



REASSIGNMENTS LEVY BRIEFING

22 Mar 2019

**IMCOM integrates and delivers base support to enable readiness
for a self-reliant and globally-responsive
All Volunteer Army**

WE ARE THE ARMY'S HOME



INTRODUCTION

BRIEFING BY THE FOLLOWING OFFICES:

- TRANSPORTATION OFFICE
- HOUSING OFFICE
- ACS
- TRICARE
- FINANCE
- REASSIGNMENTS SECTION



LRC - Hawaii
Transportation-PPPO
Personal Property Processing Office



402nd Army Field Support Brigade

Transportation

**Personal Property Processing Office
(PPPO)**

(Outbound HHG, UB, NTS, POV – for PCS, ETS/Sep, RET)





LRC - Hawaii Transportation-PPPO *Personal Property Processing Office*



TRANSPORTATION PERSONAL PROPERTY PREPARING OFFICE LOCATIONS

- SCHOFIELD BARRACKS - SOLDIERS SUPPORT CENTER BLDG 750, Room 140, AYRES AVE
SCHOFIELD BARRACKS, HI 96857

HRS of Operation:

0730-1600 Monday, Tuesday, Thursday & Friday (Wednesday Briefing only)

CLOSED Wednesdays, Federal Holidays & Training as posted.

- FORT SHAFTER (SATELLITE OFFICE) - THE ALOHA CENTER 217 MONTGOMERY DR. BLDG S330
Room 104K, FORT SHAFTER, HI 96859

HRS of Operation:

0730 - 1200 Monday, Tuesday, Thursday & Friday (DPS WALK-INS ONLY)

0730 - 1600 Wednesday only (APPOINTMENT ONLY)

CLOSED: Federal Holidays & Training as posted



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REQUIRED DOCUMENTATION:

➤ **COMPLETE set of ORDERS** (*PCS TCS, ETS/Sep, or RET Orders*)

If you do not have orders we CANNOT see you!

Name, Rank, SSN, Dependents - ALL Must be Exactly CORRECT

➤ **COMPLETE Personal Property Pre-counseling Worksheet**, *with all required information:*

- *Soldiers' full name / Rank / Social Security Number, Email Address*
- *Duty, Home, Cell Phone Numbers (at least 2 working numbers)*
- *Estimated Weight for Pickup(s) (Look at Incoming shipment weight(s) –or- roughly estimate approximately 1,000 lbs per furnished room, adding for large rooms, garage or large items)*
- *FULL Pickup address to include Street, Quad / Bldg # & Barracks Rm #, or Apt #*
- *NTS Removal (Only if you have property in NTS & Direct Delivery Address to ship to)*
- *List LARGE ITEMS*
- *Permanent Contact Address & Phone Number (Friend or Family ANYWHERE that can always reach you!)*



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REQUIRED DOCUMENTATION:

➤ Personal Property Pre-counseling Worksheet, ... *what to put for DESTINATION?*

PCS = *authorized to PDS/Next Duty Station*

- ENTER CITY, STATE & ZIP Code of your PCS Assignment on Orders
- Shipping elsewhere could result in excess costs

ETS/SEPARATION = *authorized to HOR or PLEAD (per Orders)*

- You are not ready to see us unless you have made a decision and are ready to ship, with a destination address, or have made a decision to place HHG in (NTS) storage.
- Shipping elsewhere could result in excess costs

RETIREMENT = *authorized to HOS (Home of Selection)*

- HOS can be any of the United States, unless HOR/PLEAD is outside U.S.
- HOS is irrevocable once declared
- You are not ready to see us unless you have made a decision and are ready to ship, with a destination address, or have made a decision to place HHG in (NTS) storage.

*In absence of service member **Special Power of Attorney (SPOA)** or **General Power of Attorney (GPOA)** is required to sign documents and/or turn in personal property for shipment or storage.*



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ARRANGE APPOINTMENTS FOR COUNSELING(1):

Immediately upon receiving orders, preferably 3 months PRIOR to departure, contact Transportation to check on next available counseling.

(a) COME IN to the Soldier Support Center Bldg. 750 Rm 140 Ayres Ave Schofield Barracks, HI 96857 or The Aloha Center 217 Montgomery Dr. Bldg. S330 Fort Shafter, HI 96859, room 104, adjacent to the EO office.

(b) FAX or EMAIL orders then call for confirmation. (Fax: 808-655-8971 (SB)/438-3272 (FS) Email: usarmy.schofield.402-afsb.list.lrchi-trans-pppo@mail.mil Phone: 808-655-1868) if not answered due to us serving customers leave name and number with a brief message we will call you back.

➤ *Self-Counseling is MANDATORY for all CONUS PCS. Self-Counseling allows YOU to do your own 'counseling' by reading, educating yourself, and selecting what you want based on what you are allowed.*



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ARRANGE APPOINTMENTS FOR SAME DAY/ WALK-IN (2):

*** FIRST-COME, FIRST-SERVE BASIS AT SCHOFIELD BARRACKS ONLY ***

COME IN, to the office at 0730, at that time an appointment will be given for 0730 or later within the same day if one is available.

- Self-Counseling is MANDATORY for all CONUS PCS. Self-Counseling allows YOU to do your own 'counseling' by reading, educating yourself, and selecting what you want based on what you are allowed.



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ARRANGE APPOINTMENTS GROUP COUNSELING (CONUS PCS or ETS/Sep ONLY) (3):

***** FIRST-COME, FIRST-SERVE BASIS AT SCHOFIELD BARRACKS ONLY *****

COME IN or EMAIL to request next available Group.

Briefings will be at the Soldier Support Center Bldg. 750 Rm 140 Ayres Ave Schofield Barracks, HI 96857

- PCS briefings are Mon/Wed/Fri at 1400, 25 per briefing.
- ETS briefings are Tues/Thurs at 1300, 15 per briefing.

- *Self-Counseling is MANDATORY for all CONUS PCS. Self-Counseling allows YOU to do your own 'counseling' by reading, educating yourself, and selecting what you want based on what you are allowed.*



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ARRANGE APPOINTMENTS FOR DPS SELF-COUNSELING
VALIDATIONS (4):

*****Self-Counseling - Mandatory*****

****FIRST-COME, FIRST-SERVE BASIS AT FORT SHAFTER****

- (1) At your Home Computer
- (2) -or- COME IN to our Self-Counseling Lab
- (3) VISIT: WWW.MOVE.MIL
 - (Request Self-Counseling 'Completion/Validation' Appt)
 - Watch Video → Register for DPS Account
 - Perform DPS Self-Counseling → Enter Shipment info into DPS
 - Return for Self-Counseling 'Completion/Validation' Appt



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Reason's NOT to be able to use DPS to perform Self-Counseling depending upon the type of your personal property move

Customers in the following categories will NOT be able to use DPS to perform self-counseling
If you are in these categories you **MUST** make an appointment to see a Counselor to initiate your move. We recommended that you register for a DPS account so to track shipment(s), submit claim(s) (if necessary), and complete the CSS (customer satisfaction survey) about your move:

- If this is your **FIRST** personal property move.
- If this is your **LAST** personal property move (**Retirement or ETS / Separation**).
- If **storing or moving personal property** in conjunction with Contingency Orders. (**Deployment**)
- If **storing or moving personal property** in conjunction with a Designated location for your dependents to an OCONUS or Non-Foreign OCONUS location. (**ERD / Dependent Travel**)
- If you are **NOT the property owner** and using a **POA (Power of Attorney)**
- If **storing or moving personal property** to an OCONUS location with restrictions.
- If you fall under the **Department of State**.
- If you are going to, or coming from American Samoa and the outer Hawaiian Islands.
- If you are the **"Next of Kin"** or a **SCO (Summary Courts Officer)** or Casualty Officer or other approved POC
- AND A FEW OTHER RARE INSTANCES AS WELL...**



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WHAT HAPPENS AT APPOINTMENTS:

➤ **COUNSELING on Entitlements**

- HHG (Household Goods) Shipment
- NTS (Non-Temp Storage/ "Long term storage") **only if authorized & applicable**
- POV (Privately Owned Vehicle) Shipment
 - **ONLY 1 authorized per SM on orders!**
 - **If you shipped POV on ERD (Early Return of Dependents) you CANNOT ship another POV!**

➤ REQUEST pack and pickup dates

- Plan ahead and Stay flexible! No Holidays, No Weekends!
- HIGHLY SUGGESTED: Consolidate HHG & UB into 1 shipment, request partial delivery at destination.
- Be sure of dates; once shipment request is submitted only the assigned TSP (servicing company) can make date changes.

***** Based on Hawaii moving industry workload requirements, and closed out dates during peak times (often closed-out for 3-5 weeks in summer), ALL requested pack/pickup dates can/may/will be adjusted *****



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APPOINTMENTS cont'd...

POV arrangements:

➤ **POV - VPC Worksheet:** Once completed submitting ALL required documents, and request for POV shipment with your applicable appointment (including Self-Counseling Completion/Validation), you will receive a VPC worksheet – showing auth VPC & thus be able to turn in POV at the VPC.

- PCS = closest VPC to PDS/Next Duty Station
- ETS/Separations = closest VPC to HOR/PLEAD
- Retirement OR Disability/Separation Pay* = closest VPC to HOS
*(*with at least 8 yrs continuous active service*)*

➤ **VISIT website to make an appointment – HIGHLY RECOMMENDED!**

International Auto Logistics (IAL), Pasha Hawaii Terminal,
Pier 1, Forrest Avenue, Honolulu, HI 96814

Monday - Friday / 0700-1500

Closed federal holidays & for training (as posted)

WEBSITE: <http://www.pcsmypov.com>

Questions – Call: (808) 670-3095; Toll Free: (855) 359-9499



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APPOINTMENTS cont'd...

Documents Provided after the Appointment:

- DD Form 1299 - Application for Shipment and/or Storage of Personal Property
- DD Form 1797 – Personal Property Counseling Checklist
- FRV – Full Replacement Value
- Honolulu VPC Worksheet
- Travel Slip



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➤ **TRAVEL – (INFO only)**

- *Travel is arranged directly with the contract travel office (CWT or SATO), either on Schofield or at Fort Shafter.*
- *Travel is based on what is Authorized per your ORDERS only!*
- *Any personal choices (times, locations, pets, airlines, etc...) are discussed with CWT or SATO (if you want to fly somewhere other than authorized, we suggest you see CWT or SATO for your travel arrangements before scheduling your HHG's & POV shipment).*
- *Plan ahead if you have PETS!*

Carlson Wagonlit Travel

Monday - Friday / 0730-1500

Closed federal holidays & for training (as posted)

For Questions, Call:

1-800-349-8231 Schofield / 1-800-695-1388 Shafter

NOTE: *Travel orders may say each individual is authorized two (2) 50lb suitcases. However, some of the airlines such as Delta still honor four (4) suitcases of 70lb's each so it is worth checking as rules do change.*



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RE-DEPLOYMENT (INFO)

Upon return from deployment, if Soldier receives (or is expecting to receive) new PCS, ETS/SEP or RETIREMENT Orders in a relative amount of time following Re-deployment - the HHG Storage may be released (and should be released) directly from storage and shipped outbound to the new PDS, HOR/Plead, or HOS on the NEW Orders in lieu of local delivery/ release.

Partial release can also be requested

(Release some items on inventory needed while transitioning between Assignments, Separation or Retirement in order to ship everything onward)



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RETIREMENT ENTITLEMENTS

Authorized HHG, POV, Travel, UB, NTS effective on date of Orders up to 1-year from effective date of Retirement (on orders)

- **HHG Shipment – authorized to HOS (Home-of-Selection) (JTR 5318)**
- **POV Shipment – authorized to designated port nearest HOS (JTR 5068-A1, 5344-C)**
- **Travel – authorized to HOS (JTR 5000-B4)**
- **UB Shipment – authorized to any U.S. location (AR)**
- **NTS Storage – authorized for 1 year @ Govt expense (JTR 5230, 5318-C)**

Authorization for Retirement Entitlement Extensions can be granted IAW JTR Regulations, requested yearly, up to 5 times maximum, due to: (JTR 5000-B6)

- **Undergoing hospitalization/medical treatment (JTR 5068-B2, 5318-D)**
- **Undergoing education/training (JTR 5068-B3, 5318-E)**
- **Unexpected event beyond member's control occurs preventing move to HOS within specified time limit, and if in Service's best interest, and not more costly/adverse to the Service (JTR 5068-B4, 5318-F)**



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Please contact your nearest Transportation-PPPO, or for Hawaii:

Schofield Barracks -PPPO

Soldier Support Center, Bldg. 750 Rm 140, Ayers Ave.

Ph.: (808) 655-1868

E-mail: usarmy.schofield.402-afsb.list.lrchi-trans-pppo@mail.mil

Hours of Operation

Monday-Tuesday & Thursday-Friday

0730 – 1600

CLOSED: *Wednesdays (Group Briefings Only), Federal Holidays, and as otherwise posted for Trainings.*



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Please contact your nearest Transportation-PPPO, or for Hawaii:

Fort Shafter -PPPO

(Satellite DPS Self counseling lab)

Aloha Center, Bldg. S-330, Rm 104K, 217 Montgomery Dr.

Ph.: Currently Pending Phone Number

E-mail: usarmy.schofield.402-afsb.list.lrchi-trans-pppo@mail.mil

Hours of Operation

- **0730-1200**: DPS Self Counseling Lab/Validation ONLY
(Monday, Tuesday, Thursday & Friday)
- **0730-1600**: APPOINTMENT ONLY (Wednesday)

CLOSED: Federal Holidays, and as otherwise posted for Trainings.



Peak Season Info

- Peak Season is normally starts May-Aug
- Often closed-out for 3-5 weeks during this time frame.
- JPPSO handles ALL inbound, outbound customers and ALL contingency, civilians, Government etc.. On the island during this time period as well.
- Staff will do there best to assist customers with recommended dates but are NOT guaranteed dates its beyond our control.
- We do not control Pack out dates, issues concerns or questions the packers and or receiving orders. PPPO office just prepares the documents.
- Issues, questions, concerns with your packer service please call Quality Control @ 473-7775.



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QUESTIONS??

CWTSatTravel

- How to purchase your plane ticket

CWTSatoTravel Army Locations

■ Schofield Barracks

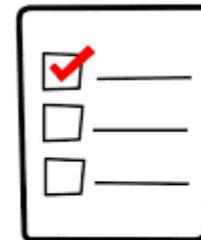
- ▶ 673 Ayers Avenue
- ▶ BLDG 750, Room 138
- ▶ 800-349-8231
- ▶ schofield@cwtsatotravel.com
- ▶ Hours 0730-1600 M-F
- ▶ 1500-1600 appointments only
- ▶ Close on Federal Holidays

■ Fort Shafter

- ▶ Pierce Street
- ▶ BLDG 442
- ▶ 800-695-1388
- ▶ shafter@cwtsatotravel.com
- ▶ Hours 0730-1600 M-F
- ▶ 1500-1600 appointments only
- ▶ Close on Federal Holidays

Requirements for ETS, PCS, RET & SEP Travel

- Contact CWTSatoTravel *after* your PPPT appointment
- Provide Travel Slip (issued by PPPT)
- Provide Travel Worksheet (available at CWTSatoTravel offices or emailed to you upon request)
- If PCS'ing and you do not have an IBA for payment, a Memo from your Command is required along with Travel Order



**PRE-TRAVEL
CHECKLIST**

Don't leave home without it

Requirements for ETS, PCS, RET & SEP Travel Continued

■ Official Travel Orders



- ▶ Verify your Travel Orders are correct before you submit to CWTSatoTravel, (names are spelled correctly, SSN, AVAIL date, report date, to/from destination)
- ▶ If purchasing with an IBA, 1 copy will be required
- ▶ If purchasing with a CBA, 2 copies will be required
- ▶ CWTSatotravel does not provide copies

Travel FAQ's



- CWTSatotravel is only authorized to book/ticket to the destination on your Travel Orders at Government expense
- GSA City Pair Airline is mandated by the JTR
- POV worksheet is required to book/ticket to VPC location
- Ship POV receipt is required to book/ticket to alternate POV
- Electronic tickets will be issued 3 business days prior to departure
- IBA card must be turned ON by Unit and card holder (Dual Activation) to issue tickets
- Airlines will cancel if not ticketed by deadlines
 - ▶ 24-72 hours prior to departure date for domestic flights
 - ▶ 1-7 days after reservation is made for most international airlines
 - ▶ To avoid airline penalties, CWTSatoTravel will not rebook until you are ready to ticket

Travel FAQ's (Con't)



MAKE AN APPOINTMENT

Online scheduling

- If you prefer to fly to a destination other than the authorized destination on your order (LICWO travel), please contact our Shafter or Schofield office for an appointment.
 - ▶ Your official ticket will be issued and exchanged for a commercial ticket to your preferred destination. This process may take 45-60 minutes.
 - ▶ Personal cost will be a transaction fee and possible fare difference
 - ▶ Most commercial fares are non refundable and have a penalty fee plus fare difference to change
 - ▶ We offer phone appointments for members that are unable to come into one of our offices. Agent will call you on your scheduled appointment time.
- Please inform us if you are traveling with pets. We will do our best to accommodate you with an airline that allows pets. It will be best for you to call airlines direct to make your pet's reservation because airlines require personal information and will have questions about your pet. They will also go over requirements and answer any questions you may have. Airline phone number for pet reservations will be on the top of your itinerary.

Travel FAQ's (Con't)

- Pre-assign aisle and window seats are limited, we will do our best however if no seat can be assigned, airlines will do so upon airport check in
- Please view airlines website or contact them directly for baggage information
 - ▣ Baggage fees and allowances are not guaranteed until check-in
 - ▣ Some U.S. carriers waive baggage fees for active military members on official government travel with a copy of orders upon check in Unfortunately most do not extend the waiver to members that are leaving the ARMY (RET, SEP, ETS)
- CWTSatotravel can assist you with official and personal hotel and car reservations.
- Check your itinerary thoroughly before your ticket is purchased. Ticketing fee, change fee and fare difference may be required to correct after ticket it is issued.



www.shutterstock.com - 127138916



MPD REASSIGNMENTS BRIEF



ISLAND PALM COMMUNITIES

LEVY BRIEF



MPD REASSIGNMENTS BRIEF



Island Palm Communities

DO YOU RESIDE ON POST?:

12 Month Lease is Enforced

PCS, ETS, Deployment Orders will allow for early termination with appropriate documentation if less than 28 days (advisable – 3 business days from receiving orders) with supporting documentation and written request, otherwise, 28 day notice to vacate is required!

PCS MOVE or ETS MOVE:

- ✓ Determine/Set-Up Departure Date
- ✓ File 28-Day Notice to Vacate with Community Center
- ✓ Meet with Transportation, Set-Up HHG's Ship/Pack Date
- ✓ Book your Flight(s)
- ✓ Secure Temporary Lodging at The Inn at Schofield or other TLA approved lodging facilities

Housing Services Office handles all TLA related matters!

HSO can be contacted at:



MPD REASSIGNMENTS BRIEF



ISLAND PALM COMMUNITIES

DEPLOYMENT:

If you know someone who is getting ready to leave due to a Deployment & is relinquishing IPC housing:

- ❖ Review "Why Stay Hawaii" Brochure before making decision. (Brochures are available at Community Centers and Regional Offices)
 - Housing Priority, HHG/POV Shipment/Storage, COLA, are all affected
 - No outbound TLA except for approved ERD, No inbound TLA
- ✓ Determine/Set-Up Departure Date
- ✓ File 28-Day Notice to Vacate with Community Center
- ✓ Meet with Transportation, Set-Up HHG's Ship/Pack Date
- ✓ Book your Flight(s)
- ✓ Secure Temporary Lodging at The Inn at Schofield or other TLA approved lodging facilities

**If someone is clearing on your behalf, RCI SPOA
(or GPOA & Finance SPOA) is required**



MPD REASSIGNMENTS BRIEF



Island Palm Communities

VISIT YOUR COMMUNITY CENTER ASAP:

Provide the following documents/information:

- ✓ Copy of Your Orders
- ✓ Flight Itinerary
- ✓ Date of HHG's Pack Date
- ✓ Complete the Notice to Vacate form

COMMUNITY CENTER STAFF WILL ADVISE YOU ON THE FOLLOWING:

- ✓ Rent Payment – Is collected in arrears, via allotment
 - PCS/Deployment: DO NOT stop your allotment.
 - ETS: Must pay Pro-Rated Rent up front; BAH ends when SM clears Hawaii.
- ✓ Pro-Rated Rent Refund Process * 2 weeks from 1st of following month
- ✓ Delinquent Rent & Damage Charges*** MUST be paid before housing clearance
- ✓ Set-Up a Move Out Brief/ Session Appointment
- ✓ Set-Up a Final Inspection Date/Time of your home
- ✓ Set-Up Loaner Furniture delivery after HHG's goods have been packed
- ✓ Self Cleaning
- ✓ IPC Cleaning (Basic Cleaning Only – Additional Charges May Apply)

**If someone is clearing on your behalf, RCI SPOA
(or GPOA & Finance SPOA) is required**



MPD REASSIGNMENTS BRIEF



Island Palm Communities

PRIOR TO FINAL INSPECTION:

Call Maintenance on issues that need immediate attention

- ✓ Non-urgent maintenance issues or those you do not feel are necessary while you are still here can be done after you leave
- ✓ Mention these maintenance needs to IPC during the Move Out Brief/Session

Dispose of any unwanted items

- ✓ Hazardous waste/items, such as car battery, a/c unit, propane tank MUST be taken to the appropriate facilities. (Please ask IPC where to take your hazardous waste/materials)

****DO NOT** leave them on the street or with your regular trash. Normal trash pick up will not dispose these items. Charges applied for disposal.**

Restore yard/lawn area as per instructions

- ✓ Discuss with IPC if improvements in your lawn can be left as is



MPD REASSIGNMENTS BRIEF



Island Palm Communities

Aloha (Loaner) Furniture can be left behind

- ✓ IPC will verify number of pieces and condition
- ✓ Charges may apply for damaged items

Clean the Home

- ✓ Do it Yourself – See Community Center for cleaning instructions
- ✓ Mop, Sweep Floors, Vacuum, Possible Carpet Steam Cleaning, Clean Kitchen, Refrigerator/Range Clean Thoroughly, Laundry Room, Bathrooms, etc...
- ✓ Additional cleaning charges may apply for heavily soiled/dirty items (Oven Range/Refrigerator, etc..)
- ✓ Additional charges may apply for removal of personal items

Additional information can be found at www.IslandPalmCommunities.com

****If someone is clearing on your behalf, RCI SPOA
(or GPOA & Finance SPOA) is required****



MPD REASSIGNMENTS BRIEF



Island Palm Communities

HOUSING CLEARANCE:

IPC will stamp your Installation Clearance Document

- ✓ If you requested Housing Clearance stamp prior to the Final Inspection, IPC will note that it is “Pending Final Inspection,” and you will not be cleared from the installation; therefore you must get the 2nd stamp.
 - ✓ Housing Termination Letter will be given after Final Inspection
 - ✓ Charges must be paid (if any) before clearance is obtained
- Provide Us Feedback of your Housing Experience with IPC
 - IPC’s Move Out Survey
 - Bring Termination Letter to Housing Services Office (HSO) for TLA
 - ✓ Will also need Copy of Orders
 - ✓ Flight Itinerary
 - ✓ DA-31 Leave Form

HSO Schofield -- BLDG 950, 215 Duck Road (808) 655-3073

HSO Ft. Shafter – BLDG 1004, 111 7th St., Ft. Shafter (808) 438-1518



MPD REASSIGNMENTS BRIEF



Island Palm Communities

IF YOU LIVE OFF POST:

Visit the Housing Services Office at Schofield or Fort Shafter and be sure to provide the following documents/information:

- ✓ Copy of Your Orders
- ✓ Flight Itinerary(s)
- ✓ Date of HHG Pack Date (DD 1299)
- ✓ Leave Form (DA31)

HSO will stamp your Installation Clearance document
TLA = Housing Services Office handles all TLA related matters

HSO Schofield -- BLDG 950, 215 Duck Road (808) 655-3073

HSO Ft. Shafter – BLDG 1004, 111 7th St., Ft. Shafter (808) 438-1518



MPD REASSIGNMENTS BRIEF



Island Palm Communities

Questions?

Aliamanu 275-3840	AMR 275-3860	Ft. Shafter 275-3820
Tripler 275-3820	Canby 275-3760	Helemano 275-3780
Hamilton 275-3720	Kalakaua 275-3740	Porter 275-3770
Santa Fe 275-3730	Wheeler 275-3790	

Schofield Barracks: (808) 655-3073

Ft. Shafter: (808) 438-1518

On behalf of all the Team Members of Island Palm Communities, we thank you for living with us & we wish you a Safe Trip to your new home!



Departure TLA



Aloha

**Welcome to the
Housing Services Office
Departure TLA Briefing**

U.S. ARMY GARRISON, HAWAII



Departure TLA



Introduction

- Purpose of TLA
- Documents required to process TLA
- TLA Approved Hotels
- Where to process your TLA
- Important Phone Numbers & Office Locations



Purpose of TLA



The purpose of TLA is to partially reimburse an individual for the more than normal expenses incurred during occupancy of temporary lodgings. Individuals with command sponsored family members in the area of the Permanent Duty Station are entitled to payment of TLA after clearing on-post privatized family housing or off-post housing prior to departure.



Departure TLA



- Departure TLA is a **partial reimbursement**, not an advance payment for OCONUS meals & lodging.
- The Schofield Barracks Housing Services Office (HSO) authorizes Departure TLA. **SMs must coordinate with HSO for authorization.**
- SMs not living in Single-Type Quarters (barracks) are authorized up to but not to exceed the last 10 days of Departure TLA.



Departure TLA



NTE the last 10 days

- **Off-post Housing:** Up to the last 10 days prior to signing out on leave/reaching AVAL date. HHGs must be picked up prior to start of TLA.
- **On-post Privatized Family Housing:** Up to the last 10 days prior to signing out on leave/reaching AVAL date. HHGs must be picked up prior to start of TLA.



Departure TLA



- **ALL Departure TLA PAYMENTS** will be paid on Mid Month or End of Month Direct Deposits based on when it is processed by the TLA Finance office.
- **All Oahu North & South** TLA packets will be turned into the TLA Finance office (215 Duck Road, Building 950, Schofield Barracks, HI 96857)



Departure TLA

Required Documents

- Service member's PCS, ETS or Retirement Orders and any amendments. Family must be listed on orders and be Command Sponsored to be entitled to Departure TLA.
- No TLA for SM or Family Members will be authorized if service member is on leave status OR has reached the AVAL Date.



Departure TLA



Required Documents (Continued)

- **Signed Leave Form (DA-31) with control number. SM starting leave date should be the same as the AVAL & flight dates.**
Note: A DA-31 Leave Form is required for ALL travel days.
- **Flight Itineraries (including dependents' flight itinerary, if applicable).**
- **Application (Household Goods shipment DD Form 1299) for Shipment of Personal Property.**
- **Termination letter for privatized on-post housing or Final Inspection Schedule from your Community Center.**



Departure TLA



**Group Brief for Departure are done Mon – Fri
@ 0800hrs**

**Take the documents listed to the Housing
Services Office (HSO), Schofield Barracks,
Bldg 950, 215 Duck Road (off Lyman Road).**

**ALL Departure TLA will be authorized through
the HSO office.**



Departure TLA



- **TLA for Meals Only** can only be issued if a service member is staying with friends or relatives. A memorandum from the individual providing lodging must include their name, address, phone number and signature. Memo must include name of SM and all family members, dates SM and family resided with individual, and state the SM is not using their kitchen facilities.
- **TLA for Meals Only** cannot be issued if SM is occupying their own on/off post rental.
- Loaner dishes are available through Army Community Service (655-4227) for on-post SM's.



Departure TLA

Dual Military Service Members

- Dual military service members departing with their dual military spouse are authorized TLA.
- Dual military service members departing without their dual military spouse and without dependents are not authorized TLA. The last SM to go is authorized TLA.
- Dual military service members who depart together, will both be issued a TLA statement. TLA will be issued at the single rate for each service member, unless one service member has command sponsored dependents listed on their orders.



Departure TLA



Geographical Bachelors

- **Geographical bachelors in the grade of E-6 and above are authorized TLA.**
- **Geographical bachelors in the grades of E-5 and below should contact their local HSO or BMR to be briefed on their current situation.**



Departure TLA



Single Service Members

- **Single service members in the grade of E-6 and above are authorized TLA.**
- **Single service members in the grade of E-5 and below are not authorized TLA and must reside in the barracks until their flight departure date.**



Departure TLA

TLA Approved Hotels

- SM's assigned to Oahu North requesting departure TLA must check in with the designated transient lodging — the Inn @ Schofield — prior to making any lodging arrangements. If there is no availability, you will be issued a Statement of Non-Availability. There is no designated transient lodging facility for SM's assigned to Oahu South.
- SM's must reside in a TLA approved hotel to receive TLA entitlements. A list of TLA approved hotels is available at the Housing Services Office (HSO).



Departure TLA



TLA Approved Hotels (Continued)

- If you do not obtain a Statement of Non-Availability from the Inn @ Schofield, you will only be reimbursed up to the amount the Inn would charge.
- You may be exempt from the additional Transit Accommodations Tax room tax of up to 15% that the hotels charge by informing them that you are PCSing and are not in a visiting status. Finance as a rule will only reimburse the standard 4.71% General Excise Tax that the hotel charges.



Departure TLA

TLA Approved Hotels (Continued)

- SM's MUST stay in a TLA approved hotel to get reimbursed TLA.
- **Vacation rentals, Timeshares, MWR Recreational Cabins and Bed & Breakfasts are NOT authorized.**
- Finance requires an itemized zero balance receipt for each day for reimbursement (NO ONLINE RECEIPTS i.e., Priceline, Expedia, Orbitz, Hotels.com, etc., accepted).
- Finance does not accept reservation confirmation or pre-payments receipts.



Departure TLA

TLA Approved Hotels (Continued)

- **SM's MUST vacate the hotel by checkout time on the day of departure.**
- **Service members residing in on-post housing are authorized loaner furniture upon household goods pickup and can arrange to remain in the quarters until prior to departure. The SM's can move into a TLA approved hotel for the last few days on TLA.**



Departure TLA



Where do I go to process my TLA?

- Single SM's, Married and Single SM's with command sponsored dependents will process TLA at Schofield Barracks HSO.
- Service members assigned to Schofield Barracks, Wheeler Army Airfield or Helemano Military Reservation will process TLA at Schofield Barracks HSO.
- Service members assigned to Tripler Army Medical Center, Camp Smith, Fort Shafter, Joint Base Pearl Harbor-Hickam, Kaneohe, & Honolulu will also process TLA with Schofield Barracks HSO.



Departure TLA



Where do I go to process my TLA? (Continued)

- **Married and Single service members that have their non-command sponsored dependents with them will receive TLA at the single rate.**



Departure TLA



Required documents to process Departure TLA by Finance:

- Housing Memorandum (Departure TLA authorization memo)
- Statement of Non-Availability (if needed and assigned to Oahu North)
- Itemized Hotel receipt with a zero balance paid in full
- PCS Orders (with any amendments, if applicable)
- Leave Form (DA 31) with approval signatures and control number
- Flight Itinerary for SM (including dependents' flight itinerary, if applicable, and they are listed on orders and Command Sponsored)

DEPARTURE TLA WILL NOT BE PAID FOR ANY DAY A SM IS ON PCS, ETS OR TERMINAL LEAVE AND THE SM WILL BE STAYING ON ISLAND.



Departure TLA

You MUST provide your own single sided copies for Finance.

- **Submissions to TLA Finance Office:**
 - **Located: 215 Duck Road, Bldg 950 / Scho Bks.**
 - **Phone: (808) 655-5985 // Fax: (808) 655-8090**
 - **Hours: Mon, Tues, Wed, & Fri - 0900 - 1500hrs
Thurs – 1330 – 1500hrs**



Departure TLA



Important Phone Numbers & Office Locations

- **HSO North: 808-655-3080 / 3075 / 3076 / 3073**
- **Island Palm Communities North: 808-275-3700**
Bldg. 950, 215 Duck Road, Schofield Barracks
(off Lyman Road)
- **Island Palm Communities South: 808-275-3800**
Bldg. 1004, 111 7th Street, Fort Shafter



Departure TLA



TLA References

- Joint Travel Regulation: Chapter 9, Part C, TLA
1 May 2015
- Army Regulation 420-1, Army Facilities Management, Chapter 3, Housing Management
12 February 2008
with Rapid Action Revision (RAR)
24 August 2012
- Policy Memorandum, USAG-HI-19, Temporary Lodging Allowance (TLA)
26 Aug 2016



Departure TLA

Mahalo

and

Aloha



Planning for Relocation



Relocation Readiness

Building 2091, Schofield Barracks

655-4227

0730 - 1630



ACS Areas of Assistance

- Relocation planning
- Overseas Orientations (Required to out-process)
- Lending closet
- Financial Counseling
- Exceptional Family Member Support
- Employment Readiness Program



Relocation Planning

Schedule a one-on-one appt. with an ACS Counselor to receive planning assistance & information in the following areas:

Housing, education, child care, mini phone book, installation overview, benefits/entitlements, moving with pets, motor vehicles, sponsorship, and moving checklist.





Relocation Planning (Cont.)



Plan your own move using the Military Homefront website.

You can create a calendar and “to do list” as well as get gaining installation information.

Go to the following website:

<http://www.militaryhomefront.dod.mil/>



Things to consider:

- When to ship your Household goods and POV
- Temporary lodging
- Shipping your Pets
- Hand-carry your important documents
- Your Mail – Change of Address
- Pre-Departure and Start-Up Costs





Overseas Orientation

Required to contact ACS when making an overseas move prior to clearing.

- Information on Europe/Korea/Japan
- Culture Adaptation/Shock
- Unaccompanied Assignment





Lending Closet

- Temporary loan of household items
- Requires ID Card, copy of orders, and clearing papers.
- Must bring back items prior to clearing ACS





MPD REASSIGNMENTS BRIEF



Lending Closet Items:

- Dishes
- Silverware
- Pots and Pans
- Cookware



- High Chairs
- Coffee Pot



EFMP Relocation Support

- Exceptional Family Member Program can help with the following:
 - Housing
 - School – Special Education
 - CYSS – Child Care





PCS Financial Counseling

Things to Consider:

- Are you keeping your current bank account?
 - Update all your Financial Institutions and TSP with your new address.
 - Balance your checking account before you close it.
- Do you have an emergency fund?
 - Recommended to have 2 months of base pay saved.
- Have you saved for PCS expenses (hotel, rental car, shipping pet)?



Financial Considerations

Pay Changes:

- Loss of COLA
- Lower BAH
- Loss of spouse's income



How ACS Can Help:

- Projected LES
- Budget



Know Your Benefits

- Dislocation Allowance
- Travel Allowances
 - Per diem rates
 - Government meal rates
 - Mileage rates
- <http://www.defensetravel.dod.mil/perdiem/perdiemrates.html>





It's Your PCS Move

- Start saving now for a stress-free move
- Establish a spending plan, write it down & stick to it (involve your spouse)!
- Know your benefits and use them to your advantage





MPD REASSIGNMENTS BRIEF



Out-Processing Briefing Exceptional Family Member Program (EFMP)

If *no* Family members registered with EFMP, Army Community Service (ACS) office will clear Soldier when out-processing. Clearing is done at Schofield.

If Family members *are* registered with EFMP, ensure registration is up to date. Go to usarmy.tripler.medcom-tamc

- Contact EFMP Tripler Office at (808) 433-4441 <http://efmp.amedd.army.mil/> to check status.

- To update EFMP records:

Medical enrollment, use DD Form 2792, completed by physician

Educational enrollment, use DD Form 2792-1, completed by child's school

- Obtain forms at link below or visit Army Community Service EFMP

<http://www.dtic.mil/whs/directives/infomgt/forms/dd/ddforms2500-2999.htm>



MPD REASSIGNMENTS BRIEF



Out-Processing Briefing Exceptional Family Member Program (EFMP)

For EFMP enrollment, updating, or medical questions:

EFMP Tripler Army Medical Center
3rd Floor, B Wing, Rm 123 Ocean Side
(808) 433-4441

For EFMP resources or assistance at gaining installation:

EFMP Army Community Service – Schofield Barracks
2091 Kolekole Avenue
(808) 655-4ACS



TRICARE[®]

Your Military Health Plan

Permanent Change of Station

Updated February 2015

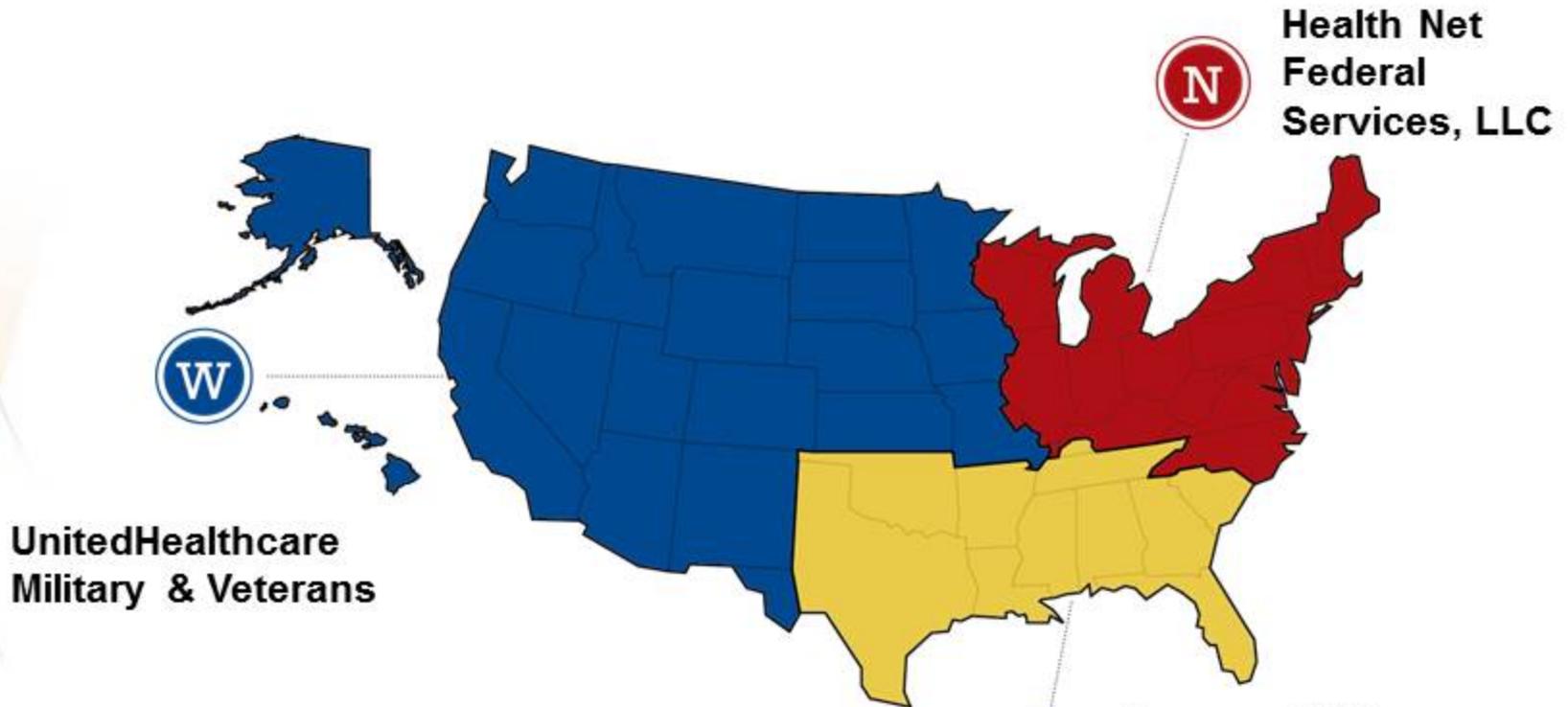


*TRICARE is a registered trademark of the Department of Defense,
Defense Health Agency. All rights reserved.*

What Is TRICARE?

TRICARE Stateside Regions

TRICARE is available worldwide and managed regionally.



What Is TRICARE?

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

Asia, Guam, India, Japan, Korea, New Zealand, and Western Pacific remote countries



Planning for Your Move

Staying Covered When Moving

- ADSMs must be enrolled in a TRICARE Prime option.
- Do **not** disenroll from TRICARE Prime or TRICARE Prime Remote. Your current coverage will continue until your enrollment transfer is completed after you arrive at your new location.
- Verify your current information in the Defense Enrollment Eligibility Reporting System (DEERS).
- Inform your current regional contractor about your upcoming move.
- Learn about TRICARE options in your new location.



Ongoing Medical Care

Before moving, sponsors and dependents should:

- Request copies of medical and dental records
- Fill/refill prescriptions
- Plan ahead for routine medical care
- Keep a list of providers' phone numbers
- Coordinate services for family members with special needs



Getting Care While Traveling

How to Get Care During Your Move

Type of Care	TRICARE Prime	TRICARE Standard and TRICARE Extra
Emergency (<i>immediate</i>)	Call 911 or go to the nearest emergency room	
Urgent (<i>within 24 hours</i>)	Contact your primary care manager (PCM)	See any TRICARE-authorized provider
Prescriptions	<ul style="list-style-type: none">• Military treatment facility pharmacy: www.tricare.mil/mtf• TRICARE retail network pharmacy: www.express-scripts.com/TRICARE or 1-877-363-1303	



TRICARE Benefit at Your New Location

Keep DEERS Up to Date

- Make sure your military orders reflect your correct information and unit of assignment.
- Remember to update DEERS whenever there is a change in the family (*e.g. marriage birth, adoption, divorce, death*) or when you move. New family members must be registered in DEERS.
- Update your contact information in DEERS within 30 days:
 - Online: <http://milconnect.dmdc.mil>
 - Phone: 1-800-538-9552
 - Fax: 1-831-655-8317
 - By visiting a uniformed services ID card-issuing facility:
www.dmdc.osd.mil/rsi
 - More information: www.tricare.mil/deers



TRICARE Benefit at Your New Location

TRICARE Prime Enrollment

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

OR

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



TRICARE Benefit at Your New Location

TRICARE Prime and TRICARE Prime Remote

- 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) and TRICARE Prime Remote for Active Duty Family Members (TPRADFM):
 - Available to ADSMs who live and work in remote locations (*more than 50 miles from an MTF*) and eligible family members residing with them
 - Find out if you live in a remote area at www.tricare.mil/TPRZipCode.



TRICARE Benefit at Your New Location

US Family Health Plan (USFHP)

- USFHP is a TRICARE Prime option available in six service areas across the United States.
- USFHP enrollees may not use military treatment facilities (MTFs) (*except in emergencies*).
- Web site: www.usfhp.com



TRICARE Benefit at Your New Location

TRICARE Overseas Program Options

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



TRICARE Benefit at Your New Location

Active Duty Dental Benefits

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



TRICARE Benefit at Your New Location
TRICARE Dental Program (TDP)

When moving:

- Do **not** disenroll family members from TDP.
- Update your account with MetLife®.
- Find a participating dentist at www.metlife.com/tricare or by calling 1-855-638-8371.



Benefit Information

TRICARE Pharmacy Program

Pharmacy Option	Formulary Drugs		Non-Formulary Drugs ¹
	Generic	Brand Name	
Military Pharmacy (up to a 90-day supply)	\$0	\$0	Not available
TRICARE Pharmacy Home Delivery (up to a 90-day supply)	\$0	\$16	\$46
TRICARE Retail Network Pharmacy (up to a 30-day supply) ²	\$8	\$20	\$47 ³

1. Approval is required for ADSMs. Non-formulary drugs may be obtained free of charge by ADSMs only if medical necessity is established. All other beneficiaries will pay the copayments listed above. Medical-necessity information should be submitted along with the prescription. For more information, visit www.tricare.mil/pharmacy.
2. To have a 90-day supply of a prescription filled, pay the copayment for each 30-day supply.
3. Some non-formulary drugs are only covered through home delivery. Check with Express Scripts, Inc. before filling prescriptions for non-formulary drugs at a retail network pharmacy.



Benefit Information

TRICARE Pharmacy Program (*continued*)

Pharmacy Option	Formulary Drugs		Non-Formulary Drugs
	Generic	Brand Name	
Non-Network Pharmacy (<i>up to a 30-day supply</i>)	TRICARE Prime options: 50% cost-share applies after point-of-service (POS) deductible is met		TRICARE Prime options: 50% cost-share applies after POS deductible is met
	All other beneficiaries: \$20 or 20% of the total cost, whichever is greater, after the annual deductible is met		All other beneficiaries: \$47 or 20% of the total cost, whichever is greater, after the annual deductible is met



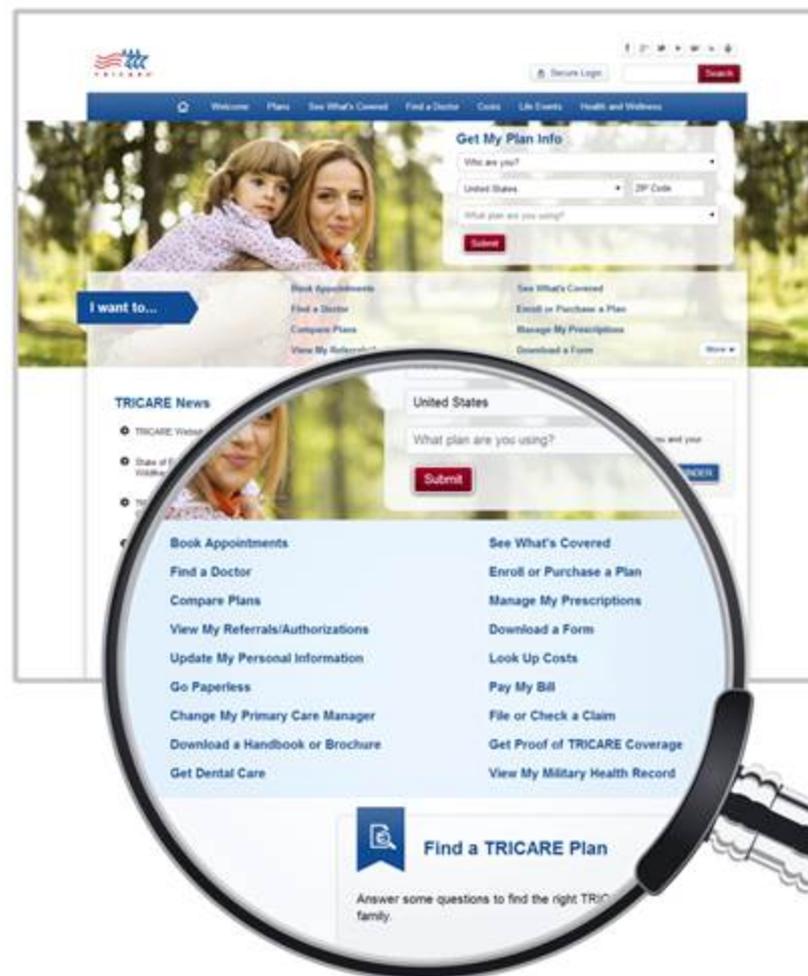
Other Important Information

TRICARE Self-Service Options Online

Easily manage benefits at home or on the go via secure Web sites. On **www.tricare.mil**, the “I want to ...” section allows you to:

- Enroll in or purchase a plan
- File or check a claim
- View referrals and prior authorizations
- Find a doctor

... and **much more!**



Your Checklist

Moving with TRICARE

Before You Move:

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



Your Checklist

Moving with TRICARE

On the Road:

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

At Your New Location:

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





MEDICAL RECORDS

All Records **MUST** be mailed

No one is allowed to Hand Carry Records

Active Duty Health Records – Bldg 679, Phone 808-433-8200

- To begin the process of transferring medical records to your next duty station, you will need orders, dental records and clearing papers.
- Your records will be mailed to your next duty station

Family Member Records – Bldg 676, Phone 808-433-8483

- To begin the process of transferring medical records to the next duty station, you will need a Military ID and your sponsor's orders.
- You records will be mailed to the next duty station.

For Information and Assistance

Stateside Regional Contractors

TRICARE North Region

Health Net Federal Services, LLC
1-877-TRICARE (1-877-874-2273)
www.hnfs.com

TRICARE South Region

Humana Military, a division of
Humana Government Business
1-800-444-5445
Humana-Military.com

TRICARE West Region

UnitedHealthcare Military & Veterans
1-877-988-WEST (1-877-988-9378)
www.uhcmilitarywest.com

General Contact Information

TRICARE Web Site: www.tricare.mil

Contacts: www.tricare.mil/contactus

Defense Health Agency—Great Lakes:
www.tricare.mil/greatlakes

Overseas Regional Contractor

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

Eurasia-Africa:

+44-20-8762-8384 (*overseas*)
1-877-678-1207 (*stateside*)

Latin America & Canada:

+1-215-942-8393 (*overseas*)
1-877-451-8659 (*stateside*)

Pacific:

Singapore: +65-6339-2676 (*overseas*)
1-877-678-1208 (*stateside*)
Sydney: +61-2-9273-2710 (*overseas*)
1-877-678-1209 (*stateside*)

Connect with TRICARE Online!



www.tricare.mil/media





MPD REASSIGNMENTS BRIEF



USAHC-SB MEDICAL OUT PROCESSING

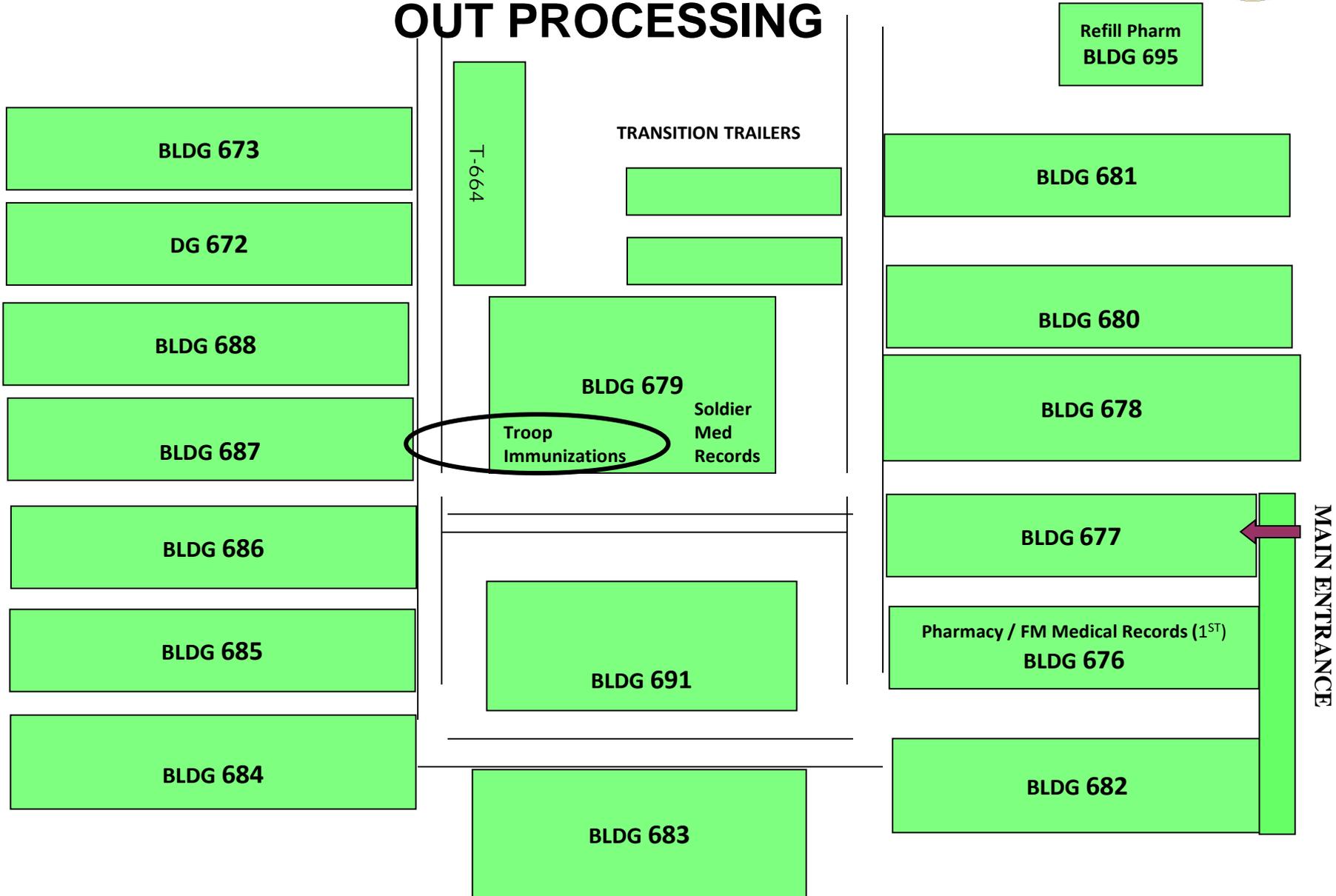
- Soldiers medically out process each TUES 1300 hrs and FRI 0900 hrs at USAHC-SB
- All will start at Troop Immunizations, bldg 679
 - All Soldiers must be in a military uniform IAW Post Policy
- All out processing Soldiers will be screened for mandatory assessments and medical readiness requirements
- All out processing Soldiers will sign for their medical records
- Please start out processing at least 2 weeks prior to final date
- Please start Retirement/ETS Physical exams at least 2 months prior to final date



MPD REASSIGNMENTS BRIEF



USAHC-SB MEDICAL OUT PROCESSING





USAHC-SB MEDICAL OUT PROCESSING

- All out processing Soldiers will be screened for the following mandatory assessments and medical readiness requirements

ALL- Periodic Health Assessment (PHA)

ALL- Post Deployment Health Re-Assessment (PDHRA)

ALL Female Soldiers- Well Woman exam

ALL- Out-processing Behavioral Health checks

PCS/RC- Vision Readiness screening

PCS/RC- Hearing test

PCS/RC- Routine Immunizations and PPD skin test

PCS/RC- Readiness related lab requirements



MPD REASSIGNMENTS BRIEF



USAHC-SB MEDICAL OUT PROCESSING

- SOLDIER MEDICAL RECORDS OUT PROCESSING
- Soldiers must provided 1 copy of orders for the medical records (MEDREC) to be shipped
- ETS-Retirement Soldiers must sign out dental records and turn in when out processing medical records
 - USAHC-SB each TUES 1300-1600 and FRI from 0900-1200, 1300-1600 hrs at Bldg 679.



USAHC-SB MEDICAL OUT PROCESSING

- FAMILY MEMBER MEDICAL RECORDS OUT PROCESSING
- Soldiers with Family members (FM) must provide 1 copy of orders with FM names shown for the FM medical records to be shipped
 - USAHC-SB each TUES and FRI 1300-1600 hrs at Bldg 676.
 - Completed and signed FM MEDREC request in TCS folder.
 - Soldier must have ID Card of Spouse and FMs 18 yrs/older at time of MEDREC pick up.



USAHC-SB MEDICAL OUT PROCESSING

TRICARE Transferring to a new duty station

- It is the Sponsor/Family Members responsibility to complete a TRICARE Region transfer or PCM change upon arrival at new duty locations. If Sponsor/Family members have questions they should call

TRIWEST @ 1-888-874-9378

TRICARE Info for ETS and Retirements are part of the DHR Separation Briefings



MPD REASSIGNMENTS BRIEF



USAHC-SB MEDICAL OUT PROCESSING

- TRICARE Info Sheet

TRICARE Information for

Soldiers and Families Leaving Hawaii

•**PCS**- Be sure to transfer Prime enrollments for Soldiers and Family members at next duty station-

1. Only Emergency care is authorized when traveling- (seen in Emergency Room)
2. Routine care not authorized-
3. Questions call 1-888-874-9378 (Quick Access Tip- when recording begins say Customer Service)

•**Retiring**- Attend VA Separation & TRICARE Retirement Briefing at ACAP- Contact ACAP @ 655-1028 for dates and times of briefings.



MPD REASSIGNMENTS BRIEF



•ETS –

1. Without TAMP-Eligibility- Soldiers and family members are no longer eligible for care in military system or with TRICARE Program at midnight on date of separation

2. With TAMP eligibility

- If you qualify for the Transitional Assistance Management Program (TAMP) it will state TAMP eligibility on separation orders
- TAMP provides health coverage for 180 days as you transition to civilian life. Under TAMP Soldiers and Family Members are eligible for TRICARE Standard, Extra or Prime.
- Must up date DEERS on date of separation or later- Take orders and DD 214 with picture ID to ID/DEERS Office, Bldg 750, (Old Nehelani) Room 122. Soldier, spouse and children 10 years and up will receive ID card with TA over stamp. *Prime members must re-enroll, if TAMP eligible. Be sure to check for Prime availability in your area.
- **Disability Questions** –Contact VA @ 1-800-827-1000



125TH FMSU FINANCE OUT PROCESSING BRIEFING

Bldg 750, Room 103



MPD REASSIGNMENTS BRIEF



125th FMSU IN/OUT PROCESSING HOURS OF OPERATION

Office Hours:

Monday-Wednesday & Friday 0900 – 1500

PHONE NUMBERS:

(808) 655-0094/0095

CLOSED THURSDAY'S, USARPAC DONSA's,
TRAINING/FEDERAL HOLIDAYS



Entitlements Review

- See your unit S-1 (PAC Clerk) to review your pay entitlements based off the latest Unit Commanders Finance Report (UCFR).
- If your entitlements are incorrect you will need to bring the correct documentation with you and notify finance of the changes required.
 - If changes are needed, please see S-1 about required documentation to fix your military pay account



MPD REASSIGNMENTS BRIEF



CLEARING FINANCE

- Wounded Warriors must out-process through the Wounded Warrior Program Office (WWPO) which is located in the main finance office

****Building 689 next to the commissary****



MPD REASSIGNMENTS BRIEF



ADVANCE PAY

- ONE Month's advance pay may be requested at the losing duty station or the gaining duty station
 - Calculated as SM's base pay minus deductions to include TSP, Alimony, Child Support, etc.
 - Recouped over a 12 month period
 - Can be requested at IOP 30 days prior to PCS departure OR 60 days after your PCS arrival at next PDS



ADVANCE PAY

- Who is entitled:
 - E3 and Below **with** Dependents are authorized with CDR's signature
 - E4 and above with Dependents are authorized to sign and approve their own request for advance pay
 - E5 and below without dependents are authorized with CDR's signature.
 - **All single Soldiers are required to itemize expenses to justify the advance pay. (DFAS Guidance Letter January 8, 2016)**



ADVANCE PAY

- Required Documents to request Advance Pay
 - DD Form 2560 (Advance Pay form)
 - 1 copy of your PCS orders
 - 1 copy of DA 31 (Leave Form)
 - 1 copy of most current LES
 - ****ALL single Soldiers will itemize expenses to justify the authorization of an advance pay****



MPD REASSIGNMENTS BRIEF



ADVANCE DLA

- ADVANCE DISLOCATION ALLOWANCE (DLA)
 - Payable based on JFTR Regulations

SOLDIERS WHO HAVE A FUNCTIONING GTCC WILL NOT RECEIVE ADVANCE DLA (DOD FMR Volume 4, Chapter 5)

Request for advance will be paid at 100%

- Note: This is a travel advance and must be claimed on the PCS travel voucher (DD Form 1351-2) upon arrival at your new duty station

"The Department of Defense (DoD) policy is that the Government Travel Charge Card (GTCC) will be used by all DoD personnel (military or civilian) to pay for all costs related to official government travel. See Section 0406 for exemptions to mandatory use. Official government travel is defined as travel under official orders while performing duties pertaining to official government assignments such as temporary duty (TDY) and permanent change of station (PCS). The purpose of the GTCC is to serve as the primary payment method for official travel expenses incurred by DoD personnel (military or civilian). Refer to the Joint Travel Regulations (JTR), Chapters 3-7 and Appendix G for information on authorized travel expenses. Use of the card for expenses not authorized by the JTR is prohibited. Refer to the Travel and Transportation Reform Act of 1998 (TTRA), Public Law 105-264 for additional information regarding mandatory use of the travel card. Benefits of the GTCC Program include but are not limited to the following:

A. Increases data capture, providing business intelligence to improve travel programs, reduce overall travel costs and expand strategic sourcing opportunities B. Improves audit readiness and program management C. Reduces the need (and costs to the Department) for travel advances and related reconciliation/collection" (DOD FMR Volume 4, Chapter 5)



MPD REASSIGNMENTS BRIEF



ADVANCE DLA

- ADVANCE DISLOCATION ALLOWANCE (DLA)
 - SM must be moving household goods and/or dependents
 - E5 and below w/out dependents are NOT entitled to Advance DLA (Unless Dual Military and you are on a Joint Domicile Assignment)
 - Only one SM of a Dual Military Couple, who are relocating together, is entitled to DLA
 - SOLDIERS WHO HAVE Individual Billed Account (IBA) WILL NOT RECEIVE A DLA ADVANCE
 - SOLDIERS WHO HAVE A GTCC WILL NOT RECEIVE ADVANCE DLA



MPD REASSIGNMENTS BRIEF



ADVANCE DLA

- Can be requested at IOP 30 days prior to departure
- DFAS will deposit request prior to SM's flight date
- Advance DLA requires 10-15 Business days to be processed
- DLA Rate is figured according to rank and w/ or w/out dependents
- SOLDIERS WHO HAVE A GTCC WILL NOT RECEIVE ADVANCE DLA



ADVANCE DLA

- Required documents to request Advance DLA:
 - 1 copy of PCS Orders (w/ dependents' names listed, if applicable)
 - 1 copy of DA 31 (leave form)
 - 1 copy of Flight Itinerary (including dependents' flight itinerary, if applicable)
 - SOLDIERS WHO HAVE A GTCC WILL NOT RECEIVE ADVANCE DLA



ADVANCE TRAVEL

- SOLDIERS WHO HAVE A GTCC WILL NOT RECEIVE ADVANCE TRAVEL
- Can be requested at IOP 30 days prior to departure
- DFAS will deposit request prior to SM's flight date
- Advance travel requires 10-15 Business days to process



MPD REASSIGNMENTS BRIEF



ADVANCE TRAVEL

For each day of authorized travel, the following Per Diem rates apply:

- SM – **\$140** per day
- Dependents 12 and older – **\$105** per day per dependent
- Dependents under 12 – **\$70** per day per dependent

**SOLDIERS WHO HAVE A GTCC WILL NOT RECEIVE
ADVANCE TRAVEL**



ADVANCE TRAVEL

- Required documents to request Advance Travel:
 - 1 copy of PCS Orders (w/ amendments, if applicable)
 - 1 copy of DA 31 (Leave form)
 - 1 copy of Flight Itinerary (including dependents' flight itinerary, if applicable)
 - 1 copy of your POV Shipment form
 - **SOLDIERS WHO HAVE A GTCC WILL NOT RECEIVE ADVANCE TRAVEL**



DEPARTURE TLA

Departure Temporary Lodging Allowance (TLA)

- Departure TLA is a **partial reimbursement**, not an advance payment for OCONUS lodging.
- The Housing Services Office (HSO) authorizes Departure TLA. **SMs must coordinate with HSO for authorization.**
- SMs not living in Single-Type Quarters (barracks) are authorized up to but not to exceed 10 days of Departure TLA.



MPD REASSIGNMENTS BRIEF



DEPARTURE TLA

- ALL Departure TLA PAYMENTS will be paid on Mid Month or End of Month Direct Deposits based on when it is processed by the Finance office.
- All TLA packets will be turned into Housing Services Office (HSO), Schofield Barracks, Bldg 950, 215 Duck Road. prior to scheduled departure.



MPD REASSIGNMENTS BRIEF



DEPARTURE TLA

Required documents to process Departure TLA authorization letters are:

- 1 copy of PCS, ETS, or Retirement Orders (w/amendments, if applicable). Family must be listed on PCS orders and be Command Sponsored to be entitled to Departure TLA
- 1 copy of DA 31 (Leave Form) with approval signature and control number. Soldier Start leave date should be same as departure flight
- 1 copy of Flight Itinerary for SM (including dependents' flight itinerary, if applicable). Late departure authorized after 1800 hrs.
- DD Form 1299 (Household Goods Shipment)
- IPC Housing Termination Letter (On-post)



DEPARTURE TLA

Required documents to process Departure TLA by Finance:

- Housing Memorandum (Departure TLA letter)
- Statement of Non-Availability (if assigned to Oahu North)
- 1 copy of an Itemized Hotel receipt w/balance paid in full
- 1 copy of PCS Orders (w/amendments, if applicable)
- 1 copy of DA 31 (Leave Form) with approval signature and control number
- 1 copy of Flight Itinerary for SM (including dependents' flight itinerary, if applicable and are listed on orders and Command Sponsored)

DEPARTURE TLA WILL NOT BE PAID FOR ANY DAY SOLDIER ON PCS, ETS OR TERMINAL LEAVE AND STILL ON ISLAND



MPD REASSIGNMENTS BRIEF



CLEARING FINANCE

SM MUST clear all section but out processing prior to clearing Finance Office

If issued a statement of charges by CIF it MUST BE stamped by CIF to be processed by finance

Clear our office 3 BUSINESS days prior to the date of your Final Out appointment. Required documents to clear:

- Clearing Papers
- DA Form 5960 (Recertify BAH)
- 1 copy of PCS Orders (w/amendments, if applicable)
 - **DA Form 31 start date (block 10a) must match AVAL date on PCS orders**
- 1 copy of DA 31 (Leave Form)
 - **Note:** A Leave Form is required for **ALL** travel days
- 1 copy of Flight Itinerary for SM (w/dependents, if applicable)



MPD REASSIGNMENTS BRIEF



COLA/BAH/FSH

COLA

- COLA stops at the day prior of unit's departure date (DA31 block 10.a)

BAH

- BAH remains at the Hawaii rate until SM signs into new Permanent Duty Station
- If TDY-en-route, BAH still new Permanent Duty Station remains at the Hawaii rate until signing into

FSH

- For Dual BAH or FSH, the Hawaii rate BAH stops the day prior to the day you depart your unit
- FSA will terminate upon departure on PCS leave



FINANCE ADMIN NOTES

TDY Enroute

- All SM going TDY enroute to their next duty station must ensure they have a DD 1610, providing accounting classification(s), to accompany any PCS orders. Failure to do so may prohibit reimbursement for any expenses incurred during TDY period.

Commercial Plane Tickets

- Orders must state that SM is authorized to purchase commercial plane tickets utilizing their Individual Billing Account (IBA) established for reimbursement. Tickets must be purchased through Government Travel Office for reimbursement. Can not purchase tickets on-line or through travel agent.

Baggage Claim

- DFAS will reimburse for the first two bags charged that meet the requirements for reimbursement.



MPD REASSIGNMENTS BRIEF



125th FMSU

IN/OUT PROCESSING POC:

SSG Zorola, Richard

655-0094/0095

Richard.m.Zorola.mil@mail.mil

Building 750, Room 103



MPD REASSIGNMENTS BRIEF



US ARMY GARRISON HAWAII

DIRECTORATE OF HUMAN RESOURCES
MILITARY PERSONNEL DIVISION

REASSIGNMENTS SECTION



MPD REASSIGNMENTS BRIEF



ENLISTED PCS RETAINABILITY

- Soldiers PCSing to CONUS must have 1 year retainability as of NLT Report Date established by HRC.
- Must have 36 months for OCONUS long tour areas and 12 months for Korea



MPD REASSIGNMENTS BRIEF



ENLISTED PCS RETAINABILITY

FIRST TERMERS: If you do not want to reenlist or extend to meet the retainability requirements, Sign the bottom of the folder which states: “I AM A FIRST TERM SOLDIER AND DECLINE TO OBTAIN RETAINABILITY FOR THIS ASSIGNMENT”

CAREER SOLDIERS: If you do not want to reenlist or extend to meet the retainability requirement, See Retention NCO and sign a Declination of Continued Service Statement (DCSS) DA Form 4991-R. The ERUP Code must reflect 9Q.

Must submit DCSS to **S-1** ASAP.

Enlisted Soldiers who Reenlisted for the assignment, see your Retention NCO for any changes.



REQUIREMENTS

Documents for Service Members with dependents:

1. Copy of PCS orders bringing dependents to Hawaii
2. Dependent Travel Order/Space A
3. Command Sponsorship memorandum
4. Newly married: Copy of Marriage Certificate.
5. New born child: Copy of Birth Certificate.
6. Early Return of Dependent Orders (ERD)
(If applicable)

If Security Clearance is required, see your **S-2**.

If recently promoted a copy of promotion order.



COMMAND SPONSORSHIP

1st Term Soldiers must serve a 36 month “accompany tour” to be eligible for Command Sponsorship Benefits.

Bona Fide Local Residents spouse maybe authorized Command Sponsorship without having 12 months remaining on the 36 month tour.

Dual Military or Single Parent must request Command Sponsorship for 1st Child born on Island.

Command Sponsorship is not automatic. You must apply for
CSP.



OVERSEAS ASSIGNMENTS

Required documents for all Soldiers:

- DA Form 4036: Medical & Dental Preparation for Overseas Movement
- DA Form 4787: Reassignment Processing

Required documents for Soldiers taking dependents:

- DA Form 5121: Overseas Tour Election Statement
- DA Form 5888: Family Member Deployment Screening Sheet. Must be completed, signed and stamped by **EFMP physician** at **Tripler Hospital**.

For appointments, call EFMP Clinic @ **433-4441**



MPD REASSIGNMENTS BRIEF



PASSPORTS

Passports issuance applies only to the following:

For PCS moves only

Dependents

US citizens

Click on the following link to access the application

<https://travel.state.gov/content/travel/en/passports/apply-renew-passport/how-to-apply.html>

Upon completion, a bar code will appear on the first page, top left corner. **Do not sign the application!** Passport agent will witness signature and verify documents during interview process

Provide **only** original documents

Contact passport agent at (808) 655-7182 or schedule appointment
Passports are issued only after receiving approved concurrent/deferred



PASSPORT

Forms of original documents required:

- Current passport holder, provide passport along with application
- Birth certificate
- Naturalization certificate (if applicable)/military ID/driver's license



MPD REASSIGNMENTS BRIEF



LEAVE TIME

To take leave over 30 days and 10 days Permissive TDY, you must provide a copy of DA 31 signed by an O-5 or above.

Select options of “Fly and Drive” or just “Fly”

Fly and Drive (CONUS only) - Fly from Hawaii to Los Angeles and drive POV to gaining location.

Fly Only - Fly to your gaining location. POV is shipped to closest Vehicle Processing Center.



MPD REASSIGNMENTS BRIEF



All Soldiers must bring the listed documents to your scheduled one on one appointment.

Officers: DA 5117-filled out

Enlisted: DA 5118-Page 3 filled out, MRC verified and signed by Medical Personnel and/or S1. Page 4&5 filled out/signed by the Soldier.

Any Soldiers without the required documents will be rescheduled.



MPD REASSIGNMENTS BRIEF



AFTER THE LEVY BRIEF

Orders are published based on AVAL dates. AVAL/DEROS date is the date you will depart Hawaii.

Orders are picked up by your S-1 only.

Please contact S-1 for any PCS orders or amendments.

Question?





MPD REASSIGNMENTS BRIEF



Contact Information

Officers Reassignments: 655-4949/4629

Enlisted Reassignments: 655-9490

Soldiers Support Center

Ayres Ave Bldg 750 Room 109





SPONSORSHIP

ACT Sponsorship website: <https://actnow.army.mil>.

Completion of the DA Form 5434, request for sponsor, located in the ACT Sponsorship Module.

Please complete SECTION # 1, 2, 4 & 5. After you have completed all sections, please check (I certify) block below your rank in section 1 and save your form at the bottom of the page.

Your Gaining Installation will complete SECTION # 3 on line with sponsor information.

For further questions or assistance contact your brigade or battalion sponsorship liaison.



MPD REASSIGNMENTS BRIEF



Army Career Tracker (ACT)



Actors:
- PCSing Individual
- Sponsor

The screenshot shows the ACT web interface for a DA Form 5434. The top navigation bar includes 'SOLDIER', 'CAREER RESOURCES', 'SEARCH', and 'SPONSOR'. The main content area displays a 'DA FORM 5434' form with a progress indicator showing sections 1, 2, 4, and 5 completed, and section 3 pending. A blue arrow points from the 'Actors' box to the 'Section 3' indicator. The form includes fields for 'ARRIVAL INFORMATION TO ASSIST GAINING UNIT OR ACTIVITY', 'Sponsorship Identification', and 'Sponsorship Number'. A 'Reply' button is visible at the bottom of the form.

- The DA Form 5434 is what drives the program
- Notification are sent to PCSing individual to complete their DA Form 5434
- Sections 1, 2, 4, and 5 are completed by the PCSing Individual. Section 3 is completed by the Sponsor
- Clearing papers are being held until Sponsor completes Section 3 of DA Form 5434 or [ETP 4187](#) and [Out-processing Survey](#)



MPD REASSIGNMENTS BRIEF



Out-processing Section

Office Hours

Mon, Tues, Wed, Fri - 0900-1130; 1300-1530

Thursday - 0800-1130

(Issue Clearing papers and Final Out)

Soldiers of all Ranks must be in uniform when clearing.
Exceptions are Soldiers who are pregnant, or an agent of
the Criminal Investigation Division (CID)

AR 600-8-101 & Policy Memo USAG-HI 58, IOP procedures.

DA 5434 is completed on ACT website

Bring copy of out processing survey

For assistance during non-operational hours call 655-6845.



Out-processing Section

1. Clearing papers are issued upon Assigned Sponsor completing DA Form 5434 or ETP 4187 signed by O6.
 2. PCSing Individual will access their In-Processing and Out-Processing Surveys from the ACT Sponsorship Portal.
 3. PCSing Individual will print Out-Processing Survey Certificate of Completion.
- ACT Sponsorship website: <https://actnow.army.mil>