneath the blue bar that reads "Looking for a particular installation or state?"
- A new window opens. Choose branch of service and select base from list
- Name of installation should appear in box under "Enter an installation." Click "Go"
- To print booklet, choose "Installation Booklet" as last option on left side of screen
- Select which categories you want included in booklet
- Choose "Download installation booklet" and it will open in Adobe Reader

### MILITARY INSTALLATIONS (MI) PLAN MY MOVE

- A great tool to utilize as you countdown to moving day!
- Open your web browser and go to [www.militaryinstallations.dod.mil](http://www.militaryinstallations.dod.mil)
- Click "Plan My move" on bottom right side of screen
- Scroll down to "Plan My Move" and enter your location and destination information and click "Go"
- A customizable calendar will be created for you.

### REQUEST A SPONSOR

Sponsor information may be located in your orders. If not you can request one from your current command Navy Career Counselor (NC) or your gaining Command. Go to [www.militaryinstallations.dod.mil](http://www.militaryinstallations.dod.mil), open the webpage for your new installation, and click on the "Major Units" tab at the top of that page. Be sure to ask your Sponsor about your Command's specific check-in policy, especially if you will be checking in while the command is gone.

### OMBUDSMAN

The Ombudsman is the official command liaison between the family members and the command. Your Ombudsman's contact information may be listed in your orders, if not you can call your destination FFSC or go to [www.ombudsmanregistry.org](http://www.ombudsmanregistry.org) to locate them. Be sure to ask your Ombudsman about childcare information, housing and other area resources.

### PERSONAL PROPERTY OFFICE (PPO)

PHONE: 855-HHG-MOVE (855-444-6683)

EMAIL: [householdgoods@navy.mil](mailto:householdgoods@navy.mil)

APPLICATION: [www.move.mil](http://www.move.mil)

Dual Active Duty doing Joint Move should contact PPO for special instructions regarding application.

### MOVE LOGISTICS

#### FIRST STEPS:

To set up your Permanent Change of Station (PCS) move, go to [www.move.mil](http://www.move.mil) to register for a password, and set up your move. Ensure you have access to:

- Permanent Change of Station (PCS) orders with destination information & timeline
- Proof of Dependents (Page 2)
- Power of Attorney or Letter of Authorization if spouse/other is acting for Service Member
- Registration documentation for vehicles
- Make, caliber, and serial number of all firearms

#### MOVE.MIL TIPS:

- Ensure your browser supports the website, and that you meet system and software requirements Go to "Minimum System Requirements" in the Registration tab to test your browser
- Turn off pop-up blockers and do not maximize screen
- For technical assistance regarding log in, system error or application call 800-462-2175 (option 5)
- Enter the correct Orders Date and four digit Order's number:

#### EXAMPLE:

R 131420Z FEB 11 ZYB (DAY TIME ZULU / MONTH YEAR ZYB)  
Orders Date = 13 FEB 11

BUPERS ORDER:  xxx-xx-xxxx (Social Security Number)

- Complete application as soon as you have Orders, or AT LEAST 4 weeks before desired shipment pick up date



## CONUS SHIPMENTS

Three types of shipments:

**HOUSEHOLD GOODS (HHG):** Full transfer of goods from your previous duty station to your new duty station by a Transportation Service Provider (TSP). Once you submit application, the website will generate a DD Form 1299 and a DD Form 1797 to sign and date. Fax or drop off these forms WITH YOUR ORDERS to the Personal Property Office (PPO).

**PERSONALLY PROCURED MOVE (PPM):** Formerly called a Do It Yourself (DITY) move, this program gives military members the option to move their own household goods. Once you submit the application, the Personal Property Office (PPO) will review your request and contact you once your forms are ready for pick up.

**PARTIAL PPM:** Combination of the two moves identified above. For Partial PPM, you will need to complete two applications in [www.move.mil](http://www.move.mil). Your first application will be for a HHG shipment. Once complete, create a second application for a PPM. Total weight for both cannot exceed your weight allowance.

*\*Quick Tip: [www.navsup.navy.mil/household](http://www.navsup.navy.mil/household) for more information and FAQ.*

### CONUS STORAGE:

Personal Property (PPO) will arrange for temporary storage of your goods if you do not have an address yet at your destination. Temporary storage is typically authorized for 90 days and may be used at origin, in route or at destination. PPO can give you the location and contact information for the storage facility. It is a good idea to check in every month with the PPO at your destination's base to make sure they know you still want your goods stored and keep them updated if your contact information changes. Additional storage time can be requested under certain circumstances, but you must receive approval from Personal Property first.

### PPM STORAGE:

May be available, but you will need to use a commercial warehouse and provide a paid in full receipt. Please contact PPO for more information.

## OCONUS SHIPMENTS

Two types of shipments:

**UNACCOMPANIED BAGGAGE:** Basic goods that fly space A and will arrive more quickly and allow you to "set up shop." Recommended to be set up 3 weeks

before Household Goods (HHG) shipment, see PPO.

**HOUSEHOLD GOODS (HHG):** Full transfer of goods from your previous duty station to your new one by a Transportation Service Provider (TSP). Once you have submitted the application, the website will generate DD Form 1299 and DD Form 1797 to sign and date. Fax or drop off these forms WITH YOUR ORDERS to the Personal Property Office (PPO).

### SUGGESTED ITEMS FOR UNACCOMPANIED BAGGAGE:

- Clothes for current climate conditions in your destination
- Sheets, pillows and pillow cases, blankets, towels and washcloths
- Clock, Flashlight, Small Tools
- Writing paper, pens, pencils, envelopes and stamps
- 2 or 3 small lamps
- Basic kitchen items, like cookware, coffeepot, utensils, dishes, cutlery, etcetera
- Iron and ironing board
- Stereo, TV/DVD- check with the Personal Property Office for TV size limits
- Books, CDs, DVDs, movies and toys

### OCONUS STORAGE:

Long term storage of HHG is a good option so that you can leave some items in the Continental United States (CONUS). The total weight of property stored and shipped cannot exceed your authorized allowance. Contact PPO for more information or details.

### PLAN YOUR WEIGHT

Weight allowances can be found on the next page. Check with the Personal Property Office for more details, and remember – excess weight can cost you big money! An easy estimation is 1,000 pounds per fully furnished room and 500 pounds for partially furnished rooms (for example, kitchen or bathroom). Consider weight of large appliances and items in the garage, storage rooms, and basement. When moving OCONUS, some items (e.g., large appliances) may not be recommended or authorized in certain areas. Storage may be authorized.

**NOTE:** A TSP representative will survey your home prior to moving day to verify weight estimate and number of days required for move.

**WARNING:** Weight estimates are planning tools only and are not official; PPO will determine actual weight allowance.

**OCONUS PCS:** Weight allowance may be a percentage of the allowance listed below, and will vary based on destination.

## PROFESSIONAL BOOKS PAPERS & EQUIPMENT (PBP&E)

This is related to the Service Member's and Spouse's job and does not count toward the overall weight allowance but must be labeled by name/type and set aside - it is weighed separately. Contact the Personal Property Office for more information on weight allowances.

TABLE OF JOINT FEDERAL TRAVEL REGULATIONS  
WEIGHT ALLOWANCES (POUNDS)

GRADE	PCS WITHOUT DEPENDENTS	PCS WITH DEPENDENTS	TDY/TAD WEIGHT ALLOWANCE
0-10	18,000	18,000	2,000
0-9	18,000	18,000	1,500
0-8	18,000	18,000	1,000
0-7	18,000	18,000	1,000
0-6	18,000	18,000	800
0-5/W-5	16,000	17,500	800
0-4/W-4	14,000	17,000	800
0-3/W-3	13,000	14,500	600
0-2/W-2	12,500	13,500	600
0-1/W-1	10,000	12,000	600
E-9	13,000	15,000	600
E-8	12,000	14,000	500
E-7	11,000	13,000	400
E-6	8,000	11,000	400
E-5	7,000	9,000	400
E-4	7,000	8,000	400
E-3 to E-1	5,000	8,000	400
Aviation Cadets	7,000	8,000	400

## ITEMS NOT AUTHORIZED FOR SHIPMENT

The items listed below are typically NOT AUTHORIZED for shipment. Shipment of unauthorized material may result in reduction of insurance liability if damage occurs. Consult with PPO for a current and detailed list of items.

- Perishable food, live plants and animals
- Airplanes, automobiles, trucks, vans, camper trailers and farm equipment
- Loaded firearms
- Liquids; including alcohol, anything that can leak, including shampoo, laundry detergent, liquid soap, and perfume/cologne
- Denatured alcohol, lighter fluids, photo flashbulbs, kerosene, explosives, acids, compressed gases, matches, poisonous substances, & other items deemed "dangerous"

- Flammable items; including aerosol cans, nail polish, propane tanks, even if certified empty, paints, cleaning products
- Wax; including candles and items that could melt

## UNWISE TO SHIP

It is unwise to ship small, valuable items like jewelry, small electronics, laptops and hard drives that can easily be lost or stolen and important documents and paperwork containing personal information.

## FULL REPLACEMENT VALUE (FRV) PROTECTION

To cover personal property lost, damaged, or destroyed while in the care of the TSP, FRV Protection is now available to military families at no additional cost. Service Members can receive up to a maximum of \$50,000 as compensation for loss. To file a claim for lost or damaged items is a two-step process.

STEP 1: complete a loss and damage report and STEP 2: complete and submit the claim report. These are both done through [www.Move.mil](http://www.Move.mil). To file a claim click "claims" tab the upper right portion of the screen and create a claim. The claim requires the inventory number, claimed amount, as well as purchase cost and purchase year.

To submit a loss or damage report will also be found under "claims". Have documentation of your valuables (appraisals, receipts, pictures, videos) organized and with you at all times to expedite the claims process. Having a list of the serial numbers for electronics is also a good idea to quickly and accurately file a claim. [www.move.mil/dod/claims\\_css/dod\\_claims.cfm](http://www.move.mil/dod/claims_css/dod_claims.cfm)

## PRIVATELY OWNED VEHICLE (POV) INFORMATION

Joint Federal Travel Regulations govern vehicle shipment and mileage reimbursement procedures. See the Personal Property Office and PSD for information on waivers, exceptions to policy, and information on vehicle shipment, storage, and mileage reimbursement. Typically, the Navy will not pay to ship your vehicle in a CONUS PCS move. However, you can request exceptions to policy. Exceptions may be granted in the following cases:

- Hot-fill orders that don't allow Service Member enough time to travel to new duty station
- Service Members medically unable to drive the required distances
- Homeport change; if notated in your orders

For an OCONUS move, the Navy may ship OR store one vehicle. Ability to ship a vehicle overseas depends on the new duty station. Contact Personal Property and your Sponsor for more information.



## OPPORTUNE LIFT PROGRAM

This is an additional option for vehicle transport for Active Duty Service Members with PCS orders from San Diego to Hawaii. To learn more or to apply, call 619-437-2991 or visit

<http://homeportpearlharbor.blogspot.com/2013/04/vehicle-transfer-oplift-program.html>

## ALLOWANCES & ENTITLEMENTS

This information is subject to change, based on Navy and Department of Defense rules and regulations. See your PSD for the most current information on pay and entitlements during the PCS process!

Visit [www.defensetravel.dod.mil/](http://www.defensetravel.dod.mil/) for the latest rates and allowances!

*\*Quick Tip: Many allowances & entitlements can be drawn in advance. Please note, even if you draw an advance, **Service Members must always complete DD Form 1351-2 "Travel Voucher or Subvoucher" upon arrival at gaining Command.** Once DD Form 1351-2 is submitted to the Personnel Support Detachment (PSD), any allowances & entitlements that have not been advanced will be deposited into Service Member's account. For those who have drawn an advance, completing DD Form 1351-2 will prevent the advance from being rescinded.*

### ADVANCE PAY:

Service Members can request to draw advance pay up to 60 days prior to your move. Typically, one month of advance pay does not require Command approval. With your Commanding Officer's prior approval, you may be able to request up to three months of advance pay.

*\*Remember, this is advance pay, **NOT** extra pay. The money is pre-taxed and repayment will begin immediately, normally in equal installments over the next 12 months. You can request extension to the repayment period from your Commanding Officer.*

### ADVANCE BAH: *\*CONUS ONLY\**

For some CONUS moves, you can request an advance on your Basic Allowance for Housing (BAH) through PSD if an advance for rental housing is needed. Typically, you will be required to provide a copy of the rental agreement to document the housing costs. Don't assume! Consult with the Command prior to signing any rental agreements if you plan to request advance BAH.

*\*Quick Tip: Contact FFSC Personal Financial Managers for help setting up a relocation budget. Don't forget, Region Legal Services Office (RLSO) reviews rental contracts, lease agreements, and other written contracts for FREE.*

### HOUSE HUNTING LEAVE:

Defense Department policy gives Service Members up to 10 days for house hunting at a new assignment location, but policies vary at each Command. Typically, this leave is authorized by your Commanding Officer, but cannot exceed 10 days. It

can be authorized before your transfer or after you report to a new command. Ask your Command's Pass Liaison Representative (PLR) or Personnel Support Detachment (PSD) for information.

### PERDIEM:

Food and lodging costs for Service Members and each member of the family are reimbursed during the PCS. This allowance is paid at a daily rate. Rates are calculated by a formula set by federal travel regulations. Per Diem will only count for the number of days the Navy has decided it takes you to get to your destination. **Per Diem may be drawn in advance.**

### CONUS:

Per Diem is paid up to the Standard CONUS rate for the Service Member, 75% for the spouse & each dependent age 12 or older, and 50% for each dependent under age 12. The distance used to determine the number of days of per diem eligibility is 350 miles per day.

### OCONUS:

Per Diem locality rates are calculated using a formula, based on destination and length of travel. Check the website [www.defensetravel.dod.mil/](http://www.defensetravel.dod.mil/) for exact amounts. Per Diem will be administered for dependents according to the same fractional amounts listed above.

### DISLOCATION ALLOWANCE (DLA):

DLA is one of the best kept secrets in the PCS process. Don't miss out on this FREE money, if you qualify. Single and married personnel can request DLA. This is to help with the cost of closing one home and setting up a new one, rent deposits, utility hookups, etc. **DLA can be drawn up to 10 days in advance.** If your PCS orders are amended, modified, canceled or revoked you may be authorized a secondary DLA at a reduced rate. DLA is not available in these instances (see PSD for more information):

- When PCSing from home to first duty station, unless dependents move with Service Member
- When traveling to/from government quarters
- When transferring to a duty station in the same geographical location/any base within 50 miles
- When separating or retiring from active service
- Contact PSD for exceptions

Rates subject to change, based on Navy and DoD rules and regulations. See your PSD or visit [www.defensetravel.dod.mil/](http://www.defensetravel.dod.mil/) for the most current rates.

### BASIC ALLOWANCE FOR HOUSING: DESTINATION

BAH rate can be found at [www.defensetravel.dod.mil/](http://www.defensetravel.dod.mil/)

## MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT) OR PCS MILEAGE RATES: \*CONUS ONLY\*

Service Members receive MALT when they drive to a new assignment. The allowance is computed on federal tables based on the distance identified between the old and new duty stations may be listed in your orders. Even though the official distance may be longer or shorter than the Service Member drives, the official distance determines the allowance payable. If Service Member has a spouse, a second car may be eligible to receive MALT, but will require advance approval. The website [www.fuelcostcalculator.com](http://www.fuelcostcalculator.com) is helpful to estimate fuel costs!

## TEMPORARY LODGING EXPENSE (TLE):

TLE is available to help reimburse hotel costs that are incurred as a result of PCS. Allowances vary and cannot be received if you are also receiving Per Diem for travel time. Receipts are required when you file your travel claim with your gaining command, so keep all receipt. For CONUS travel an authorized period (5-10 days) is available to offset local temporary housing costs before departing from the old duty station or after reporting to a new duty station. For use at your new duty station, check into Command upon arrival. For use before you depart, request from your Command's PSD before you check-out. TLE is not available in advance.

**WARNING:** *New regulations require that you have a letter of no availability from the Navy Lodge before you are eligible to receive TLE. Make sure to check with your PSD for the most current requirements.*

**OCONUS:** *You may utilize TLE before you leave if you have to vacate your housing early due to the PCS move. Personnel going overseas are entitled to TLE for five (5) days. TLE cannot be drawn in advance. Keep your receipts.*

## OVERSEAS HOUSING ALLOWANCE (OHA):

*\*CONUS ONLY\**

OHA is paid to Service Members who live in off base housing at their overseas duty station. OHA is not automatic. Once you have leased a home or apartment, you must apply for OHA, the "Individual Overseas Housing Allowance Report." OHA rates are based on the actual cost of your housing, unlike BAH where you get a standardized sum and can keep the excess.

**\*Quick Tip:** *In most overseas locations, Region Legal Services Office (RLSO) requires the Service Member to provide the rental contract/lease agreements to them for their review before signature. Don't get caught up short by fine print...ensure RLSO reviews **before** you sign.*

## MOVE IN HOUSING ALLOWANCE (MIHA):

*\*CONUS ONLY\**

Service Members assigned to most overseas locations can receive a lump-sum allowance to help meet expenses for major appliances or other improvements, or to pay non-refundable, rent-related taxes or fees. To be eligible for MIHA, Service Members must also be eligible for OHA. Check with PSD for more details.

## TEMPORARY LODGING ALLOWANCE (TLA):

*\*CONUS ONLY\**

New arrivals at overseas bases are eligible for TLA to help offset the cost of temporary housing and meals. You are entitled to TLA even if you move into temporary government quarters. TLA rates depend on family size, local per diem rates, cost of quarters, other allowances you are receiving, the type of quarters and what they offer in the form of cooking/dining facilities. You cannot receive TLA and per diem at the same time. TLA may be received in advance if authorized by your Command before you check out. TLA will stop once housing is obtained by the Service Member.

TLA is usually calculated in 15-day increments. TLA typically has a 60-day limit for those arriving at an overseas location and a 10-day limit for those departing from an OCONUS location. Receipts are required when you file your claim with your gaining Command, so keep all receipts! To find out more, Service Members must check in with their gaining Command and receive a briefing on local TLA policies and procedures. For financial assistance before you leave, see your Command before you check out.

**\*Quick Tip:** *Members should be prepared to pay the hotel payment (normally after a 10 day stay) up front. They will be reimbursed from DFAS for that initial payment and subsequent hotel bills after the travel claim is submitted and processed.*

## COST OF LIVING ALLOWANCE (COLA):

*\*CONUS AND SELECT U.S. CITIES\**

COLA is paid to Service Members stationed in high-cost areas OCONUS, including Alaska and Hawaii. COLA is designed to help maintain the purchasing power of the U.S. dollar, so that you will enjoy the same standard of living overseas as you would in the U.S. COLA amounts vary by area and the exchange rate between your host country's currency and the US dollar. COLA can be adjusted as often as every payday, as expenses and other variables change. Families living both on and off base are eligible for COLA. Not all overseas areas are authorized to draw COLA, check with your Command Sponsor or visit [www.defensetravel.dod.mil/](http://www.defensetravel.dod.mil/) to verify your eligibility and the amount you will receive.

# ESTIMATED TRAVEL COSTS AND REIMBURSEMENTS WORKSHEET FOR CONUS PCS

Rates subject to change, based on Navy and DoD rules and regulations. See your PSD or visit [www.defensetravel.dod.mil/](http://www.defensetravel.dod.mil/) for the most current rates.

## TRAVEL COSTS:

These cost estimating factors are estimates. Your personal style, family size, route plans, method of travel will all make a difference in the total cost.

### 1. GAS/DRIVING COSTS

To estimate total gas cost, visit [www.fuelcostcalculator.com](http://www.fuelcostcalculator.com)

Number of cars you are driving . . . . . \_\_\_\_\_

Multiply number of cars by fuel estimate = . . . . . \$ \_\_\_\_\_

### 2. HOTEL/LODGING WHILE IN TRANSIT

Average cost of room for each day during travel: \$90.00

Days of travel (based on travel of 350 miles a day) . . . . . \_\_\_\_\_

Multiply daily room cost times number of days of travel = . . . . . \$ \_\_\_\_\_

### 3. FOOD

Average cost of food/meals (\$25 per person per day)

Number of people . . . . . \_\_\_\_\_

Number of days . . . . . \_\_\_\_\_

Multiply number of family members by days, then multiply by \$25.00 = . . . . . \$ \_\_\_\_\_

TOTAL ESTIMATED TRAVEL COST (1 + 2 + 3): . . . . . \$ \_\_\_\_\_

## ESTIMATED REIMBURSEMENTS:

Although allowances and entitlements are subject to change, these rates will give you a good idea of what you can expect to be reimbursed.

### 1. MILEAGE ALLOWANCE (MALT)

Official travel distance . . . . . \_\_\_\_\_

Number of cars you are driving . . . . . \_\_\_\_\_

Payment rate per mile \$ \_\_\_\_\_

Multiply total distance by number of cars, then multiply by \$ \_\_\_\_\_ = . . . . . \$ \_\_\_\_\_

### 2. PER DIEM ALLOWANCE

Days of travel (based on travel of 350 miles a day) . . . . . \_\_\_\_\_

Payment rate for each family member:

Service Member: \$ \_\_\_\_\_

Family members 12 years and older: \$ \_\_\_\_\_

Family members under 12 years: \$ \_\_\_\_\_

Multiply rate for each person by number of days, then add totals = . . . . . \$ \_\_\_\_\_

### 3. DISLOCATION ALLOWANCE

Look up DLA rate on [www.defensetravel.dod.mil](http://www.defensetravel.dod.mil) = . . . . . \$ \_\_\_\_\_

TOTAL ESTIMATED REIMBURSEMENTS (1 + 2 + 3): . . . . . \$ \_\_\_\_\_

# COUNTDOWN TO DEPARTURE CHECKLIST

\*Quick Tip: Carry Important Papers with You -- Never Check as Baggage!

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## CREATE A PCS BINDER WITH CLEAR PLASTIC SLEEVES FOR STORAGE

- Birth Certificates, Social Security Cards and Naturalization or Citizenship papers
- Pet Records, especially shot/vaccinations
- Powers of Attorney
- Marriage License, Divorce Decree
- School Records, if possible
- Insurance Paperwork for car, household items, and all personal policies
- Car Paperwork & Extra Key
- Original PCS orders & multiple copies (as back-up) and a copy of Member's page 2
- Over the counter medications and prescriptions
- Passports for each family member
- Copy of packer's Inventory list
- Medical information & immunization records
- Important phone number list

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## UPON RECEIPT OF ORDERS

- Connect with Sponsor
- Visit [www.move.mil](http://www.move.mil) to set up your move
- Research your new duty station by visiting [www.MilitaryINSTALLATIONS.dod.mil](http://www.MilitaryINSTALLATIONS.dod.mil)
- Check with destination FFSC for a printed or online Welcome Package [www.ffsp.navy.mil](http://www.ffsp.navy.mil)
- Make a moving budget, to help save for moving expenses that will not be reimbursed
- Begin considering what household items you need – and what to donate or discard
- OCONUS, Complete Overseas Suitability Screening
- OCONUS, Anti-Terrorism Training
- OCONUS, Obtain Passports
- OCONUS, Make flight arrangements

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## 30-45 DAYS PRIOR TO DEPARTURE

- Don't make changes to your direct deposit
- Make a plan for kids and pets on moving day, it's easier to keep them somewhere safe and out of the way on moving day
- Make travel arrangements for pets, if applicable
- Fill prescriptions, be sure to request enough to last a couple of months until you get settled in your new home, and meet your new doctor
- Change of address notices to USPS, magazines, credit card companies, and friends. Arrange for mail to be held at the Post Office, at your New Command, or forwarded to a new address PO Box while you travel
- Dependents ask about taking medical records. Do not disenroll from TRICARE before you move; you will update your information with TRICARE when you arrive
- Inform your landlord or the housing office, in writing, of your date of departure

- OCONUS, make sure you have a valid U.S. driver's license and renew by mail if necessary, so that it will be valid until you return. Laws differ from country to country as to the validity of your American driver's license. Some countries require a local license as well.
- OCONUS, confirm that the car you plan to take is allowed at your new duty station, otherwise make storage arrangements
- OCONUS, make arrangements for easy access to your savings and checking accounts

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## 1-2 WEEKS PRIOR TO DEPARTURE

- Family Emergencies: Let your family members know how to contact you in a family emergency
- If you have the original boxes for items, you can place the item in the box but do not seal it
- Remove batteries from items – this helps to prevent corrosion. Pack your personal/important papers separately and keep them in a place where they can NOT be accidentally packed
- The Personal Property office will typically coordinate a pre-move survey with you and the movers to determine how many days it will take to pack and move your goods. During the survey, indicate which items will require special packing
- Turn off phone and utilities, leave them on until the day after the move, they may be needed on moving day
- Stop all local deliveries

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## DAY BEFORE PACK-OUT

- Within 48 hours before the move (no earlier than 72 hours), photograph or film all possessions
- Plan to bring all uniforms with you
- Put items you will be taking with you to the side; preferable located outside of the house or clearly labeled so they aren't accidentally packed
- In a notebook, record the serial numbers of all your electronics, do not put in the pack out
- Unplug electronics
- Discard all perishables, if packing a refrigerator make sure it is empty and clean
- Separate out all liquids and other items not authorized for shipment
- Postpone some final cleaning of your home until after the packers leave

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## DAY OF PACK-OUT

- Empty all trash cans before packers and movers arrive
- Verify and request copies of mover's inventory list, making sure it is detailed, complete and accurate
- Keep the copy of the inventory list with you in your important papers. Do not accept any "miscellaneous" labels or entries, especially for valuable items. If you disagree, do not sign
- Contact Personal Property for complaints the day of the pack-out or moving day, do not argue. Before signing, write the serial numbers of electronic equipment on the packer's inventory list for proof of ownership.
- Stay in the room with the packers and movers whenever possible. Be aware that multiple rooms will be packed simultaneously, so do not be afraid to ask friends/family to help

## RELOCATION TIPS

### TIPS FOR RELOCATING WITH CHILDREN

- Keep children in the loop regarding the move and trip, keeping them involved in the process may help relieve the stress of the move on everyone
- Be Positive
- Explain the moving process
- Include them in the moving process
- Maintain a routine
- Let them decorate a box
- Allow them to pack their treasured items & allow them to take them with them

### BEFORE YOU MOVE

- Make a scrapbook or address book
- Make a San Diego wish list
- Research; home, schools and hobbies

### AFTER YOU MOVE

- Establish a Routine
- Unpack
- Explore your new community
- Get involved
- Keep in touch with old friends

### TIPS FOR TRAVELING WITH CHILDREN

- Try to limit the amount of gear you bring, some hotels and motels have cribs and highchairs. Be sure to request these when you make reservations
- Avoid over scheduling - try not to do too much
- Be realistic about what to expect from your child
- Try to stick to your child's regular routine as much as possible. Children find routines comforting, so try to maintain your child's bedtime, naptime, etc
- Be sure to pack some familiar things that will help your child feel comfortable
- Pack snacks and drinks
- Pack a bag of small, new toys or activities for your child. Pull these out one at a time so that your child will have something new to play with and something to look forward to

### TIPS FOR WHEN YOU ARRIVE

- Check in with your Command
- Register in your new TRICARE Region and update your address and contact information
- Verify DEERS has your correct address, and update your Page 2
- Check through your boxes for damaged or missing goods. File claim for damage by deadline
- Update your Command Ombudsman with your new contact information
- Check out your new FFSC for referrals and resources for household items, especially if you are awaiting your shipment. Some FFSCs have Lending Lockers or referrals to community agencies. Also, see if there's a workshop introducing you to the area, as well as checking out employment and volunteer opportunities, financial workshops, confidential counseling, and much more [www.ffsp.navy.mil](http://www.ffsp.navy.mil)



## RESOURCE TOOLKIT

NBSD = Naval Base San Diego  
NBC = Naval Base Coronado  
NBPL = Naval Base Point Loma  
MCB = Murphy Canyon Branch  
MCAS = Marine Corps Air Station Miramar  
MCRD = Marine Corps Recruit Depot (San Diego)

### DEFENSE TRAVEL

[www.defensetravel.dod.mil](http://www.defensetravel.dod.mil)

Allowances & Pay Information  
Housing & Allowance Rates

### PERSONAL PROPERTY OFFICE

Phone: 1-855-444-6683

Email: [householdgoods@navy.mil](mailto:householdgoods@navy.mil)

Application: [www.move.mil](http://www.move.mil)

Website: [www.navsup.navy.mil/household](http://www.navsup.navy.mil/household)

### SATO (TRAVEL OFFICE)

855-744-4660

### NAVAL PASSANGER TRANSPORTATION OFFICE (NAVPTO)

619-556-5068

3085 Dolphin Alley Building 265, 1st Floor San Diego  
CA 92136

### DEPARTMENT OF MOTOR VEHICLES (DMV)

[www.dmv.ca.gov](http://www.dmv.ca.gov)

### EXCEPTIONAL FAMILY MEMBER PROGRAM (SAN DIEGO)

619-556-7404

<http://navylifesw.com/sandiego/families/ffsc/family-programs/>

### FOREIGN LANGUAGE STUDIES

Marine Corps Recruit Depot Library

Transparent Languages

619-524-1849

### HOUSING

Worldwide Information

[www.housing.navy.mil](http://www.housing.navy.mil)

Housing Early Application Tool

[www.cnic.navy.mil/HEAT](http://www.cnic.navy.mil/HEAT)

Military Housing (CONUS only)

[www.MilitaryHomesToday.com](http://www.MilitaryHomesToday.com)

### LODGING

DOD lodging

[www.dodlodging.net](http://www.dodlodging.net)

Air Force Lodging

1-888-AF-LODGE (1-888-235-6343) \*CONUS Only\*

<http://afdodlodging.net/>

Army Lodging

1-866-GO-ARMY1 (1-800-462-7691)

[www.dodlodging.net](http://www.dodlodging.net)

Navy Lodging

1-800-NAVY-INN (1-800-628-9466)

[www.navy-lodge.com](http://www.navy-lodge.com)

Marine Corps Lodging

<http://innsofthecorps.com/index.html>

### CHILDCARE ENROLLMENT

Enroll As Soon As You Have Orders!

[www.militarychildcare.com](http://www.militarychildcare.com)

### CHILDREN AND RELOCATION

Free Activities and Resources

<http://activitiesforkids.com> [www.militaryfamily.com](http://www.militaryfamily.com)

Military Youth on the Move

<http://www.militaryonesource.mil/family-and-relationships/military-youth-on-the-move>

### CHILDREN AND SCHOOL

Department of Defense Education Activity  
(DoDEA schools overseas)

[www.dodea.edu/home/index.cfm](http://www.dodea.edu/home/index.cfm)

School Information

[www.greatschools.org](http://www.greatschools.org)

Military Child Education Coalition

[www.militarychild.org](http://www.militarychild.org)

Free On-line Tutoring

[www.tutor.com/military](http://www.tutor.com/military)

School Liaison Officer (San Diego)

[www.navylifesw.com/sandiego/families/cyp/schoolliaison/](http://www.navylifesw.com/sandiego/families/cyp/schoolliaison/)

### FINANCIAL RESOURCES

<http://www.saveandinvest.org/military>



## RESOURCE TOOLKIT CONTINUED

### NATIONAL RESOURCES

#### FLEET & FAMILY SUPPORT CENTER

Some FFSCs can provide resource and referral to local agencies and information on your new area. Also check out employment and volunteer opportunities, financial workshops, confidential counseling, and much more.

San Diego:

[www.navylifsw.com/sandiego/families/ffsc/](http://www.navylifsw.com/sandiego/families/ffsc/)

Worldwide locations:

[www.ffsp.navy.mil](http://www.ffsp.navy.mil)

MILITARY ONESOURCE (24-Hour Relocation Information & Worldwide Resources)

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

800-342-9647 or 703-253-7599

(Collect from outside US)

#### NAVY-MARINE CORPS RELIEF SOCIETY

[www.nmcrs.org](http://www.nmcrs.org)

619-238-767-6800 (NBSD)

619-545-4477 (NBC)

619-524-5734 (MCRD)

858-577-1807/1811 (MCAS)

#### AMERICAN RED CROSS

[www.redcross.org](http://www.redcross.org)

877-272-7337

#### NAVAL LEGAL SERVICES OFFICE

[http://jag.navy.mil/legal\\_services/rlso/rlso\\_southwest.htm](http://jag.navy.mil/legal_services/rlso/rlso_southwest.htm)

619-556-2211 (NBSD)

619-545-6437 (NASNI)

#### OCONUS MOVES

#### OVERSEAS SUITABILITY SCREENING

NTC Branch Clinic

619-524-0562

<http://www.med.navy.mil/sites/nmcscd/Pages/Patients/SuitabilityScreeningCenter.aspx>

NO FEE PASSPORTS: 619-556-5068

LOS ANGELES PASSPORT AUTHORITY: 877-487-2778

<http://travel.state.gov/passport>

## PETS

### PETS & TRAVEL

Hotels Accepting pets

[www.petswelcome.com](http://www.petswelcome.com)

### FAA PET TRAVEL REQUIREMENTS

[www.faa.gov/passengers/fly\\_pets/](http://www.faa.gov/passengers/fly_pets/)

### PET QUARANTINE INFORMATION

Hawaii:

<http://hawaii.gov/hdoa/ai/aqs/info>

Japan:

[www.maff.go.jp/aqs/english/animal/dog/](http://www.maff.go.jp/aqs/english/animal/dog/)

Guam:

<http://ns.gov.gu/customs.html>

### VETERINARY OFFICE (MILITARY)

858-577-6552 (MCAS Miramar)

### TRICARE SERVICES

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

North Region: 877-874-2273

[www.hnfs.com/](http://www.hnfs.com/)

South: 800-444-5445

[www.humanamilitary.com/](http://www.humanamilitary.com/)

West: 877-988-WEST (877-988-9378)

[www.uhcmilitarywest.com/](http://www.uhcmilitarywest.com/)

Overseas Information:

[www.tricare-overseas.com/](http://www.tricare-overseas.com/)

**MY INFORMATION PAGE:**

We encourage you to complete this page and keep it with your important documents, which should be with you at all times. You can obtain most of this information from your Sponsor and your Orders.

**NEW COMMAND...**

Full Name of New Command: \_\_\_\_\_

Telephone Numbers: \_\_\_\_\_

Command Website: \_\_\_\_\_

Sponsor Name: \_\_\_\_\_

Sponsor Telephone Number: \_\_\_\_\_

Sponsor E-mail Address: \_\_\_\_\_

Ombudsman Name: \_\_\_\_\_

Ombudsman Telephone Number: \_\_\_\_\_

**LODGING INFORMATION...**

Temporary Lodging Name (On New Installation): \_\_\_\_\_

Temporary Lodging Telephone Number: \_\_\_\_\_

Temporary Lodging Location (Specific Directions): \_\_\_\_\_

Temporary Lodging Confirmation Number: \_\_\_\_\_

Temporary Lodging Check In and Check Out Dates: \_\_\_\_\_

**NOTES:** *Use this space to make notes, write serial numbers of electronics, etc.*

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