

MCB Hawai'i
Kaneohe Bay



PCS Toolkit

LEAVING Hawaii in the next 6 months? Permanent Change of Station (PCS) moves are challenging. 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 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 OMBKBAY.MCBHIRRS@USMC-MCCS.ORG if you have any questions or need clarification for your individual circumstances.

PCS OUTBOUND PROCESS STEP BY STEP:

1) Attend the **PCS & Moving Workshop**: Get information on dates and times at: <http://mccshawaii.com/welcome> . This is a mandatory program for anyone PCSing (EAS can attend, but it is not mandatory). No orders necessary to attend. Spouses can attend in place of the service member. Check out <https://ppdev.eventbrite.com> for registration and dates.

2) Distribution Management Office:

*Set up or reactivate your account, <https://www.militaryonesource.mil/moving-housing/moving/pcs-and-military-moves/>

*Schedule & attend DMO outbound brief at: 808-257-3566, bldg. 209 on the corner of 2nd street and C street (or at the Camp Smith office, MARFORPAC building).

*Once your account is activated, completed the DMO outbound brief, 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.

3) **IPAC Outbound Support**: Building 1043, 2nd deck, (808) 257-2401/1857. Once your outbound interview is approved, go to 2nd deck of IPAC for initial interview/flights (members cannot fly until at least 10 business days after that initial visit).

- For advance pay request, complete the advance pay form. Your Battalion or Squadron Commander must sign all advance pay requests if more than 1 month with payback in 12 months.
- If shipping a vehicle attach a copy of the signed VPC worksheet from DMO to your OBI or bring with you to IPAC.

4) **Housing**: After IPAC flight reservations are complete you should call your housing RSO (if you are in base housing 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 cleaning information. Self-help has material you can use for repair projects, but you should call maintenance ASAP if you have unresolved issues that they can fix prior to your departure. Notice to move should be given within 28 days (some exceptions apply). Notice to vacate and all PCS related business should be conducted in person at your RSO office.

5) **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 entitlements, (808) 257-7771/ 7766 by appointment.

****Please note that TLA requires a separate appointment from military finance and IPAC outbound and can be done prior to completion of your outbound interview. Meet with the Temporary Lodging Allowance office (TLA) 30 Days Prior to detaching from your command, call for an appointment. Departure TLA for MCBH is 7 days at an approved lodging source. 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
- ◆ U.S. Navy TLA Office PSD Pearl Harbor (808) 471-2405

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

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

7) [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.

8) [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.

9) **Medical Records:**

- ◆ Dependents can request a copy of immunizations & last physical. Dependents must request their records upon arriving at their New Military Treatment Facility or medical provider. Visit Family Medical Records 30 days prior to detaching from command for copies of medications and immunizations.

10) **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 call to your new location. You don't need orders; there are no waiting lists and no forms to complete. When you get to your new duty station, just pick up the phone and call your regional contractor or log on to <http://www.tricare.mil/>
- ◆ Over-the-Counter (OTC) Program at the pharmacy <http://www.tricare.mil/otcdemo>
- ◆ DEERS, 808-257-2077 (MCBH Office) or 1-800-538-9552

11) **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 information, referral and relocation services for details on scraping services. PCS my vehicle <https://www.pcsmypov.com/>

12) **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. Do NOT book anything on a travel website or Airbnb. The Marine Corps Base Hawaii beach cottages and cabanas are not TLA approved, they are considered recreational.

RESOURCES:

Military One Source Tools: [Plan My Move](#) provides you with access to information about your entitlements and benefits, to points of contact, checklists, planning tools, and information on education and employment.

PETS

- ◆ [Moving with Pets](#) prepare your pets for travel.
- ◆ [Operation Military Pets: SPCA Grant](#) potentially grants not to exceed \$1k per family for pet travel.
- ◆ [Space Available Pet Travel](#) ; Limited two pets per family accompanied by their owner. 3rd pet, refer to the Space – Available Pet Program www.amc.af.mil/amctravel
 - Pet quarantine reimbursements up to \$550.00 per household:
- ◆ <http://www.defensetravel.dod.mil/site/faqpet.cfm>
- ◆ Military OneSource call (800) 342-9647 Let them research flights available to coincide with your family's flight.
- ◆ Island Pet Movers <http://islandpetmovers.com/services/hawaii-to-the-mainland/>

MILITARY COMMUNITY INFORMATION

- ◆ Research your new duty station: Military Installations offers a customized calendar and detailed information on your next area, www.militaryinstallations.dod.mil
- ◆ Community-specific information at (800) 342-9647, job opportunities for military spouses [MilitaryOneSource](#)
- ◆ Exceptional Family Member Program (EFMP) (808)257-0290 <https://mccshawaii.com/efmp/>
- ◆ Library Resources, <http://mccs.ent.sirsi.net/client/default>
- ◆ Military OneSource, you have access to a wealth of information available via the [Morale, Welfare and Recreation digital library](#). You'll find eBooks and audiobooks, databases and repair manuals. You can get homework help for your child, listen to an audiobook edition of "The Adventures of Huckleberry Finn" at AudioBookCloud or test yourself with Peterson's Armed Services Vocational Aptitude Battery — or ASVAB — diagnostic.

- ◆ AMC Travel Website <http://www.amc.af.mil/amctravel/>

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>
- ◆ Need Housing? See <http://www.marines.com/being-a-marine/benefits/housing> On-base housing builds a secure, tight-knit community among Marine families. Marines with families have the option of living with their family's on-base in Military Family Housing. Those who are authorized to live off base will be compensated with a monthly housing allowance. In addition, the Veterans Administration (VA) offers loans for purchasing a home, both during and after [service](#).
- ◆ DoD approved www.homes.mil is a publicly accessible Department of Defense (DoD) Website for finding rentals in your new community.

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.

- ◆ 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?](#)

JOB BOARD LINKS

[A me r i c a n ' s J o b B a n k](#)
[A me r i c a ' s J o b E x c h a n g e](#) [Army& Air Force Exchange](#) [Career Builder](#)
[Cool Jobs](#) [Craigslis](#) [FlipDog](#) [Indeed](#)
[Job-Hunt.org](#) [Job Monkey](#) [LatPro](#) [MilitaryHire.com](#)
[Military Spouse Career Net](#) [Military Spouse Resources](#) [Monster Board](#)
[MSEP](#)
[My Perfect Resume](#) [Overseas Jobs](#) [Overseas Recruiting](#) [Spouse Job Search](#) [Truecareers](#)
[VetJobs.com](#)

FEDERAL JOB LINKS

[OPM Official Site for all federal job listings](#)
[OPM Classifications Standards for General Schedule Jobs](#)
[OPM Classifications Standards for Wage Grade Jobs](#)
[Fed World Department of Commerce Federal Government Information](#)
[V e t e r a n s ' E m p l o y m e n t a n d T r a i n i n g S e r v i c e](#)
[Commissaries](#)
[Federal Bureau of Prisons](#)
[Defense Link](#)
[Military to Federal Jobs Crosswalk](#)
[DODDS System](#)

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

- ◆ Looking for Schools? Visit [DoDEA – Department of Defense Education Activity](#)
- ◆ Also, 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 and search the Marine & Family Programs. The Family Care consists of Children and Youth Programs, Child Development Centers, Family Child Care, Exceptional Family Member Program, School Liaison Program, and

Youth Activities. Military Childcare search <https://militarychildcare.cnic.navy.mil/mcc-consumer/home/viewhome.action>

- ◆ School Liaison Officer Partners, The Commander Naval Installation Command (CNIC) Child & Youth Program (CYP) partners with a number of organizations. *The CYP does not exercise any editorial control over the information you may find at these locations. By selecting a hyperlink below you will be opening a window to an external site. <https://elibrary.cnic-n9portal.net/partners/>
- ◆ Boys and Girls Clubs of America (BCGA)
- ◆ 4H
- ◆ Kids Included Together (KIT)
- ◆ Military Child Education Coalition (MCEC)
- ◆ Military Impacted Schools Association (MISA)
- ◆ Operation Military Kids (OMK)