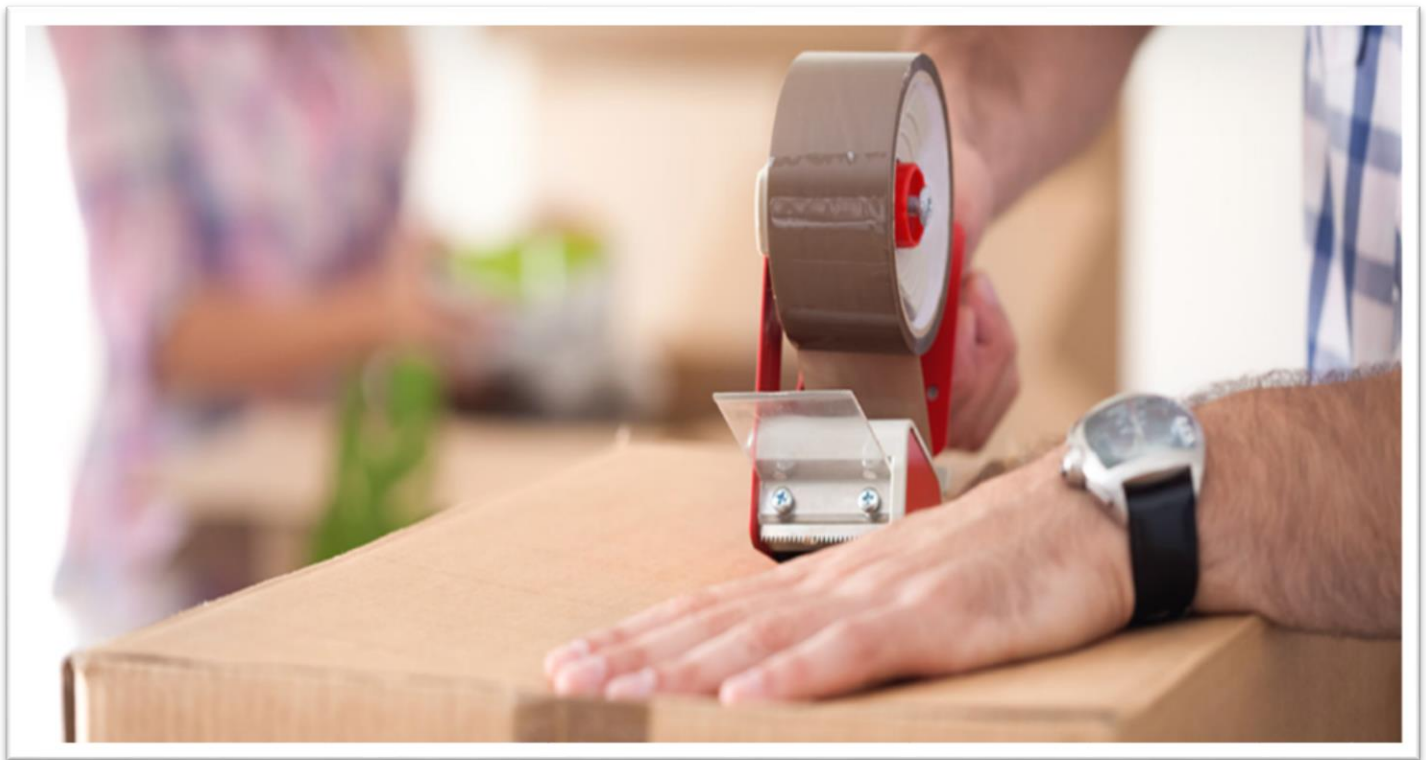


# PCS Resources Booklet



## **INFORMATION & REFERRAL, RELOCATION SERVICES**

Personal & Professional Development

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# TRICARE

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

### TRICARE Stateside Regions (U.S. and Washington, D.C.)

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

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

### TRICARE Overseas Program

The TRICARE Overseas Program is managed through three geographic areas:

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

### Ongoing Medical Care

Before moving, sponsors and dependents should consider the following:

- Request copies of medical and dental records.
- Fill/refill prescriptions before traveling.
- Plan ahead for routine medical care.
- Keep of list of your provider's phone numbers.
- Coordinate services for family members with special needs.

### Staying Covered When Moving

Do not dis-enroll from TRICARE Prime, TRICARE Prime Remote or TRICARE Select. Your current coverage will continue until your enrollment transfer is completed. Make sure you complete your enrollment transfer within 60 days of detaching from your current duty station. To transfer your benefits to your new location, simply call the new TRICARE Region your new duty station falls under. Complete the following to make sure your TRICARE coverage is transferred smoothly:

- Verify your current information in the Defense Enrollment Eligibility Reporting System (DEERS).
- Inform your current regional contractor about your upcoming move.
- Learn about the TRICARE options available in your new location.

## How to Get Care during Your Move

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

## Updating DEERS

Remember to update DEERS whenever there is a change in the family like marriage, birth, adoption, divorce, death or when you move. New family members must be registered in DEERS. Make sure your military orders reflect your correct information and unit of assignment. You can update DEERS through the following:

- Online at: <http://milconnect.dmdc.osd.mil>.
- By phone at: 1-800-538-9552.
- By fax: 1-831-655-8317.
- By visiting a uniformed services identification (ID) card-issuing facility: [www.dmdc.osd.mil/rsl](http://www.dmdc.osd.mil/rsl)

**Please note: updating DEERS does not transfer your TRICARE enrollment. You must contact your new region to transfer your TRICARE benefits.**

## TRICARE Benefits

There are a number of options for available for medical care.

- TRICARE Prime:
  - Available near a Military Treatment Facility (MTF) and other areas with established TRICARE networks, or in areas where the US Family Health Plan (USFHP) is offered.
- TRICARE Prime Remote (TPR):
  - Available to Active Duty Service Members who live and work in remote locations (more than 50 miles from a MTF) and eligible family members residing with them.
  - To find out if you live in a remote area, visit: [www.tricare.mil/tprzipcode](http://www.tricare.mil/tprzipcode).
- U.S. Family Health Plan (USFHP):
  - Available through networks of community-based, not-for-profit healthcare systems in the following areas of the United States:
    - Maryland, Washington D.C., Parts of Pennsylvania, Virginia, Delaware, and West Virginia.
    - Maine, New Hampshire, Vermont, Upstate and Western New York, and Northern Tier of Pennsylvania.
    - Massachusetts, including Cape Cod, Rhode Island, and North Connecticut.
    - New York City, Long Island, Southern Connecticut, New Jersey, Philadelphia and are suburbs.
    - Puget Sound area of Washington State, Southeast Texas, and Southwest Louisiana.

- TRICARE Overseas Program:
  - TRICARE Overseas Program (TOP) Prime, TOP Prime Remote, and TOP Select (for family members only) is available for active duty Service Members and command-sponsored family members.
  - Family members who are not command-sponsored are eligible for TOP Select.

## **TRICARE Dental Benefits**

### **Active Duty**

- No enrollment necessary.
- Where possible, care is provided by military dentists.

<b>Family Members</b>	<p>When moving:</p> <ul style="list-style-type: none"> <li>• Do not dis-enroll family members from the TRICARE Dental Program (TDP).</li> <li>• Update your address with United Concordia.</li> <li>• Find a participating dentist at: <a href="http://www.uccitdp.com">www.uccitdp.com</a> or by calling 1-844-653-4061 (CONUS); 1-844-653-4060 (OCONUS toll-free); 1-717-888-7400 (OCONUS toll).</li> </ul>
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## **Pharmacy Options**

### **Military Pharmacy**

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

<b>TRICARE Pharmacy Home Delivery</b>	<ul style="list-style-type: none"> <li>• Must use this option for some drugs.</li> <li>• Get up to a 90-day supply.</li> </ul>
<b>TRICARE Retail Network Pharmacy</b>	<ul style="list-style-type: none"> <li>• Fill prescriptions without submitting a claim.</li> <li>• Get up to a 30-day supply.</li> </ul>
<b>Non-Network Pharmacy</b>	<ul style="list-style-type: none"> <li>• Pay full price up front and file a claim to get a portion of your money back.</li> <li>• Get up to a 30-day supply.</li> </ul>

## **Vision Options**

You may be eligible to reenroll in a vision plan through the Federal Employees Dental and Vision Insurance Program (FEDVIP). You must also be enrolled in a TRICARE health plan. You may be eligible if you are a:

- Family member of an active duty Service Member.
- National Guard member or their family.
- Reservist or their family.
- Retiree or their family.

- TRICARE for Life member.

The FEDVIP vision plans vary in coverage and cost. This may include routine eye exams, eyeglasses, and contact lenses. To learn more about plans, eligibility, and costs, visit: <https://www.benefeds.com/>.

## **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 include in DEERS for your TRICARE coverage to be reflected accurately.

## **TRICARE Contact Information**

TRICARE East Region:

- Humana Military | 1-800-445-5445 | humana.military.com | [www.tricare-east.com](http://www.tricare-east.com)

TRICARE West Region:

- Health New Federal Services, LLC | 1-844-866-WEST (1-844-866-9378) | [www.tricare-west.com](http://www.tricare-west.com)

TRICARE Prime Remote (TPR):

- Active Duty | 1-888-647-6676 | [www.health.mil/greatlakes](http://www.health.mil/greatlakes)

US Family Health Plan (USFHP)

- 1-800-74-USFHP (1-800-748-7347) | [www.tricare.mil/usfhp](http://www.tricare.mil/usfhp)

International SOS Government Services, Inc.:

- Eurasia-Africa | +44-20-8762-8384 (overseas) | 1-877-678-1207 (stateside) | [tricarelon@internationalsos.com](mailto:tricarelon@internationalsos.com)
  - Medical Assistance: +44-20-8762-8133.
- Latin America and Canada | +1-215-942-8393 (overseas) | 1-877-451-8659 (stateside) | [tricarephl@internationalsos.com](mailto:tricarephl@internationalsos.com)
  - Medical Assistance: +1-215-942-8320.
- Pacific (Singapore) | +65-6339-2676 (overseas) | 1-877-678-1208 (stateside) | [sin.tricare@internationalsos.com](mailto:sin.tricare@internationalsos.com)
  - Medical Assistance: +65-6338-9277.
- Pacific (Sydney): +61-2-9273-2710 (overseas) | 1-877-678-1209 (stateside) | [sydricare@internationalsos.com](mailto:sydricare@internationalsos.com)
  - Medical Assistance: +61-2-9273-2760.



# Navy Marine Corps Relief Society (NMCRS)

The Navy Marine Corps Relief Society provides financial assistance and education, as well as other programs and services, to Service Members of the United States Navy and Marine Corps, their eligible family members, widows, and survivors.

## What We Offer

The NMCRS offers a number of programs and services such as:

- Interest-free loans and grants for emergency and unexpected financial needs.
- Budget counseling and financial education to help you create a monthly budget and save for future expenses.
- Free in-home visits by a registered nurse to veterans and their family members who have been affected by combat service.
- Financial assistance for family members seeking post-secondary education.
- Budget for Baby workshops to help expectant parents prepare for the arrival of a new family member.

## During Emergencies

In an emergency, NMCRS can provide the following assistance for:

- Food, rent and utilities.
- Transportation expenses.
- Essential vehicle repairs.
- Medical and dental co-pays.
- Disaster relief assistance.
- Funeral expenses.

## NMCRS Contact Information

For further information or assistance, visit: <https://www.facebook.com/NMCRSMiramar/> or call 858-307-1807 to reach the Miramar's NCMRS.

## Legal Assistance

Before you PCS, there a number of legal matters you may want to consider or be aware of. As a member of the United States military there are laws that protect you from certain civil obligations and financial burdens that can be exercised during a PCS move.

## Service Members Civil Relief Act (SCRA)

The SCRA is a United States federal law that provides active duty Service Members the following benefits and protections:

- The six percent interest rate cap:
  - The SCRA limits the amount of interest that may be charged on certain financial obligations incurred prior to military service to no more than six percent per year, including most fees.
- Protection against default judgments:
  - The SCRA states that for civil court proceedings where a defendant Service Member has not made an appearance and it seems that he or she is in military service, a court may not enter a default judgement against that defendant until after it appoints an attorney to represent the interest of the defendant Service Member.
- Non-judicial foreclosures:
  - Under Section 3953, of the SCRA, during a period of military service, and for one year after a period military service, a creditor must get a court order prior to foreclosing on a mortgage.
- Installment contracts and repossessions:
  - Under the SCRA, a creditor may not repossess a vehicle during a borrower's period of military service without a court order as long as the Service Member borrower either placed a deposit for the vehicle, or made at least one installment payment on the contract before entering military service.
- Residential (apartment) lease termination:
  - With regards to residential leases, the SCRA requires that the premise be occupied (or are intended to be occupied) by a Service Member or a Service Member's dependent. Additionally, the lease must either be executed by a person who later enters military service, or is in military service and later receives permanent change of station (PCS) orders or deployment orders for a period of at least 90 days.
  - To terminate a residential lease, the Service Member must submit a written notice and a copy of his or her military orders – or a letter from a Commanding Officer – by certain methods to the landlord or landlord's agent.
- Enforcement of Storage Liens:
  - The SCRA states that a person holding a lien on the property of a Service Member, such as a storage facility or a tow company, may not enforce the lien (dispose of the property) without a court order during the Service Member's period of military service and 90 days thereafter.

The Legal Assistance Office can provide further assistance on how to exercise your rights under the SCRA.

### **California Landlord-Tenant Law**

Prior to moving out of your residence, consider the following California Landlord-Tenant laws:

- Tenants have the right to an initial inspection prior to terminating the lease:
  - Allows tenants the right to be present during the inspection.
  - Landlord provides an itemized list of issues:
    - Allows the tenant the opportunity to remedy any issues.
- Requires the landlord to return the tenant's security deposit within 21 days:
  - Partial reimbursements should be accompanied with an itemized list of deductions.
- The landlord cannot deduct for normal wear and tear.

Document your interactions with your landlord and ensure any agreements are provided to you in writing. Visit the Legal Assistance Office for additional information or assistance.

### **DMO/TMO Legal Issues**

As you prepare your household goods for the move, consider the following regarding moving companies:

- Government companies bid on the job with the lowest bid getting the job.
- The service provided by the companies may not always be the best.
- You do not get to pick which company you get but you can understand your rights and responsibilities when you move. You can download a copy of your rights and responsibilities by visiting: <https://www.fmcsa.dot.gov/protect-your-move>
- Ensure you take pictures of your items prior to the move to be able to claim any potential damages after the move is complete.

In the event your items are lost or damaged during the move, normal contracts will refund up to .60¢ per pound per article. Therefore, consider transporting personal valuables yourself or purchase “full value protection” which pays for replacement costs.

**Please note: unless specified in your policy, renter’s insurance does not cover items during the move.**

### **Power of Attorney and Estate Planning**

There is no time like the present to ensure all of your legal affairs are in order. There are a couple of instances where a power of attorney may be necessary:

- Selling your vehicle.
- Setting up your DMO household goods.

For situations where a power of attorney is needed, consider a Special Power of Attorney which allows an individual to act on your behalf under special circumstances.

You may also want to consider updating other legal documents such as:

- Wills.
- Living Will and Healthcare POA.
- Durable POA.
- SGLI and DD93 RED.

### **Legal Assistance Office Contact Information**

Contact the Legal Assistance Office for additional assistance at 858-307-1013 | Bldg. 6275 (across from the Branch Medical Clinic).

# School Information

**The education of military children makes a positive contribution to the readiness and retention of the Service Member. Provided below are a number of resources to help minimize the impact of relocation on the education of your child.**

## School Liaison Program

The School Liaison Program is the critical link between commanders, communities, schools, and families on K-12 educational issues. Additionally, the School Liaison Program offers the following assistance:

- Transitional assistance and resource referral to military families with K-12 students on all education/school related matters.
- Reduce the impact of the mobile military lifestyle on K-12 children and their families.
- The School Liaison works closely with the San Diego Unified District and surrounding school districts and active duty volunteers to:
  - Provide PE fitness challenges/volunteer opportunities.
  - Provide the Military Student Summer Enrollment Fair.

The Miramar School Liaison Officer is available at: 858-307-6633/8625 or via email at: [sbmiramarmccs.4kids@usmc.mil](mailto:sbmiramarmccs.4kids@usmc.mil).

## Additional School Resources

Looking for schools in your new location can be a stressful process. Provided below are a couple of resources that you can use to find your child's next education facility:

- The Department of Defense Education Activity (DoDEA) operates 160 schools in 8 districts located in 11 countries. All schools within DoDEA are fully accredited by U.S. accreditation agencies – [www.dodea.edu](http://www.dodea.edu).
- Great Schools.org helps parents find the right school, advocate for better schools or support their children's learning - <https://www.greatschools.org>.

## Exceptional Family Member Program (EFMP)

**The Exceptional Family Member Program (EFMP) ensures the continuum of care for eligible family members by identifying families with special needs and maximizing the provision of medical, educational, and local services. Prior to PCSing:**

- Ensure your family member's enrollment is up-to-date:
  - Updates are required every 3 years or sooner if the status of the exceptional family member changes.
  - The same paperwork that was completed to enroll (DD Form 2792, DD Form 2792-1) is also required to complete the update.
  - Not updating your enrollment can affect housing, respite care eligibility, placement with no care available, receiving unaccompanied orders.

Contact MCAS Miramar EFMP for additional assistance and support.

### **EFMP Contact Information**

EFMP Miramar | 858-307-4668 | Bldg. 2525 | [www.facebook.com/efmpmiramar](http://www.facebook.com/efmpmiramar)

## **Installation Personnel Administration Center (IPAC)**

Upon receiving Basic Orders for PCS, all Marines are required to complete an outbound interview (OBI) on Marine Online (MOL):

- Go into the travel tab of MOL and select Outbound Interview.
- Start the OBI by completing all of the required fields.
- Upload any necessary documents:
  - Basic Orders.
  - Area Clearance (if accompanied overseas).
  - Vehicle Removal Request Form (VPC)
- Ensure to click the Government Travel Charge Card (GTCC) box.

Once you complete your OBI, submit it to your S-1 for approval. Once your S-1 approves your Outbound Interview it will be submitted to IPAC for further processing:

- You can walk-in to IPAC to review the status of your OBI and submit any other documents you may need to complete the process.

### **Leave Information**

The number of leave days are automatically populated once the “depart” and “arrive” dates are provided:

- Ensure you enter your complete leave address before you move to the next section.
- Note: foreign leave addresses require special authorization. For additional assistance regarding foreign leave addresses, please contact IPAC Outbound.

### **Government Travel Charge Card (GTCC)**

MARADMIN 001/16 mandates the use of the GTCC during Permanent Change of Station Travel effective January 1, 2016.

- Contact your unit’s APC immediately if you are not a cardholder.
- Ensure that the “split disbursement” on the DD 1351-2 (travel voucher) reflects charges placed on the GTCC upon joining your new command.
- The GTCC is only authorized for usage during travel days, you CANNOT use the GTCC during leave.
- Please note: per MARADMIN 431/19 your GTCC account will remain active unless your Commander directs its deactivation. It is your responsibility to ensure the balance of your GTCC has been paid in full.

- NO Advance of travel entitlements are authorized in conjunction with an activated GTCC.
- The amount activated on the card is not the actual reimbursement amount. Please ensure you know the limit.

### **Pay Changes upon Detachment**

Basic Allowance for Housing (BAH) stops the day after you quarters are vacated:

- BAH-Transit starts on the date of detachment.
- You will receive a daily discounted rate until you report to your new Duty Station.
- For example:
  - A PFC without dependents rates \$18/day.
  - A Col without dependents rates \$50/day.

The new BAH rate will start upon check-in.

- BAH-Partial: Barracks Marines.
- BAH-Locality: based on the zip-code of your new duty station. The BAH Calculator can help you determine how much you rate: <https://www.defensetravel.dod.mil/site/bahCalc.cfm>

Service Members executing PCS orders overseas will receive Overseas Housing Allowance (OHA) to defray housing costs when on-base or government housing is not available. Additionally, Service Members receive Cost of Living Allowance (COLA):

- COLA is used to offset the increased expense of living in a higher cost location.
- Stops the day prior to detachment.
- Significantly decreases monthly paycheck.
- OCONUS/CONUS COLA (if applicable) starts on the date of arrival at the new PDS.

Lastly, Service Members may experience a change in their Discounted Meal Rate:

- Discounted Meal Rate stops the date of detachment and starts on the report date to the new duty station.

### **Temporary Lodging Expense (TLE)**

TLE is an allowance intended to partially cover lodging and meal expenses that a Service Member incurs while occupying temporary lodging in CONUS upon a PCS.

- Service Members may be authorized TLE for either 5 or 10 days, depending on whether the new PDS location is in CONUS:
  - If a Service Member is moving to a PDS OCONUS from a prior PDS in CONUS, then TLE is authorized for 5 days prior to PDS or at the CONUS designated place.
  - If a Service Member is reporting to the first PDS OCONUS from a home of record or the initial technical school, then TLE is authorized for 5 days at the home of record, initial technical school or designated place.
  - If a Service Member is reporting to a PDS in CONUS, then TLE is authorized for 10 days prior to the new PDS or at the designated place.

- If a Service Member is reporting to the first PDS in CONUS from the home of record or initial technical school, then TLE is authorized for 10 days at the home of record, initial technical school, designated place, or at the first PDS.

### **Temporary Lodging Allowance**

Temporary Lodging Allowance is an entitlement to partially reimburse you for lodging, meals, and incidental expenses while transitioning in/out of housing during a PCS move overseas.

- GTCC is authorized for TLA.
- For current rates, see: <https://www.defensetravel.dod.mil/site/perdiem.cfm>

### **How Much Per Diem Do You Rate**

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

<b>% Per Diem Rate</b>	<b>Eligibility Recipients</b>
<b>65%</b>	Service Member <b>or</b> 1 Dependent
<b>100%</b>	Service Member <b>and</b> 1 Dependent, <b>or</b> 2 Dependents Only
<b>35%</b>	Additional Dependent <b>over</b> 12 years old
<b>25%</b>	Additional Dependent <b>under</b> 12 years old

### **Monetary Allowance in Lieu of Transportation (MALT)**

Mileage reimbursement is payable to Service Members and/or driving a Privately Owned Vehicle (POV).

- \$0.17 per mile per vehicle, regardless of how many dependents are in the vehicle.
- Mileage determines the number of days authorized to travel.
- GTCC can be used for lodging, food and gas. ***Please know your limit.***

### **Dislocation Allowance (DLA)**

DLA is a flat-rate allowance that is provided to partially reimburse the Service Member for the extraordinary expenses incurred in moving household locations from one PDS to another. If entitled, the GTCC may be used for expenses related to DLA:

- DLA is based on paygrade and dependency status on the effective date of the PCS orders.
- Examples:
  - Carpet cleaning.
  - Blinds and other household goods.
  - Utility deposit.
- If used, be able to readily justify that the charge is related to household dislocation.
- A member without dependents assigned to government quarters at the new PDS is not authorized DLA.

## **Required Documents for CONUS PCS**

The following are the documents required to checkout from IPAC:

- DMO Paperwork.
- Your unit checkout sheet from your S-1/G-1.
- Activated GTCC.
- VPC Paperwork from DMO (if applicable).
- Final inspection/move set up for housing.
- Pet information for PCR (if applicable).

## **Required Documents for OCONUS PCS**

The following are the documents required by IPAC to execute a PCS overseas:

- NAVPERS 1300/16 (Overseas Suitability Screening from Point Loma)
- Overseas Screening Checklist
- DMO Travel Request Form
- Relocation Workshop Attendance Slip (blue slip)
- Anti-Terrorism Level 1 (From JKO)
  - Family Members can complete the training via JKO:  
<https://jko.jten.mil/courses/at1/launch.html>
- RED/SGLI Audit Forms

If you have any questions regarding your checkout, feel free to contact IPAC. Once you have coordinated all the necessary documents with IPAC, you will get a call to come pick up your original orders, 1-3 days before your flight date.

## **IPAC Contact Information**

For more information or additional assistance, please contact IPAC at 858-307-4321.

## **Distribution Management Office (DMO)**

**The Department of Defense relocates more families than any other organization in the United States. At that scale, the process can sometimes feel overwhelming, but you have choices regarding your move. A successful move is not a matter of chance; it is the result of planning. This section will help you understand your entitlements and responsibilities regarding the shipment of your household goods and unaccompanied baggage.**

## **Preparing for Your Move**

To begin your household goods shipment:

- Log into DPS: <https://dps.move.mil/cust/standard/user/home.xhtml>
  - If this is your first time, create a new account:



- Complete the DoD customer registration, ensuring you use a personal email address (not .mil or .gov) and submit your application.
  - Your user ID and further log in instructions will/should be emailed to you within the hour.
- Ensure you turn off your Pop-Up Blocker.
- Complete your shipment details.
- Upload the following documents into DPS prior to submitting the application:
  - Copy of your PCS Basic Orders.
  - Copy of dependent Area Clearance (overseas tours).
  - 1 signed copy of your DD 1299 & DD 1797.
    - PPM will be printed at DMO (if applicable).
  - Copy of Power of Attorney (if applicable).

**Please Note: your application will not be processed or finalized until you provide DMO with a copy of all required supporting documents.**

## **Types of Shipments**

There are several types of shipments, Household Goods, Unaccompanied Baggage, Non-Temporary Storage, Personally Procured Move (PPM), and Partial Moves:

- Household Goods (HHG):
  - Items associated with home and all personal effects belonging to the Service Member and dependents on the effective date of the member's PCS orders.
  - Includes all furniture items, appliances, and large bulky items.
  - Items larger than a 42" TV.
  - Motorcycle and ATVs are included as HHGs:
    - Motorcycles are not recommended to be shipped overseas as they must meet the gaining country's configuration requirements.
- Unaccompanied Baggage:
  - A.K.A Express Shipment.
  - Part of the member's weight allowance of HHGs that is separated from the bulk of the HHGs and is usually transported by an expedited mode of transportation.
  - Baby cribs, toys, pots and pans, and other kitchen items.
  - Items equal to or smaller than a 42" TV.
- Non-Temporary Storage:
  - Long-term HHG storage in lieu of transportation.
  - Used for all remaining HHG items not being shipped.
  - Motorcycle/ATVs included.
  - Items are stored for the duration of an overseas tour.
- PPM:
  - Also known as a "Do-It-Yourself" move within the military is when you are responsible, for both packing/unpacking and transporting your belongings to your new location yourself or by hiring your own commercial moving company.
  - You can use a pod, U-Haul, or any other method of your choosing to conduct a PPM.

- Currently reimbursed at 100% of the costs for the total weight that the government would have shipped.
- You will need 2 total weight tickets, 1 empty and 1 full to file a claim. Weight tickets can be obtained either at the origin or destination location.
- A POV **is not** included as weight:
  - A 2<sup>nd</sup> POV may be towed to haul HHGs, however, the weight of the POV cannot be included.
- Partial Moves:
  - Are a combination of a HHG move and a PPM.
  - The combined weight must not exceed the Service Member's full JTR weight entitlement.

Service Members executing CONUS to CONUS moves have the option of executing a PPM or partial move.

**Please Note: submit your move as soon as you have Basic or Web Orders. Do not wait to submit your shipments as you may experience delays in scheduling a desired pick up date. Desired pack/pickup dates are not guaranteed until your carrier has confirmed the dates with you.**

### Weight Entitlements

The following are the weight entitlements established by the JTR:

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

### Weight Entitlements Overseas

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

Administrative Household Goods (HHG) Weight Allowances for unaccompanied personnel and other OCONUS locations can be viewed here: <https://www.defensetravel.dod.mil/Docs/AP-AW-01.pdf>

Accompanied Service Members executing overseas tours are entitled 3 types of shipments: HHGs, Unaccompanied Baggage, and Non-Temporary Storage. Unaccompanied Service Members, however, are entitled 2 types of shipments: Unaccompanied Baggage, not to exceed 600 lbs. and Non-Temporary Storage.

### **Privately Owned Vehicle Shipment & Storage**

POV shipments are not authorized within CONUS PCS moves. In order for the government to ship a POV, the Service Member must request approval from HQMC. Authorizations will only be granted if the Service Member has a medical condition that prohibits him/her from driving the vehicle to the new duty station.

There are some overseas locations, like Japan, where it is not possible to ship a POV. In those cases, the government will pay to store your POV stateside for the length of your tour. To begin the process of storing your POV, visit: <http://www.pcsmypov.com/TurnIn>. Additionally, make sure you receive your storage authorization letter from DMO.

### **Storage in Transit (SIT)**

In the event your household goods arrive before you have officially moved into your new home, you rate 90 days SIT at your destination:

- An additional 90 days may be requested through the destinations DMO if necessary.

### **Excess Weight Allowance Costs**

Please keep the following potential costs in mind as you prepare your household goods for shipment:

- Attempted pick-up (no one home when the packers arrive).
- Over JTR Weight Allowance.
- Shipping to an unauthorized location instead of your next PDS.

### **Lost & Damaged Household Goods Items**

If any of your household goods are lost, damaged, or destroyed during the moving process, you may be entitled to full replacement/repair value of that item(s), assuming Notice of Loss or Damage was filed within 180 days **and** your claim is filed within 9 months following the date of delivery.

All claims must be submitted in the Defense Personal Property System (DPS), which is the portal your move originally was scheduled in. If, however, you and your moving company cannot reach a settlement for all or a portion of your claim, you can transfer that portion of your claim to your Military Claims Office for processing.

Service Members must file a claim to be reimbursed! Remember a Loss/Damage Report is not a claim.

Visit, <https://www.move.mil/moving-guide/claims> for more information.

For a step-by-step tutorial on how to file a Loss & Damage Report, visit:

<https://www.move.mil/tutorials/file-a-loss-%26-damage-report>.

For help submitting a claim, visit: <https://www.move.mil/index.php/tutorials/file-a-claim> for a step-by-step tutorial.

### **Distribution Management Office (DMO) Contact Information**

Bldg. 2258 (Joint Reception Center) | 858-307-1670/1671

## **Passenger Travel Office**

**All reservations will be made directly with SATO travel at 1-866-950-1671. SATO no longer has a physical representative in the Passenger Travel Office due to COVID-19. This includes all coast to coast moves to include Hawaii and Alaska.**

Please have the following items ready to reserve your plane ticket(s):

- Digital Basic/Web orders.
- Government Travel Charge Card.
- Dependent verification (IPAC)

Airfare reservations are made directly to your new duty station.

### **Leave in Conjunction with Orders (LICWO)**

Members are authorized to take LICWO. To do so, the member exchanges the government issued tickets to the new duty station for a leisure ticket from an alternate requested location. Please keep the following in mind:

- Credited dollar amount to the leisure ticket cannot exceed the government travel rate to the new duty station.
- There is a \$37.50 non-reimbursable fee.
- The contracted carrier used to fly to the new duty station must be utilized for the alternate location.
- It is the Service Member's responsibility to purchase their own airfare tickets to their requested destination.

### **Overseas Travel**

Due to MARADMIN 396/20, all members are directed to use the AMC-PE (AMC Patriot Express) to fly into the country of Japan. Immediately complete a DMO travel request form and turn it into the Passenger Travel Section in order to reserve your seat.

Please Note: Beginning November 2020, USTRANSCOM will administer rapid COVID testing of Marines and dependents traveling to OCONUS locations for Patriot Express flights departing from CONUS Aerial Ports of Embarkation (APOE) such as Baltimore (BWI) and Seattle (SEATAC).

## **Checking In to the AMC-PE**

Passenger check-in opens 6 hours prior to departure at the AMC commercial airport locations. If you do not elect to check-in early:

- The required show time is no later than 2 hours and 20 minutes prior to departure at BWI and 3 hours and 20 minutes prior to departure at SEATAC.

## **Required Documentation for AMC Travel**

Passengers traveling in conjunction with a PCS move must have in their possession PCS orders or similar authorization and an official identification card issued by a DoD Component, federal, State or local government authority. For overseas travel consult the Foreign Clearance Guide:

<https://www.fcg.pentagon.mil>.

## **Baggage/Excess Baggage Costs**

In accordance with CMC letter 4600 MMIA dated 2010, you are authorized 2 pieces of baggage on AMC-PE flights, neither to exceed 70 lbs. or 62 linear inches and 1 additional piece, not to exceed 45 linear inches as a hand carried baggage:

- Excess baggage is \$125.00 per bag.
- Baggage exceeding 80 linear inches and/or 100 lbs. will not be accepted.

For commercial airlines, please contact the airline or visit their website for additional information on weight allowances.

## **Pet Importation Process**

The process to import a pet into Japan can be an extensive process ranging from 6-9 month. It is recommended for the Service Member to begin the pet importation process as early as possible by visiting a Military Veterinary Facility. A step-by-step Pet Importation Booklet is available through the following link: <https://www.maff.go.jp/aqs/english/animal/dog/import-other.html> to assist you with the process as well.

**Please Note: all steps in the importation process must be completed as outlined in the Pet Importation Booklet to avoid any delays.**

If you are traveling with a pet to another foreign country other than Japan, you can check the importation requirements through the USDA Animal and Plant Health Inspection Service (APHIS) website:

<https://www.aphis.usda.gov/aphis/pet-travel/take-pet-to-foreign-country>.

## **Transporting Pets**

Pets are not an entitlement, therefore, all transportation costs are the responsibility of the pet owner. The transportation of pets is limited to the following on the AMC-PE:

- Cats and dogs only.

- Pet travel aboard AMC is authorized for owners traveling on PCS orders.
- 2 pets per family.

AMC has a total of 13 pet spaces per flight with 5 spaces reserved for Okinawa and mainland Japan:

- Pet spaces are on a first-come, first-serve basis between all military branches of service.
- Pet travel is confirmed only to Seattle, WA. The pet owner must confirm onward travel.
- 150 lbs. max limit to include the pet and kennel.
- The price ranges from \$125.00 to \$375.00 per pet depending on the weight of the pet with the kennel.
- Hard kennels only.

### **Pet Embargo**

During the period of 01 May thru 30 September:

- Airlines declare a pet embargo if the outside temperature reaches 85°F or more during these periods.
- Short-nose breeds or mixed breeds exhibiting the short-nose characteristics of these breeds **may not be accepted** by the airline during this time period. Please contact your airline carrier for additional information.

### **Service Animals and Emotional Support Animals (ESA)**

Service Animals and Emotional Support Animals are authorized to accompany passengers with disabilities in the cabin of the craft. Service animals:

- Require written documentation issued by an agency verifying the animal has been trained as a service animal.
- Are authorized transportation without charge when accompanying a passenger with a disability.

Emotional Support Animals:

- Are authorized transportation without a charge.
- Passengers must provide proper documentation in order to travel with an emotional support or psychiatric support animal:
  - Documentation may be no older than 1 year from the date of the passenger's initial scheduled flight and must be on the letterhead of a licensed mental health professional stating the following:
    - The passenger has a mental or emotional disability recognized in the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders."
    - The passenger needs the emotional support or psychiatric service animal as an accommodation for air travel or for activity at the passenger's destination.
    - The individual providing the assessment is a licensed mental health professional and the passenger is under his or her professional care.
    - The date, type, and state or jurisdiction in which the mental health professional's license was issued.
- ESAs will only travel in-cabin with the passenger.

## **No-Fee Passports**

All dependents, regardless of age, who are traveling overseas on orders with their active duty Service Member, must have a no-fee passport. No-fee passports are intended for official business only. Please allow 4-6 weeks for processing. To obtain a no-fee passport, ensure you have the following:

- A passport application (DS-11 for first time users or DS-82 for renewal passports):
  - Applications must be electronically filled utilizing the *form filler* at [www.travel.state.gov](http://www.travel.state.gov).
  - If your child is under the age of 16 a DS-11 **must** be submitted.
  - If you are submitting a DS-82, you must submit your most recent official passport or a color photo copy of your tourist passport's data page.
  - Additional information is required if a biological parent, listed on the birth certificate, will not be physically present. Contact the Passport Office for details.
  - If your previously issued no-fee passport was **lost or stolen**, you must also submit a DS-11 and a DS-14.
- Proof of Citizenship:
  - Original Birth Certificate or Naturalization Certificate.
  - Color photo copy of your tourist passport's data page or previously issued no-fee passport.
  - Certified true copy **only** issued from the State Vital Records office.
  - Consular Report of Birth Abroad.
- Copy of Military ID front and back:
  - A copy of the sponsor's Military ID must be placed in each application.
  - For minors under the age of 16, a copy of both biological parents' ID must be included.
- Proof of Name Change (if applicable):
  - Original copy of the Marriage certificate that bears the legal name change.
  - Certified copy of The Court Order with raised seal, date, and Judge's signature.
- Orders:
  - 1 copy per application.
  - Orders must list each dependent by name.
- Photos
  - 2 – 2x2 pictures of each applicant.

Passport applications can be submitted at the MCAS Miramar Passport office **Monday and Tuesday by appointment between the hours of 0800-1000**. For additional information or assistance, please contact the MCAS Miramar Passport office at: 858-307-1298/1303.

## **Passenger Travel Office (PTO) Contact Information**

Bldg. 2258 (Joint Reception Center) | 858-307-1298/1303

# Personal Financial Management Program

**Moving often times means adjusting to change and new routines. This is true for your finances and cash flow. Provided below are key financial items to consider as you begin your relocation process.**

## **Expenses to Consider Prior to Your PCS Move**

The following is a list of potential expenses you may experience prior to relocating to your next duty station:

- House hunting.
- Preparing your home for vacancy.
- Exceeding your HHGs weight allowance.
- Insurance rate changes.
- Loss of a spouse's income.
- Medical and dental routine care.
- Pet transportation.
- Passports and visas.
- Car preparation.
- Miscellaneous items.

Keep in mind that the government will not reimburse you for the following items:

- Cleaning supplies:
  - If you are PCSing overseas, these are items you cannot take with you.
- Dry cleaning:
  - Getting your uniforms ready.
- Cost of going home:
  - The government will only pay for travel expenses from the old to the new duty station, or to a designated location for those on a restricted tour, but not to go home on leave.

## **Expenses to Consider During Your PCS Move**

If you will be driving to your next duty station, consider the following as possible expenses while you are in transit:

- Overnight accommodations.
  - Consider your arrival time to give yourself enough time to rest in between long drives.
- Food and miscellaneous.
- Maintenance checks/tools.
- Safety/survival equipment.
- Spending money.

Use the "Estimated Travel Costs for a PCS Move Worksheet" to help you budget more accurately for these expenses and help you reach your new duty station financially sound. To download the worksheet visit:

<https://ppr-miramar.libguides.com/landR>



## **Expenses to Consider At Your New Duty Station**

There are a number of expenses you may experience once you arrive to your new duty station to set up your new home. Consider the following expenses to budget for:

- Temporary lodging/food.
- Laundry.
- Utility/Rental deposits.
- Home closing costs.
- Cleaning supplies/restocking food.
- Insurance and other services.
- Car registration/licenses/taxes.
- Other miscellaneous items.

## **Maintaining an Emergency Savings Fund**

In order to minimize the use of high interest credit cards or to incur additional debt during an emergency, consider the following:

- Set up an emergency savings fund with 6 months of living expenses. For example:
  - Your monthly expenses are \$1,500.
  - Your emergency savings should have: \$4,500-\$9000.

## **Your Credit Report**

Your credit history comes from public records or from organizations that have granted you credit. An asterisk by an account indicates that the item may require further review by a prospective creditor when checking your credit history.

A good credit history is needed to buy/rent:

- Homes.
- Cars.
- Establish deposits for utilities.

Therefore, it is important to verify your credit report before PCSing to ensure you have enough time to fix any erroneous information listed. Keep in mind that it may take 90-180 days to fix any incorrect information. To get a copy of your free credit report, visit:

<https://www.annualcreditreport.com/index.action>

## **FICO Scores**

FICO scores are the most widely used credit scores created by the Fair Isaac Corporation. Lenders can buy FICO scores from all three major credit reporting agencies:

- Experian – [www.experian.com](http://www.experian.com)
- Equifax – [www.equifax.com](http://www.equifax.com)

- TransUnion – [www.transunion.com](http://www.transunion.com)

Your FICO score is made up of the following:

- 10% - types of credit used.
- 10% - new credit.
- 15% - length of your credit history.
- 30% - amount you owe.
- 35% - payment history.

To ensure your credit score doesn't take a hit, use the automatic payment feature from your online banking to ensure all of your bills are paid on time while you travel.

### **Creating a Financial Budget Plan**

A financial worksheet can help you visualize your source of income and prepare for any expenses you may incur, before, during, and after your move. To download a copy of the financial planning worksheet, visit: <https://ppr-miramar.libguides.com/landR>.

### **Notice to Financial Institutions**

Let your financial institution and/or Credit Company know you're traveling:

- Banks and credit card companies have fraud-monitoring systems that may interpret unusual card activity as potential fraud.
- Purchases from different locations may be deemed as potential fraud, which can cause your card to decline as a protection measure.

Setting a travel notification before your departure lets your bank or credit card provider know you're in control of your cards, so you can use them worry-free.

## **Relocation Services**

**Relocation is part of the military lifestyle. Just because a relocation is expected, it doesn't always eliminate the stress you may feel. The key to a smooth relocation process is to plan before, during and after.**

### **Obtaining Information about your New Duty Station**

Begin by considering what information is essential to you about your new duty station. Everyone has different needs. Some information to consider are: moving and housing costs, childcare, spouse employment, medical and dental, billeting, transportation, and recreation.

- The Information & Referral, Relocation (IRR) Services program located inside The Hub, bldg. 5305 can provide you information and resources to help you settle in to your next duty station.

- The PCS Resources Toolkit is available online to help you with your relocation process as well. To access the PCS Resources Toolkit, visit: <https://ppr-miramar.libguides.com/landR>
  - You can also find “Must Know” information for other Marine Corps Installations under the “CONUS to CONUS” and “CONUS to OCONUS PCS Resources” tab.
- Requesting a sponsor:
  - A sponsor can help you by providing up-to-date information about your new location.
  - Submit a Sponsor Request Form (NAVMC 11799) to your Sponsorship Coordinator or your Information & Referral Specialist:
    - Email your Sponsorship Request form to: [sbmiramarmccs.iandr@usmc.mil](mailto:sbmiramarmccs.iandr@usmc.mil)
- The Chamber of commerce and 2-1-1 are excellent sources of information about the community, especially if you are moving to an area without a military installation nearby.
- Visit your new command’s webpage at: [www.marines.mil](http://www.marines.mil) or [www.navy.mil](http://www.navy.mil) for information on your new duty station and to see what is needed to check-in.

### **Military Installations Application**

The military Installations application (<https://installations.militaryonesource.mil/>) provides you with an installation booklet with information on the programs and services available at your new duty station. Military Installations allows you to access any base around the world from any branch of service.

- Within the Military Installations application, you can access *Plan My Move*.
  - Build a customizable checklist to help you with your relocation move by answering a few simple questions.

### **Legal Documents to Update**

It is important to always have your legal documents up-to-date to ensure a smooth transition. Make sure the following are valid:

- Military ID Cards, Passports, and Driver’s License:
  - Keeping your driver’s license or vehicle registration updated can be challenging when you are in the military. Wherever you may be stationed, <https://www.dmv.org/military-drivers/> provides information on Motor State Laws, renewing your driver’s license and vehicle registration.
- Special Power of Attorney – needed if someone else will be acting on your behalf to help you sell or buy a vehicle, or help you with your Distribution Management Office (DMO) household goods shipment.

### **Overseas Tours**

Whether you’re going on an overseas tour accompanied or unaccompanied, you will need to complete an Overseas Suitability Screening (OSS). This overseas screening includes both a medical and a dental screening.

- Start the Suitability Screening process immediately upon receipt of orders (Marine Corps) or Letter of Intent for orders (Navy) by contacting your nearest Medical Treatment Facility:

- NBHC Naval Training Center (NTC) San Diego | 2051 Cushing Road, San Diego, CA 92106 | 619-524-6060/6478
- For an overview of the OSS process and to download the forms, visit:  
<https://sandiego.tricare.mil/Clinics/NBHC-NTC-San-Diego>.
- Please note: an approved OSS is required for all family members PCSing overseas and is needed in order to obtain an approved Area Clearance (USMC) or Dependent Entry Approval (DEA).

## **Area Clearance**

The Area Clearance or Dependent Entry Approval (DEA – USN) is command sponsorship for dependents who accompany their Service Member on an overseas assignment. Unlike CONUS locations where dependents of military personnel receive benefits and entitlements through the member’s sponsorship, dependents must obtain additional command sponsorship to receive similar entitlements when they accompany their Service Member overseas.

The Area Clearance:

- Is for family members only.
- Issued to the Service Member and is only valid for the duration of the accompanied-by-family member tour.

To be granted an Area Clearance, the Service Member must:

- Complete a **Report of Suitability for Overseas Assignment NAVPERS 1300/16** application (See above for process).
  - Each dependent (including the Service Member) must complete an Overseas Suitability Screening.
- The Service Member must have sufficient time on their contract to execute the mandatory 36-month accompanied tour requirement.

Upon initial receipt of PCS orders that direct a Service Member to an overseas location, the losing command will need to submit a request for an Area Clearance approval:

- Requests for USMC and Greenside USN personnel going to Okinawa must be submitted using the following Plain Language Address (PLA) to:

CG G ONE MCB CAMP BUTLER JA  
CG MCIPAC G ONE  
CG MCB CAMP BUTLER JA

- In the event the Automated Message Handling System (AMHS) server is down, please submit your Area Clearance requests via encrypted email to: [areaclearanceipacokinawa@usmc.mil](mailto:areaclearanceipacokinawa@usmc.mil).

## **Housing Overseas: Okinawa**

Per MCIPAC-MCB Butler Bulletin 11101, signed 11 June 2019, unaccompanied Service Members in pay grades E6-E7, W1-W3, and O1-O3 will only be authorized to reside off-base when the CMC-directed 95% occupancy rate for their respective adequate government bachelor housing (BH) has been achieved.

Personnel will be provided adequate government BH at the camp/station where they are assigned, if available.

Accompanied personnel executing orders to Okinawa have the option of beginning the housing application process through the Port-to-Home Program. Immediately upon receipt of orders accompanied Service Members can apply for family type housing through the Port-to-Home Program. To apply, submit the following documentation to the Kadena Military Family Housing Office via email at: [kadenahousing.customerservice@us.af.mil](mailto:kadenahousing.customerservice@us.af.mil):

- Advance Housing Application (DD 1746).
- Copy of Orders.
- Special Power of Attorney (for sponsor to assist you with the process).

### **Housing Overseas: Iwakuni**

Unaccompanied Services Members, will be taken to their unit's barracks or BOQ location after a brief medical screening upon arrival.

Accompanied Service Members executing orders to Iwakuni can contact the Family Housing Office (FHO) for assistance with the following services:

- 2, 3, 4-bedroom homes at the Main Base and Atago Hills
- Off-Base Housing Referral Services
- Whole Tour Appliance Loaner Program
- Temporary Loaner Furniture Program
- Self-Help
- Armed Forces Network (AFN) Off-Base Decoder/Dish Loaner

To contact the Family Housing Office, visit: <https://www.mcasiwakuni.marines.mil/Welcome-to-Iwakuni/Housing-and-Lodging/Family-Housing/>.

### **Housing Overseas: Hawaii**

All incoming personnel are required to check in with their unit, IPAC, and the Disbursing Office. Contact your unit to discuss your check-in options. Accompanied Service Members can send their housing application form (DD 1746) in advance to the MCB Hawaii Family Housing Office (FHO) along with a DD 1746 Addendum, SOU, and Privacy Act Release form for processing. Visit the MCB Hawaii FHO at: <https://www.mcbhawaii.marines.mil/Offices-Staff/S-4-Installations-Logistics/Family-Housing/> for additional information.

### **Buying Used/New Cars**

There are a number of things to consider prior to buying a used or new vehicle. Before you purchase your new vehicle consider the following:

- Use the internet to research and compare prices before you move.
- Obtain a vehicle history report for any used vehicle you plan on purchasing.

- Police auctions statewide offer vehicles, homes, and appliances at a largely discounted price.
- Use the National Motor Vehicle Title Information System (<https://vehiclehistory.bja.ojp.gov/>).
  - This website helps protect consumers from fraud and unsafe vehicles, and to keep stolen vehicles from being resold.
- Use the Kelley Blue Book ([www.kbb.com](http://www.kbb.com)) to check the value of used cars.

## **Selling your Vehicle**

If you are planning on selling your vehicle, consider using the MCAS Miramar Resale Lot to advertise your vehicle free of charge. To use the Resale Lot:

- Bring all of your required documents to the Visitor and Registration Center, Bldg. 6200:
  - Valid CAC, dependent/retiree ID.
  - Valid driver's license.
  - Valid insurance.
  - Valid paper registration.
- A PMO employee will verify your documents and assign you a spot in the lot.
- You will receive a placard with your assigned spot numbered and instructions to place it in your window while your vehicle is parked there.

### **Please Note:**

- **Your vehicle must be registered on base.**
- **Spots are assigned on availability and in 30-day increments.**
- **If you sell your vehicle before the 30-day mark please notify the PMO employee so that your spot can be opened up to someone else.**
- **Vehicles that are parked in the lot without authorization will be towed at the owner's expense.**

## **Homes.mil**

Homes.mil is a joint Air Force, Army, Coast Guard, Marine Corps and Navy website that provides assistance in searching for a new home near your new duty station.

- Homes.mil ([www.homes.mil](http://www.homes.mil)) offers a database of available rental listings, as well as contact information for your prospective housing office.
- Along with searching for homes, Service Members can also use the site to list their own rental properties.

## **The Loan Locker**

There are a number of Marine Corps bases across the United States as well as overseas where you can borrow kitchen items such as dish packs, pots and pans, toasters, coffee pots, and much more. Check to see if there is a Loan Locker available at your new duty station. If you are going to a remote location, check nearby military installations to see if there is a Loan Locker you can use while you wait for your household goods. The following is a list of Marine Corps bases with Loan Lockers:

- MCB Hawaii
- MCAS Iwakuni
- Okinawa
- MCAS Cherry Point
- MCRD San Diego
- 29 Palms
- Quantico
- Lejeune
- Barstow

## **Childcare**

There are a number of resources to help you find childcare providers at your next duty station as well as programs where you may be eligible for Department of Defense child care fee assistance when childcare at the installations is not available:

- MilitaryChildcare.com - <https://public.militarychildcare.csd.disa.mil/mccu/ui/#/>
  - MilitaryChildcare.com provides you easy access to childcare on any military installation.
  - Search by location and age.
  - Apply directly on the site.
- Childcare Aware - <https://www.childcareaware.org/resources/ccrr-search-form/>
  - The Childcare Aware program provides a search engine with over 400 local Child Care Resource & Referral agencies across the country.
- Military Child Care In Your Neighborhood (MCCYN) - <https://naccrapps.naccrra.org/navy/directory/search.php?program=mccyn>
  - Provided by Child Care Aware of America, MCCYN provides a listing of qualified fee assistance military childcare providers in your local area.

## **TSA Pre-Check**

Active duty personnel can benefit from TSA PreCheck expedited screening at select airports when flying on participating airlines:

- Use your Department of Defense (DoD) identification number when making flight reservations as your Known Travel Number (KTN).
  - Save your DoD ID number in your DTS profile to ensure future airline reservations automatically include it as your KTN.
- Accompanying family members ages 12 and under can be processed through expedited screening as well.

## **Seeking Employment**

The Family Member Employment Assistance Program (FMEAP) offers a variety of programs and services to assist your dependents in seeking employment through the following services:

- Resume Preparation.
- Interview Coaching.

- Job Search Assistance.
- Career Assessments.

FMEAP representatives are located inside the Career Resource Center, The Hub, Bldg. 5305. To reach a representative, call: 858-307-6491.

Additionally, the Military Spouse Employment Partnership (MSEP) is an expanding partnership between military spouses seeking employment and corporate businesses committed to providing meaningful and portable careers. Military spouses are encouraged to visit:

<https://myseco.militaryonesource.mil/portal/msep/jobsearch>

Spouse reimbursement for state licensure and certification costs is available for military spouses. Military spouses of Marines of any rank who move across states due to PCS moves under accompanied orders are eligible to apply. The following are the documents needed:

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

For reimbursements, visit your local IPAC Office.

The Military Spouse Career Advancement Account Program (MyCAA) also offers spouse education and career opportunities. The program is open to the following military spouses:

- Spouses of active duty E1-E5, W1-W2, and O1-O2 serving on Title 10 orders.
- Financial assistance is limited to \$4,000.
- Financial assistance must be used within three years from the start date of the first class.
- Financial assistance may only be used for an Associate Degree, occupational license or credential.

Visit: <https://mycaa.militaryonesource.mil/mycaa/get-started> for more information.

### **Vacating Billeting**

Upon receiving PCS orders, notify your Billeting Manager of your intent to vacate the room.

- Once you receive your flight itinerary, schedule a final billeting inspection.
- Turn in your room key before you leave to the airport.

### **Vacating Housing**

Notify your property manager of your intention to vacate once you receive PCS orders. Most locations ask that you provide at least a 30 day notice of your intent to vacate. If you reside in Military Housing, Lincoln Military Housing is responsible for the inspection of your home to ensure it is clean and damage free. Contact the property manager to schedule a pre-move out inspection.

If you have any outstanding work orders or need to put in work orders, do so immediately or follow up with maintenance to expedite repairs prior to the final inspection.



## **Making Travel Arrangements**

Begin making the necessary travel arrangements. If eligible, start by contacting your nearest lodging facility to reserve temporary lodging:

- The Inns of the Corps Miramar is the primary lodging facility on base. To make a reservation, call: 858-271-1111.
- If the Miramar Inn is fully booked, obtain a certificate of non-availability to be able to claim your outbound entitlements and proceed with booking a hotel from the TLA approved list.

Ensure you make lodging reservations at your new location. Start by contacting the installation's military temporary lodging facility.

If you are traveling with pets, provided below is a list of pet friendly lodging locations:

- Inns of the Corps: <http://www.innsofthecorps.com/index.html>
  - Camp Hansen (Okinawa).
  - Hawaii.
  - Iwakuni.
  - Lejeune.
  - Pendleton Pacific Views and Pendleton Ward Lodge.
  - Quantico.
  - Twentynine Palms Desert View and Twentynine Palms Mountain View.
  - Yuma.

## **Things to Consider Before your Move**

Before you depart to your next duty station, consider the following:

- Contact your cellphone provider to see if there are any cancellation fees you should be aware of or if your plan qualifies to be used overseas.
- Ensure your utilities have been cancelled properly or you have transferred your service providers to your new location.
- Hand carry all important documents such as:
  - Copies of your orders and Area Clearance/DEA (if going overseas).
  - Household goods shipping and storage documents.
  - Sponsorship Information, passports, and IDs.
  - Vehicle titles and registration.
  - Medical, dental, immunization records, Marriage, divorce & birth certificates.
  - Legal documents and financial records.

## **Information & Referral, Relocation Services Contact Information**

For more information or additional assistance with your relocation, please contact your Information and Referral, Relocation Specialist or email: [sbmiramarmccs.iandr@usmc.mil](mailto:sbmiramarmccs.iandr@usmc.mil).

- I&R, Relocation Services: 858-307-1428 | The Hub| Bldg. 5305, Rm. 126.

# Web Link Directory

Organization	Web Link
Administrative Weight Allowances	<a href="https://www.defensetravel.dod.mil/Docs/AP-AW-01.pdf">https://www.defensetravel.dod.mil/Docs/AP-AW-01.pdf</a>
Annual Credit Report	<a href="https://www.annualcreditreport.com/index.action">https://www.annualcreditreport.com/index.action</a>
Anti-Terrorism Training (Non-CAC Users)	<a href="https://jko.jten.mil/courses/at11/launch.html">https://jko.jten.mil/courses/at11/launch.html</a>
BAH Calculator	<a href="https://www.defensetravel.dod.mil/site/bahCalc.cfm">https://www.defensetravel.dod.mil/site/bahCalc.cfm</a>
Childcare Aware	<a href="https://www.childcareaware.org/resources/ccrr-search-form/">https://www.childcareaware.org/resources/ccrr-search-form/</a>
DEERS	<a href="http://milconnect.dmdc.osd.mil">http://milconnect.dmdc.osd.mil</a>
DoDEA	<a href="http://www.dodea.edu">www.dodea.edu</a>
DPS Login	<a href="https://dps.move.mil/cust/standard/user/home.xhtml">https://dps.move.mil/cust/standard/user/home.xhtml</a>
Driver's In the Military	<a href="https://www.dmv.org/military-drivers/">https://www.dmv.org/military-drivers/</a>
EFMP	<a href="http://www.facebook.com/efmpmiramar">www.facebook.com/efmpmiramar</a>
Electronic Foreign Clearance Guide	<a href="https://www.fcg.pentagon.mil">https://www.fcg.pentagon.mil</a>
Equifax	<a href="http://www.equifax.com">www.equifax.com</a>
Experian	<a href="http://www.experian.com">www.experian.com</a>
Great Schools.org	<a href="https://www.greatschools.org">https://www.greatschools.org</a>
Homes.mil	<a href="http://www.homes.mil">www.homes.mil</a>
Inns of the Corps	<a href="http://www.innsofthecorps.com/index.html">http://www.innsofthecorps.com/index.html</a>
I&RR LibGuide Website	<a href="https://ppr-miramar.libguides.com/IandR">https://ppr-miramar.libguides.com/IandR</a>
Japan Pet Importation Guide	<a href="https://www.maff.go.jp/aqs/english/animal/dog/import-other.html">https://www.maff.go.jp/aqs/english/animal/dog/import-other.html</a>
Kelly Blue Book	<a href="http://www.kbb.com">www.kbb.com</a>
Lost & Damaged HHGs Claims	<a href="https://www.move.mil/moving-guide/claims">https://www.move.mil/moving-guide/claims</a>
Lost & Damaged HHGs Report	<a href="https://www.move.mil/tutorials/file-a-loss-%26-damage-report">https://www.move.mil/tutorials/file-a-loss-%26-damage-report</a>
Marines.mil	<a href="http://www.marines.mil">www.marines.mil</a>
MCCS Careers	<a href="https://careers.usmc-mccs.org/">https://careers.usmc-mccs.org/</a>
Military Childcare.com	<a href="https://public.militarychildcare.csd.disa.mil/mccu/ui/#/">https://public.militarychildcare.csd.disa.mil/mccu/ui/#/</a>
Military Childcare In Your Neighborhood	<a href="https://naccrapps.naccrra.org/navy/directory/search.php?program=mccyn">https://naccrapps.naccrra.org/navy/directory/search.php?program=mccyn</a>
Military Hire	<a href="https://www.militaryhire.com/">https://www.militaryhire.com/</a>

Military Family Housing – Hawaii	<a href="https://www.mcbhawaii.marines.mil/Offices-Staff/S-4-Installations-Logistics/Family-Housing/">https://www.mcbhawaii.marines.mil/Offices-Staff/S-4-Installations-Logistics/Family-Housing/</a>
Military Family Housing – Iwakuni	<a href="https://www.mcasiwakuni.marines.mil/Welcome-to-Iwakuni/Housing-and-Lodging/Family-Housing/">https://www.mcasiwakuni.marines.mil/Welcome-to-Iwakuni/Housing-and-Lodging/Family-Housing/</a>
Military Family Housing – Okinawa	<a href="https://www.housing.af.mil/Home/Units/Okinawa/">https://www.housing.af.mil/Home/Units/Okinawa/</a>
Military Installations	<a href="https://installations.militaryonesource.mil/">https://installations.militaryonesource.mil/</a>
MSEP	<a href="https://myseco.militaryonesource.mil/portal/msep/jobsearch">https://myseco.militaryonesource.mil/portal/msep/jobsearch</a>
MYCAA	<a href="https://mycaa.militaryonesource.mil/mycaa/get-started">https://mycaa.militaryonesource.mil/mycaa/get-started</a>
Navy.mil	<a href="http://www.navy.mil">www.navy.mil</a>
NMCRS	<a href="https://www.facebook.com/NMCRSMiramar/">https://www.facebook.com/NMCRSMiramar/</a>
Operation Military Pets: SPCA International	<a href="https://www.spcai.org/our-work/operation-military-pets">https://www.spcai.org/our-work/operation-military-pets</a>
Overseas Suitability Screening – Point Loma	<a href="https://sandiego.tricare.mil/Clinics/NBHC-NTC-San-Diego">https://sandiego.tricare.mil/Clinics/NBHC-NTC-San-Diego</a>
Passport Applications	<a href="http://www.travel.state.gov">www.travel.state.gov</a>
PCS My POV	<a href="http://www.pcsmypov.com/TurnIn">http://www.pcsmypov.com/TurnIn</a>
Per Diem Rates	<a href="https://www.defensetravel.dod.mil/site/perdiem.cfm">https://www.defensetravel.dod.mil/site/perdiem.cfm</a>
Pet Quarantine Reimbursement	<a href="https://www.defensetravel.dod.mil/site/faqpet.cfm">https://www.defensetravel.dod.mil/site/faqpet.cfm</a>
Rights & Responsibilities Moving Booklet	<a href="https://www.fmcsa.dot.gov/protect-your-move">https://www.fmcsa.dot.gov/protect-your-move</a>
SECO	<a href="https://www.myseco.militaryonesource.mil">https://www.myseco.militaryonesource.mil</a>
TransUnion	<a href="http://www.transunion.com">www.transunion.com</a>
TRICARE Dental	<a href="http://www.uccitdp.com">www.uccitdp.com</a>
TRICARE Prescriptions	<a href="http://www.tricare.mil/mtf">www.tricare.mil/mtf</a> <a href="http://www.express-scripts.com/TRICARE">www.express-scripts.com/TRICARE</a>
TRICARE Remote Locations	<a href="http://www.tricare.mil/tprzipcode">www.tricare.mil/tprzipcode</a>
TRICARE Vision	<a href="https://www.benefeds.com/">https://www.benefeds.com/</a>
Unemployment Information for MilSpouses	<a href="https://workforcesecurity.doleta.gov/unemployment/uifactsheet.asp">https://workforcesecurity.doleta.gov/unemployment/uifactsheet.asp</a>
USDA Foreign Pet Travel Requirements	<a href="https://www.aphis.usda.gov/aphis/pet-travel/take-pet-to-foreign-country">https://www.aphis.usda.gov/aphis/pet-travel/take-pet-to-foreign-country</a>
Vehicle History.gov	<a href="https://vehiclehistory.bja.ojp.gov/">https://vehiclehistory.bja.ojp.gov/</a>

## Who We Are

The Information & Referral (I&R), Relocation Services program is here to support you with resources that will help make your move smooth and stress free. This PCS Resources Booklet provides a guide to the outbound process as well as programs and services you may need during your relocation. The I&R, Relocation Services program:

- Can provide information and resources about your next duty station.
- Help you request a sponsor to help you settle in at your new location.
- Provide information of programs and services to help maintain and improve yours and your family's quality of life.

## Contact Us

Information & Referral, Relocation Services

The Hub

Bldg. 5305, Rm. 126

Phone: 858-307-1428

Email: [sbmiramarmccs.iandr@usmc.mil](mailto:sbmiramarmccs.iandr@usmc.mil)

Web: <https://mccsmiramar.com/relocation-assistance-program>

LibGuide: <https://ppr-miramar.libguides.com/landR>



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