



Aloha! Marine & Family Programs is here to support you with resources that will help make your move smooth and stress free. This PCS toolkit is a step by step reference sheet of the outbound process as well as services you may need to utilize. Please review the contacts listed below and contact Information, Referral & Relocation Services at 808-257-7786 or email crystal.a.brookover@usmc-mccs.org if you have any questions or need clarification for your individual circumstances.

PCS OUTBOUND PROCESS STEP BY STEP:

- 1) Distribution Management Office: DMO is the first step in the moving process. You will need DMO paperwork in order to proceed with other offices. First, set up or reactivate your move.mil/DPS account at www.move.mil. If you experience some difficulties setting up the account or are not sure how to set up the account take a look at the tutorials at: <https://move.mil/tutorials>. Once set-up is completed two forms will be generated at the end, the DD 1299 and the DD 1797. After you review and sign your forms then upload and press submit. If possible, we recommend printing these forms for your records and reference.

Once move.mil/DPS set up is complete please make your appointment with DMO at: 808-257-3566 to attend their outbound brief, finalize the move of your household goods and get documents necessary for shipment of your vehicle. DMO is located in bldg. 209 on the corner of 2nd street and C street (or at Camp Smith, MARFORPAC building, 808-477-8840), . Once your move.mil is activated and you have attended their brief (which is different from the PCS Workshop) and have the necessary paperwork then you can complete your outbound interview with your S-1/G-1 and then start making arrangements with IPAC outbound.

- 2) IPAC Outbound Support: Building 1043, 2nd deck, (808) 257-1467/2109/1858/2391. Set up and complete your outbound interview once DMO requirements are complete. Your OBI must be approved prior to visiting IPAC. When you come to IPAC make sure that you have:
 - a. DMO paperwork
 - b. Your unit checkout sheet from S-1/G-1
 - c. Government Travel Card activated
 - d. VPC paperwork from DMO for shipment of your vehicle
 - e. Final Inspection/move out set up for housing
 - f. Provide Pet information for PCR

If you have questions or any uncertainty please feel free to call IPAC pre-checkout at 808-257-1858/2109/2391 and they can review their requirements and process. Once you have coordinated your documents with IPAC you will get a call from IPAC to come pick up original orders, 1 to 3 days before flight date. At that time you can bring your unit checkout sheet with at bare minimum: **S-1, PMO, CIF and Military Finance's signatures.**

**please note that currently all flights do not commence until May 12th per the Assistant Sec of Defense Memorandum issued on March 13th due to current Force Protection Health Measures.*



This could be updated at any time so please stay in touch with IPAC for updates and changes and check their base webpage for updates: <https://www.mcbhawaii.marines.mil/Offices-Staff/S-1-Manpower-Personnel-Administration/Installation-Personnel-Administration-Center/> .**

3) Housing: If you are in on base, Hunt housing, call your housing Resident Services Officer (RSO) or walk in to your community center RSO office (Waikulu, Mololani or Manana) (or talk to your landlord if you are off base) and schedule a pre-PCS appointment to go over your dates and move out information. Your housing RSO can provide you with detailed check out and cleaning information and will do a pre-inspection visit to the home to provide feedback. 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 inspections. Self-help has materials you can use for small repair projects. Notice to move should be given within 28 days (some exceptions apply).
Waikulu & Manana: 808-839-8777
Mololani: 808-839-8702

4) Travel Entitlements: Schedule an appointment or walk in to see the Military Finance Office, Building 216- 1st Deck (facing the base library) to get an official estimate of your full financial entitlements so you can make informed decisions regarding some of your moving plans and not over-extend yourself financially. Call (808) 257-7771/ 7766 or walk in to their office for a one on one PCS estimator with a clerk. Note that you can have them draft several estimators based on different scenarios: Example—Having your car shipped to the port of embarkation in Los Angeles and driving cross county to your duty station versus flying there directly and picking up the vehicle at the nearest port.

*Please note that due to the current COVID-19 Force Protection Health Condition the Military Finance and Dispersing Office is operating remotely and conducting business virtually or by phone. To process claims or ask questions please call or check their webpage for updates and forms at: <https://www.mcbhawaii.marines.mil/Offices-Staff/S-8-Comptroller/Military-Finance-Office/Travel/> .

**Please also note that TLA requires a separate appointment from military finance at IPAC outbound and can be done prior to completion of your outbound interview. Be sure to touch base with the Temporary Lodging Allowance office (TLA) 30 Days Prior to detaching from your command. Departure TLA for MCBH is 5 days at an approved lodging source. Do NOT book lodging via a third party website, only directly with TLA approved sources. TLA can supply you with the official list of current TLA approved lodges:

- ◆ U.S. Marine Corps TLA Office (808) 257- 2198/1582, Building 1043, 1st deck, MCBH.TLA.FMB@USMC.mil
- ◆ U.S. Navy TLA Office PSD Pearl Harbor (808) 471-2405

5) Personal Vehicle Shipment: DMO will provide paperwork and assist with the initial phase of shipping your vehicle back to the mainland. You must then set up an appointment for drop off of your vehicle with the VPC or Vehicle Processing Center on Sand island. They take walk-ins, but you have to wait until all the appointments are completed and it can take hours so **we highly recommend the appointment**. Check with DMO regarding what is needed at the appointment and how to prep your vehicle prior to shipment. We recommend checking that **your driver's** license and car insurance is up to date. You should also check safecar.gov to see if there are any open recalls on your vehicle. Something must be shown to the VPC that indicates that your vehicle either does not have an open recall or the recall has been fixed by a certified mechanic or that the vehicle is so old or rare that the recall can no longer be fixed. If you need to dispose of a vehicle please call or email the MCCS information, referral and relocation services at OMBKBay.FMEAPRS@usmc-mccs.org for details on vehicle scraping services, but any military auto service center can assist with junking a vehicle to deter abandonment, which is a punishable offense. PCS my POV is another resource with information on vehicle shipment: <https://www.pcsmypov.com/>

6) Book Outbound Lodging: The Inns of the Corps at the front gate of MCBH is the primary lodging facility for this installation. Call them at 808-254-2806 to book once you have your pack our date from DMO and have given notice to housing. If the Inns of the Corps is fully booked please obtain a statement of non-availability from them so that you can get your outbound entitlements and proceed with booking a hotel from the TLA approved list. If you are stationed at Camp Smith and want to book lodging at the Ford Island lodge or lodging on Joint Base Pearl Harbor/Hickam you may do so in lieu of the Inns of the Corps. These military lodges will also issue a statement of non-availability if lodging is not available. Do NOT book anything on a travel website, Airbnb or any third party vendor because this will forfeit TLA. The Marine Corps Base Hawaii beach cottages and cabanas and any MWR lodging are not TLA approved, they are considered recreational. Please check with TLA prior to booking if you are not sure if your lodging qualifies.

Additional Resources:

Legal Assistance (if needed): Building 215, (808) 257-6738

- ◆ Power of Attorney (PoA)
- ◆ Green Card/Immigration Support
- ◆ Assistance with lease/landlord issues

Disabled American Veterans (DAV), (808) 254-7682 this is recommended for those getting out of the service. The DAV rep will review your medical record and discuss how to file for VA medical benefits post active duty. This is by appointment only in building 244 next to the library.



Department of Veterans Affairs (VA), (808) 257-9922 by appointment as needed to review or get assistance with benefits, mostly popularly education and the VA home loan.

Medical Records:

- ◆ Dependents are encouraged to request a copy of immunizations & last physical. It can be helpful to have this information with you if you need to register for school at your new location or apply for employment. Dependents must request their full records upon arriving at their New Military Treatment Facility or establishing a new medical provider. Visit Family Medical Records 30 days prior to detaching from command for a 90 day supply of medications and any needed immunizations.

Health Insurance:

- ◆ TRICARE online: <http://www.tricare.mil/> Moving? Transfer Your Prime Enrollment with Just a Phone Call. Frequent moves can be frustrating for active duty families. TRICARE gives you one less thing to worry about with Moving Made Easy. Now, whether stateside or overseas, you can transfer enrollment with just one phone. You don't need orders; there are no waiting lists and no forms to complete. When you get to your new duty station, just make sure your DEERS information is up to date and then pick up the phone and call your regional Tricare contractor or log on to <http://www.tricare.mil/>.

Military One Source Tools: **Military One Source's Plan My Move tool** provides you with access to information about your entitlements and benefits, points of contact, checklists, planning tools, and information on education and employment: <https://www.militaryonesource.mil/moving-housing/moving/moving-resources>

1-800-342-9647

Pets:

Make sure that it is indicated on your orders that you will be traveling with pets and discuss this with IPAC during flight arrangements. Once you know what carrier you will be flying on you will need to reach out to the airlines customer service department to discuss any deals or discounts they might have for military members on PCS orders. Make sure to note their requirements for the kennel as this can vary per air carrier as well. Finally ask about any temperature blackout dates where the airline may not let animals fly and their policy on brachycephalic breeds (short snout/nosed breeds with potential respiratory issues), if that applies to you.

If travel costs for your pets are over \$700 you can apply for a grant with the SPCA International. The link to apply is only open the first week of each month from the 1st to the 7th and application must take place prior to PCS:

Operation Military Pets: SPCA Grant potentially grants not to exceed \$1k per family for pet travel, <https://www.spcai.org/our-work/operation-military-pets> .



MILITARY COMMUNITY INFORMATION

- ◆ Research contacts and program information for your new duty station: Military Installations offers a customized calendar and detailed information: www.militaryinstallations.dod.mil
- ◆ You can also utilize the plan my move feature on the Military One Source website or inquire about Community-specific information at (800) 342-9647, MilitaryOneSource

HOUSING ON & OFF BASE

- ◆ Application for assignment to housing (DD1746) MCO P11000.22 http://www.public.navy.mil/surfor/ccsg11/Documents/3a-Housing%20Application%20DD1746_09DEC.pdf
- ◆ Basic Allowance for Housing (BAH) MCO P1751.3F <http://www.defensetravel.dod.mil/site/bah.cfm>
- ◆ The DoD approved and vetted site for looking for off base housing is currently: www.homes.mil . Other sources are available to search for housing, but please use caution and safeguard from scams. Committing to housing prior to arrival at your duty station and checking into the unit will forfeit entitlements.

EMPLOYMENT RESOURCES & INFORMATION: 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://msepjobs.militaryonesource.mil/> to find employment opportunities and post resumes. Spouses are also eligible for reimbursement for professional re-licensure in the state they are transferring to.

- ◆ Military Spouses Career Advancement Account Program (MyCAA) is offered to eligible military spouses as part of the Office of the Secretary of Defense, Spouse Education and Career Opportunities (SECO) program.
- ◆ Eligibility restricted to spouses of active duty E1-E5, W1-W2, and O1-O2 serving on Title 10 orders.
- ◆ Financial assistance limited to \$4,000
- ◆ Financial assistance must be used 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://www.myseco.militaryonesource.mil/>



CAREER RESEARCH

- ◆ [Military Spouse Employment Partnership \(MSEP\) Hiring Our Heroes](#)
- ◆ [Spouse Education and Career Opportunities \(SECO\) My Career Advancement Account \(MyCAA\)](#)
- ◆ [ONET Interest Profiler – Career Assessment my Next Move](#)
- ◆ [Bureau of Labor Statistics Occupational Outlook Handbook](#)
- ◆ [Military Spouse Residency Relief Act \(MSRRA\)](#)

MILITARY SPOUSE PRIORITY PREFERENCE PROGRAM...Spouse Priority Placement Program, is valid in the first 2 years upon arriving at a new duty station and is applicable to the USAJOBS when spouse priority applies. Military Spouse Executive Order 13473 [Are you eligible for Military Spouse Priority Preference Program?](#)

MILITARY TRANSITION LINKS

www.mil2fedjobs.com Crosswalk from MOC to Civil Service
[Corporate Gray Helmets to Hardhats Leaders](#)
[Military Candidates Inc](#) [Military Employment](#) [Marine For Life Network](#) [Troops to Teachers](#)
[Veterans Employment Center](#)

UNEMPLOYMENT INFORMATION for MILITARY SPOUSE

- ◆ Hawaii State: <http://labor.hawaii.gov/ui/handbook-on-unemployment-benefits-2/>
- ◆ US Department of Labor: <http://workforcesecurity.doleta.gov/unemploy/uifactsheet.asp>

EMERGENCY ASSISTANCE

- ◆ Navy Marine Corp Relief www.nmcrs.org
- ◆ American Red Cross www.redcross.org 1 (877) 272-7337

CHILDREN – CHILD CARE & SCHOOL

- ◆ For information on K-12th grade schools & services contact your SCHOOL LIAISON OFFICER (SLO), the conduit between parents and educators to ensure a seamless transition during transfer between schools. For more information, visit <http://www.dodea.edu/Partnership/schoolLiaisonOfficers.cfm>
- ◆ Need Childcare? Locate your next duty station's **services page** and search the Marine & Family Programs section, Family Care or Resource & Referral. The Family Care branch consists of Children and Youth Programs, Child Development Centers, Family Child Care, Exceptional Family Member Program, School Liaison Program, and Youth Activities: <https://militarychildcare.com/> .