

2012

Guidelines for a Smooth Move

- Checklist for a Smooth Move... ..Pages 2-7
- Movement of Household Goods..Pages 7-12
- PCS Allowances.....Pages 13-16
- Request a Sponsor.....Page 17
- PCS TimelinePage 17

Relocation Assistance Program

Fleet & Family Support Programs

Naval Station Everett

13910 45th Ave NE

Marysville, WA 98271

(425) 304-3731/3367 or DSN: 727-3367 or 1-866-854-0638

<http://www.nffsp.org>

(rev. 12-11)

Checklists for a Smooth Move

Use "to do" lists and timelines.

The countdown to moving day can overheat the coolest heads. Relocation adds a new layer of stress to daily life. Since very few of us have photographic memories, we need lists. Lists are the only proven antidotes when faced with a long series of multiple tasks, each having many subparts. Everyone from management gurus to advice columnists recommends using lists. **Lists will save you** when you move. Keep track of your progress on each one. It feels great crossing things off! Timelines go one further. They combine lists with a deadline in which certain items on the list should be accomplished. In other words, timelines organize lists chronologically. The following is a timeline for the typical military move:

UPON RECEIPT OF ORDERS

- Read over your orders very carefully. Make sure all family members are included on the orders for travel benefits. Note your gaining command and any TDY locations listed on your orders; contact them and notify them of your situation and when you expect to report in. Ask for a **Sponsor**, Welcome Aboard Packet and important phone numbers from your ultimate duty station Command Sponsor Coordinator.
- Contact your local **Relocation Specialist** and the Relocation Specialist nearest to your Gaining Command. For Naval Station Everett, contact Rick Williams, Relocation Lead, at the Fleet and Family Support Center (425)304-3731.
- Go to the Defense Personal Property (DPS) web site < www.move.mil > and research the movement of your **household goods**. You can also go to the Surface Deployment and Distribution Center < www.sddc.army.mil > and download the "It's Your Move" Booklet: < http://www.transcom.mil/j5/pt/dtrpart4/dtr_part_iv_app_k_1.pdf >, along with POV shipment, household goods weight calculators, and much more useful information.
- For Everett area **housing**, visit the Housing Referral Office (800-876-7022) < everett@housing.navy.mil > < <https://www.ahrn.com/> > < <http://www.navylifepnw.com/site/192/ReferralServices.aspx> > http://www.cnic.navy.mil/CNIC_HQ_Site/WhatWeDo/FleetandFamilyReadiness/Housing
- To obtain **Base and local area information** where you are being transferred to, go to the Military Homefront web site at <http://www.militaryhomefront.dod.mil> and select "Military Installations". At the same web site, go to the "Plan My Move" section to begin preparing for the move.
- Examine local **educational** options for your children < <http://www.navylifepnw.com/site/386/Education-Services-Families.aspx> > and for yourself < <https://www.navycollege.navy.mil/> nco.everett@navy.mil 425.304-3159 / 60 / 61 [fax -3162] (DSN 727) >.

TWELVE WEEKS BEFORE MOVE .

- Calculate possible expenses you will incur when moving to determine if you will need financial assistance. Some of these would include rent, deposits, pet care and hook-up fees.
- If destination is known, begin scouting out housing options.
- Begin keeping track of relocation expenses. Be sure you are aware of your PCS entitlements. There are several PCS calculators that can give you a fair idea of the overall expense of your PCS move. For more information on this, ask the Relocation Specialist at your local Family Service Center.
- Create a "move file" to store important information and collect receipts for moving-related expenses.
- Ask the Internal Revenue Service for information about tax deductions on moving expenses and what receipts you'll need to keep (< www.irs.gov >, download the Relocation Income Tax (RIT) form.
- Make an inventory of possessions and their value. Photograph or videotape as necessary. Engrave possessions with identifying information (see www.knowyourstuff.org).
- Begin organizing personal records. For an idea of what records you should keep with you, check out the "Documents to Hand Carry" in the Plan My Move section of Military Homefront .
- Let clubs or organizations in which you serve know you are leaving.
- Take care of necessary medical, optical or dental appointments. Obtain a copy of records or find out how to have them forwarded later.
- If the military member is going Temporary Duty (TDY) in advance of Permanent Change of Station (PCS), have the Navy Legal Services issue a Power of Attorney or letter of authorization to allow the spouse authority to receive Household Goods in the absence of the military member.
- Go through closets and drawers to sort clothes and other items to give away or sell. Check to see if stored, seasonal clothing is clean. The Navy and Marine Corps Relief Society's Thrift Shop can use clothing or other items that are in usable condition. Call them at (425)304-3207 for more information.
- Arrange for disposal of items not sold or donated.
- Make sure stickers from previous moves have been removed from furniture.
- Don't place any more mail order purchases.
- Call billeting at your new duty station to make reservations for temporary quarters. A written notice or copy of orders may be required so be sure to ask.
- Contact your command regarding permissive TDY or house hunting leave. This leave can also be used to attend to details of family separations when beginning or completing an unaccompanied tour.

EIGHT WEEKS BEFORE MOVE

- If planning to vacation en route during peak tourist time, make reservations. Actually, it's always a good idea to plan out your trip and make all necessary reservations well in advance. It's usually much easier to change or cancel reservations when your travel plans change. Remember; always ask if there is a fee for canceling reservations.
- Take care of auto maintenance and repairs.
- Contact your insurance company concerning auto(s), home and household goods. Find out about coverage on your possessions in transit and storage and about high value items.
- Have pets checked by vet and vaccinations/inoculations updated. Obtain copy of records. Most shots must be given at least 30 days but not more than one year before move. Check on kennels, quarantines and costs for shipping pets. If traveling by car, will hotels allow your pets in and will there be additional fees? Ask your Relocation Specialist for the "Traveling With Pets" brochure.
- Close out any local charge accounts.
- Check expiration date on major credit cards you plan to use during travel.
- Start learning about your new community; shopping districts, location of hospitals, police and fire departments, etc. Contact the Chamber of Commerce or Visitor's Bureau to request information on schools, parks and recreation, community calendars and maps. Your Family Service Center Relocation Specialist can assist in gathering web addresses, phone numbers and other Points of Contact pertaining to your new community.

FOUR WEEKS BEFORE MOVE

- Make final, detailed calendar for your move (check out the interactive calendar available through the Plan My Move program hosted at < www.militaryhomefront.dod.mil >.
- Start including your children in the process. Make it exciting and fun by having your kids do some of their own packing and labeling.
- Go over your finances and determine if you could use financial counseling or assistance.
- Notify schools of your move and arrange to pick up records or ask for the procedures for sending records to the new schools. Be sure to ask that the school enclose any school or state testing done on your child <http://www.soarathome.org/>, <http://militaryk12partners.dodea.edu/>, or <http://www.greatschools.net>. Contact the nearest School Liaison Officer at the Base nearest your Gaining Command (for Everett: <http://www.navylifepnw.com/site/386/Education-Services-Families.aspx>).
- Ensure that your entire family is properly listed on the Defense Eligibility Enrollment Reporting System (DEERS) 1(800)538-9552.
- Make a list of important phone numbers.
- If you haven't done so already, update or document your property online for free at: <http://www.knowyourstuff.org>
- Finalize arrangements of your Household Goods or make reservations if you're renting a truck or trailer www.move.mil .
- Decide what goes with you, what to sell, what to store and what to give away. Hold a garage sale.
- If you have a forwarding address (say, your gaining command or your sponsor), you can mail some of your household goods and have them waiting for you upon your

arrival. You can be reimbursed for the cost of postage. Just keep the receipts and submit them when liquidating your HHG move (for more detailed information on this, contact the Personal Property Office).

- Begin packing seldom-used articles.
- Confirm hotel/Navy Lodge reservations (Everett: < <http://www.navylifepnw.com/site/284/NGIS-Everett.aspx>, 877-NAVY-BED, www.navylodging.net , <http://www.navylifepnw.com/site/169/TemporaryLodging.aspx>).

THREE WEEKS BEFORE MOVE

- Check expiration date on military identification cards; update if necessary < <http://appointments.cac.navy.mil/> >.
- If pets will travel separately from family, make arrangements.
- Computer buffs back up important files.
- If having more than one shipment, know weight limits of each, decide contents and begin separating.

TWO WEEKS BEFORE MOVE

- Dispose of flammable liquids such as spray paints, solvents and thinners, and gas/oil/spark plugs in lawn mowers.
- Make a list and begin to set aside items to travel with YOU.
- Make arrangements with housing or your rental office for a final walk through.
- Contact your Personnel Office for Direct Deposit information.
- Close out safety deposit box if opening one in your new location.
- Place floppy disks in protective cases before packing in cartons.
- Set aside cleaning materials to be used after packing and loading.
- Return all library books and other borrowed items.
- Retrieve all loaned out items.
- Retrieve any developed film, dry cleaning or other items.
- Reconfirm moving dates and times with your Personal Property Office.
- Renew and pick up any necessary prescriptions.
- Separate professional books, papers and equipment. These items will be weighed and listed separately on your shipping inventory.
- Pick up all educational records.
- Collect and set aside important documents, valuables and all other hand carry items.
- Make a list of things to do before the movers arrive.
- Clear up outstanding accounts.
- Arrange disconnect dates with local utilities.
- Begin serious packing of items you won't need over the next two weeks.
- Send change-of-address cards and leave forwarding addresses with the Post Office.

THE FINAL WEEK

- This is your week to tie up loose ends. Check back through this guide to make sure you haven't overlooked anything.
- Pack your suitcases and confirm your families travel arrangements (flights, hotel, rental cars, etc.). Try to keep your plans as flexible as possible in the event of an unexpected change of schedule.
- Make sure your moving agent knows the address and phone number where you can be reached if you are not going directly into your new home.
- "Park" hard disk drive units, then disconnect computer system.
- Keep household inventory list on hand to carry as part of personal luggage.
- Pick up outpatient medical records to hand carry.
- Confirm childcare and pet care arrangements for moving day.
- Clean and dry refrigerator and freezer. Allow the refrigerator to dry for one or two days with doors open. It helps to place two socks in the refrigerator and in the freezer. One sock should be partially filled with charcoal then tied and the other should be partially filled with laundry detergent and then tied. Another suggestion is to place a disposable diaper in each. The diaper will deodorize the refrigerator and help absorb moisture.

CAUTION: Families with young children or pets should block appliance doors open to prevent accidental closing.

- Pull out all items from beneath stairways, from attics or any other areas not allowing full standing room.
- Call your bank to find out how to transfer your bank accounts.
- Some state laws prohibit the moving of house plants. Consider giving your plants to a friend or local charity.
- Remove wall accessories such as drapery rods, small appliances, food and utensil racks
- Remove light bulbs from lamps, but not from wall fixtures.
- Drain garden hoses. Drain oil/gas from lawnmower.
- Disassemble outdoor play equipment and utility sheds.
- Disassemble electronic components such as stereos and VCRs. Place in original packing boxes if available but **DO NOT SEAL BOXES.**
- Set aside cleaning materials to be used after packing and loading.
- Contact the Housing Office or your rental office/landlord to arrange a final walk through.

FINAL STRETCH

- Physically separate items not to be packed, including suitcases. If more than one shipment will be made, separate into groups.
- Contact insurance company at least 24 hours before storing and releasing your goods to movers.
- Remove TV or radio antennas, air conditioners from windows, pictures and mirrors from walls and pendulum from clocks.
- Disconnect gas and electrical appliances.
- Prepare a "Trip Kit" for moving day. This kit can contain items such as snacks, beverages and games for the kids to keep them occupied during the move. If you are stopping overnight be sure to pack items such as toothbrushes and other essentials you'll need while your belongings are in transit.

THE DAY OF THE MOVE

- Get up early and be ready for movers. Strip your beds, and make sure the bedding goes into a "Load Last" box.
- Get pets under control before movers arrive, perhaps letting them stay with a neighbor.
- Make sure cash, jewelry, important documents and other valuable items are secure; many people lock valuables in their car trunk. Make sure all belongings you DON'T want packed are in a secure place where the movers can't get. A good idea is to place all such items in your car. This will ensure they won't be accidentally packed.
- Useful items to have on hand: marker to make extra notes on boxes and coffee, cold drinks and snacks for yourself and movers.
- When the van operator arrives, review all details and paperwork. Accompany the driver as he or she inspects and tags each piece of furniture with an identifying number. These numbers, along with a detailed description of your goods and their condition at the time of loading, will appear on the inventory. Don't accept any "miscellaneous" labels or entries, especially for valuable items. Have a friend available to assist in inventorying.
- Make sure conditions of belongings are accurately noted. If anything is marked "scratched" "dented" or "soiled," also note location of such.
- Keep the Personal Property Office's phone number on hand (425)304-3472. If any problems or questions arise, call.
- If possible, write directions to your new home for the van operator, provide the new phone number, and include phone numbers where you can be reached in transit. Make sure to take along the destination agent's name, address and telephone number.
- Always try to spend as much time with the mover as possible. If you have special instructions, like what to load first and last make sure it is explained to your mover. Communicate well with the movers. If you choose to have your mover handle your valuables or other fragile goods, tell the mover in advance.
- It is your responsibility to see that all of your goods are loaded, so remain on the premises until loading is completed. To insure that nothing gets left behind always do a final inspection of the premises. Do not sign any releases without completing this

inspection.

- Since you'll probably want to clean before the furniture is unloaded, make sure your vacuum is packed last, so it can be unloaded first.

MOVE-IN DAY

- Confine your pets to an out-of-the-way room to help keep them from running away or becoming agitated by all of the activity.
- It's a good idea to review your floor plan so you can tell the movers where to place your furniture and appliances. Plan to be available to direct them as they unload. To prevent possible damage, televisions, stereos, computers, other electronic equipment and major appliances should not be used for 24 hours after delivery, allowing them time to adjust to room temperature.
- Arrange for child care for young children. Try to set up their room before they return home so they have a familiar bed and toys to play with.

GOOD LUCK!

JFTR, par. U5310-B is revised:

Effective for orders issued on/after 1 January 2006

B. Prescribed Weight Allowances. Except as provided in pars. U5315 and U5330-A, authorized PCS weight allowances are: ***NOTE: The Secretary concerned may authorize a higher weight allowance (NTE 18,000 pounds) of a member below pay grade O-6, but only on a case-by-case basis. The Secretary may increase the member's PCS weight allowance if the Secretary determines that failure to increase the member's weight allowance would create a significant hardship to the member or the member's dependents.***

PCS & NTS Weight Allowances (Pounds)		
Grade 1/ & 3/	With Dependents 2/	Without Dependents
Officer Personnel		
0-10 to 0-6	18,000	18,000
0-5/W-5	17,500	16,000
0-4/W-4	17,000	14,000
0-3/W-3	14,500	13,000
0-2/W-2	13,500	12,500
0-1/W-1/Service Academy Graduates	12,000	10,000
Enlisted Personnel		
E-9	15,000 4/	13,000 4/
E-8	14,000	12,000
E-7	13,000	11,000
E-6	11,000	8,000
E-5	9,000	7,000
E-4	8,000	7,000
E-3 to E-1	8,000	5,000
Aviation Cadets	8,000	7,000
Service Academy Cadets/Midshipmen		350

The Puget Sound Personal Property Office has provided the following information and suggestions to make your move a successful one:

To: Military/Civilian Personnel

Subj: **MOVEMENT OF HOUSEHOLD GOODS**

The prospect of living in various parts of the United States and overseas is one of the features that makes a military career an educational, exciting adventure for the whole family. Unfortunately, we must also endure the disruptive and sometimes frustrating experience of moving. The purpose of this letter and the other information contained in this packet is to help you understand and plan for a smoother and less disruptive move. The Personal Property Office is responsible for the paperwork for movement of your items. However, your preparation will play a large part in making your move a successful one. Please read the information in this packet carefully; it will pay dividends to you throughout your move.

Your first step after receiving your orders is to access the Defense Personal Property System (DPS) on-line application found at www.move.mil. This is available for military service members only and will allow you to counsel yourself via the Internet. Only after you have accessed DPS via the internet and if you still have questions should you contact your local Personal Property Office. Civilians must appear in person at the Personal Property Office. The Personal Property Office will need at least 3 week notice to book your move. All applications and supporting documentation must be received by their office 24 hours prior to your appointment.

The Personal Property Office at Naval Station Everett (this is for shipments outbound from Everett)

Location: FISC Detachment, Everett, Building 2200

Hours of operation: 0730-1545, M-F, (closed weekends and holidays)

Phone Numbers: Commercial - (425) 304-3742 / 4196/ 4018

Toll Free – 1(877) 801-4210

DSN – 727-3742 / 4018/ 4196

For shipments into the Everett area, call 1(888)282-5113

If you choose the government to move your household goods:

You should download the "It's Your Move" booklet at
< http://www.transcom.mil/j5/pt/dtrpart4/dtr_part_iv_app_k_1.pdf >.

Before the movers arrive, please do the following:

1. Remove TV antenna and/or cable.
2. Empty, defrost and thoroughly wash inside of refrigerator or freezer. These appliances need at least two days to dry out if mildew is to be kept to a minimum. After cleaning, leave doors open, then place silica packets in each separate compartment when the refrigerator or freezer is closed.
3. Remove wall/window air conditioners.
4. Assure that appliances such as cooking stove, washer, dryer, and dishwasher are disconnected and cleaned before movers arrive. Also, make sure washer and dishwasher are drained of water.
5. Dispose of foods that could spill or spoil in transit or storage.
6. Dispose of worn out and unneeded items before you move.

7. Remove curtain rods and mirrors from walls.
8. Dismantle outdoor play equipment and any outdoor structures.
9. Waterbeds: Make sure they are drained completely and dry.
10. Motorcycles, lawn mowers, gas trimmers, etc.: Drain gas (air gas tanks out for at least two days). Disconnect battery from spark plugs, tape ends of wires and secure battery. Furnish an extra set of keys for your motorcycle. Motorcycles are NOT authorized for shipment on TDY orders.
11. If you intend to declare professional equipment, identify and separate it from your household goods.
12. Organize your shipment in a manner that will save confusion on the days of packing, but do not pack items yourself. The packers will pack all items that need packing.

NOTE: TEMDU WEIGHT ALLOWANCE IS FOR MEMBERS ONLY

The day of packing and pickup:

1. Give the packers explicit instructions for items that are to be excluded from shipment. Make sure they understand what items you are concerned about. Point out any item that you want to receive special attention.
2. Make sure the make, model and serial number are on the inventory for the following items: Firearms, stereo equipment, televisions, microwaves, VCR'S, and computers.
3. Ensure that you keep the items you intend to take with you separate from what is being packed and picked up for shipment or storage.
4. Check the drivers inventory carefully (this is a very important document in regard to your move). Insure all items are listed and that you agree with the stated conditions. If you do not agree with the driver on notations, make appropriate remarks on the respective inventory in the remarks section. Be specific and refer to the inventory article number. After you are satisfied the inventory is accurate, or have included appropriate remarks, sign all copies of the inventory.

The agent/carriers responsibilities are:

AGENCY

1. Pack all items requiring packing and ready them for shipment.
2. Use new or used boxes and cartons in GOOD condition and mark the general contents on the cartons.
3. Pack all glass items such as large mirrors, table tops, large glass framed pictures.
4. Remove all debris from the packing and crating operation.

NOTE: Be sure to make a final check with the packers to ensure that all items that need packing are packed and ready for shipment.

CARRIER

1. Tag or mark on each container or loose item with the identical item number on the inventory.

2. Inventory the items in your shipment. Professional equipment must include weights of each claimed item. The carrier is not required to list all items in each carton, just general description of contents.
3. Service major appliances for shipment.
4. Place all mattresses in mattress cartons.
5. Tag lawn mowers and/or motorcycles showing oil and gas has been drained.
6. Protect all surfaces liable to be damaged by marring or scratching by use of clean furniture pads, covers, burlaps, etc.

NOTE: Be certain carrier gives you a copy of the inventory before the carrier departs your residence. Note all discrepancies and get carrier to initial your notes. Be sure weights are included for all professional items. Check to make sure all items that are being shipped or stored are out of your residence and on the truck.

When you arrive at your new Permanent Duty Station:

Contact the responsible Personal Property Office listed on your DD Form 1299 (Application for Shipment and/or Storage of Personal Property) or the Government Bill of Lading (GBL) as soon as you arrive in the area. They will need to know how to contact you when your shipment arrives to arrange for delivery or that you intend to leave your shipment in storage for a period of time.

The day of delivery:

1. The carrier/agent will check all items delivered against the inventory that was prepared at the origin.
2. The carrier/agent will place your household goods in the room you designate.
3. The carrier/agent will unpack and uncrate items, unless you do not desire this service-

NOTE: If you decide to do the unpacking and uncrating yourself, the carrier/agent is no longer responsible to come back and pick up the debris. Some ways to dispose of your cardboard cartons are to give them away, advertise them for free or for sale in a local newspaper. Check with your local recycling facilities as some of these places take paper products at no cost to you. On some installations the boxes and debris are picked up by the public works activity.

4. The carrier/agent will reassemble all items of furniture that were disassembled at origin.
5. The carrier/agent will record all loss or damage discovered during delivery, unpacking, and uncrating. Damages will be recorded on a DD Form 1840/1840(R). Make sure a representative from the moving company signs off on these forms and dates them properly.
6. The carrier/agent will set up appliances that were serviced at origin.
7. The carrier/agent will remove all debris from the unpacking and uncrating operation.
8. The carrier/agent will leave the shipper three copies of the DD Form 1840/1840(R). The reverse side (1840R) is for members to put any damaged items on that are discovered while member is unpacking.

THE PERSONAL PROPERTY STAFF WILL ASSIST YOU IN EVERY WAY POSSIBLE DURING YOUR MOVE.

MOVING INFORMATION

Per Joint Federal Travel Regulation (JFTR), Volume 1, Appendix J, and the Personal Property Traffic Management Regulation (DoD 4500.34R), Appendix P, the following UNAUTHORIZED items CANNOT be shipped or stored at government expense as part of your household goods.

1. Automobiles, trucks, vans, airplanes, campers, trailers (with exception) or gliders.
2. Engines or major replacement parts.
3. Flammables, combustibles, explosives or batteries.
4. Utility and storage sheds of any type unless disassembled by owner.
5. Building materials (i.e., lumber, concrete blocks, bricks, cement, cordwood, etc.).
6. Live ammunition.
7. Lighter fluid and/or flints.
8. Live animals not required in performance of official duties.
9. Plants, fresh fruits or flowers.
10. Perishable food/items.
11. Articles of household goods acquired subsequent to effective date of PCS orders.
12. Aerosol cans of any kind.
13. Rags soaked in corrosive or flammable substances.
14. Articles intended for other than immediate family.
15. Articles that may be contaminated or damage either carrier equipment or other items of property in shipment.
16. Propane tanks; purged tanks may be sent provided they are emptied by a dealer who will certify with a tag affixed to the tank that it meets the standard of National Fire Protection Association.
17. Controlled substances
18. Alcoholic beverages must be properly sealed, otherwise carrier may not accept.
19. Outdoor items must be cleaned and free of soil and pests.
20. Articles for immediate resale, disposal or commercial use rather than for use by member and his/her dependents.
21. Irreplaceable items (sentimental value) should be carried with you if possible, as these items are hard to claim.
22. The following items should always be carried with the shipper as they are important and very valuable to the shipper: money, checks, negotiable paperwork, bonds, jewelry, coin and stamp collections, baseball card collections or medical/school/tax records.

Flamables, combustibles, corrosives, explosives and gases

THIS IS NOT A COMPLETE LIST

Aerosol	Starting Fluids	Kerosene	Alcohols
Lacquer	Fire Extinguishers	Antifreeze	Leather Dressing
Camphor Oil	Gases used in welding	Bleach	Disinfectants
Perfume	Filled scuba tanks	Filled propane tanks	Cleaners
Adhesives	Matches	Acids	Ammonia
Black powder	Paint/stain removers	Charcoal briquettes	Varnish
Dynamite	Petroleum products	Weed killers	Auto alarms
Enamel	Denatured alcohol	Photographic lamps	Flash bulbs
Shellac	Windshield solvent	Fireworks	Gasoline
Primers	Shoe polish	Signal flares	Turpentine
Polish (Furniture, Nail, Wood, Stove, Etc.)		After shave cologne	

CLAIMS FOR FULL REPLACEMENT VALUE COVERAGE OF YOUR HOUSEHOLD GOODS

It is our sincere hope that your household goods shipment arrived in a timely manner without loss or damage, however; should you incur any loss or damage to your goods, it is extremely important that you follow the instructions below:

1. At the time your household goods are delivered, the carrier will give you five copies of a two-sided pink form. The form number is DD Form 1840/1840R. If the carrier does not have these forms, please notify your local personal property transportation office at once.
2. Be sure to carefully check off each piece, or carton, the inventory number when it is being unloaded. Don't let the carrier rush you.
3. Examine any damage carefully and detail the exact damage.
4. List all missing items by inventory number and description.
5. All damage and/or loss you notice at the time of delivery should be identified on the front side of the DD Form 1840 by inventory number, name of item, and type of damage or loss.
6. Be sure the carrier agent signs and dates all copies legibly and leaves you three of the five copies of the completed form, which you and the carrier have signed.
7. If you file your claim directly with your carrier within 9 months after delivery, the carrier is required to replace any item that is lost or destroyed with a new item, or pay you the cost of a new item of the same kind and quality, without deducting for depreciation. An item is **destroyed** if it cannot be repaired or if the repair would exceed the cost of a new item. The carrier is not required to replace items that can be repaired for less than the Full Replacement Value of the item. The carrier is required to arrange for the **repair** of those items, or to pay you for the **cost of the repairs**. Repair means the item must be restored to the same condition as when it was received by the carrier.
8. **Timely notice.** The loss or damage to the item must be reported to the carrier **within 75 days** after delivery in order for the claim to be paid. The carrier's agent should list all missing or damaged items discovered on the day of delivery on the DD form 1840, which you will also sign. Notice of loss or damage on the DD form 1840 is an essential part of the claims process and it is in your best interest to ensure the agent is properly documenting all obvious loss and damage on this form **at delivery**. The agent will leave 3 copies of this form with you. You must then list all items discovered missing or damaged after delivery on the reverse side of the DD form 1840, known as the **DD form 1840R**, and mail it to the carrier **within 75 days** after delivery. The appropriate mailing address for the carrier is located in block 9 of the DD form 1840. You should mail it certified mail so you can prove you gave the carrier appropriate notice. Alternatively, you can bring the DD form 1840R to the nearest Personal Property Office within **70 days** after delivery so they can mail it to the carrier for you.
9. **Claim must be filed within 9 months to receive FRV.** Submission of a DD form 1840R does NOT constitute a filing of a claim. You must submit a written demand for a specific amount, listing the items lost or damaged, to the carrier **within 9 months** after the date of delivery. The carrier will provide instructions on how to file a claim. The carrier is responsible for obtaining estimates, if you file your claim directly with them **within 9 months of delivery**. Do not delay filing your claim past the 9 month deadline in order to get additional information you think the carrier may need. If your claim has been timely filed, additional information may be presented at a later time.
10. **Limits of liability.** A carrier is liable for up to **\$4.00 per pound** times the weight of your shipment, with a minimum of \$5, 000 and a **maximum of up to \$50,000 per shipment**. If the amount of your loss exceeds the carrier's maximum liability, you may file a claim with the Navy for any loss in

excess of the carrier's payment. However, the Navy can only pay the depreciated replacement cost or the repair cost, whichever is less, for those items not paid by the carrier.

11. **Filing a claim with the Navy.** You still have a right to file a claim with the Navy within 2 years after the date of delivery. However, the Navy can only pay repair costs for damaged items and depreciated value for lost/destroyed items. If you file with the carrier within 9 months, but are unwilling to accept the carrier's offer, for certain items, you can file a claim for those items with the Navy. If the Navy pays you depreciated value, the Navy will seek FRV from the carrier (if the carrier is liable) and pay you the difference between the FRV and the depreciated value if it is recovered. Claims packages with instructions for filing your claim with the Navy are located at < <http://www.jag.navy.mil>, under the "For Sailors and Families" click on claims forms on the right side.

12. If, upon delivery of your household goods, you had to call the property transportation office because you did not receive any copies of the DD Forms 1840 and 1840R, please be sure to record loss and damage noted during delivery on your inventory and then follow the instructions you receive over the telephone from the property transportation office.

Receiving damaged goods, or having items lost, is a situation none of us appreciate, but if you follow the instructions in this handout properly, it will eliminate additional hardships. We thank you very much and hope your move is a pleasant one.

MOVING INFORMATION FISCPS

RELOCATION PCS ALLOWANCES/ENTITLEMENTS FOR 2011

For more info. on PCS entitlements, please go to: < <https://www.defensetravel.dod.mil/site/faqpcs.cfm#14> >.

Dislocation Allowance (DLA)

What is it?

The DLA is intended to help with miscellaneous moving costs. In general, it is paid once per PCS move.

Available:

CONUS and OCONUS.

How is it figured?

The DLA is a multiple of your BAH. Go to < <http://www.defensetravel.dod.mil/> > or see the following tables for the actual "with dependents" and "without dependent" rates.

Special note:

The DLA is not available under four conditions:

1. From home to your first duty station, unless accompanied by dependents.
2. When assigned to government quarters, without family members, at new duty station.
3. When transferred to a nearby duty station, unless a local move of household goods has been pre-authorized.
4. When separating or retiring from the military.

Table U5G-1:

Table U5G-1 (valid as of January, 2011)

PRIMARY DLA RATES EFFECTIVE 1 JANUARY 2011 1.4%		
Grade	Without-Dependent Rate	With-Dependent Rate
O-10	\$3,479.19	\$4,282.84
O-9	\$3,479.19	\$4,282.84
O-8	\$3,479.19	\$4,282.84
O-7	\$3,479.19	\$4,282.84
O-6	\$3,191.88	\$3,856.31
O-5	\$3,074.19	\$3,717.10
O-4	\$2,848.89	\$3,276.68
O-3	\$2,283.16	\$2,710.41
O-2	\$1,811.10	\$2,314.79
O-1	\$1,525.06	\$2,069.29
O-3E	\$2,465.41	\$2,913.43
O-2E	\$2,095.86	\$2,628.69
O-1E	\$1,802.33	\$2,428.70
W-5	\$2,894.44	\$3,162.77
W-4	\$2,570.44	\$2,913.43
W-3	\$2,160.41	\$2,656.53
W-2	\$1,918.69	\$2,443.90
W-1	\$1,606.05	\$2,113.59
E-9	\$2,111.07	\$2,783.09
E-8	\$1,937.65	\$2,565.41
E-7	\$1,655.43	\$2,381.89
E-6	\$1,498.47	\$2,200.90
E-5	\$1,382.05	\$1,979.41
E-4	\$1,202.32	\$1,979.41
E-3	\$1,179.55	\$1,979.41
E-2	\$958.07	\$1,979.41
E-1	\$854.31	\$1,979.41

Monetary Allowance in Lieu of Transportation (MALT) Effective 1 July 2011

What is it?

The MALT is the amount paid when a member and/or the member's family drive to their new duty station, based on the Official Military Table of Distances.

Available:

CONUS and OCONUS.

How is it figured?

If first vehicle contains:

1 or more Authorized Traveler (AT)

\$ Per Mile*

\$0.23

If second vehicle contains:

1 or more Authorized Traveler (AT)

\$ Per Mile*

\$0.23

Special note:

Approval is needed before MALT can be paid for more than 2 vehicles.

Per Diem Allowance

What is it?

The Per Diem Allowance is designed to reimburse you and your family for the costs associated with meals and lodging when you travel to your new duty station.

Available:

CONUS and OCONUS.

How is it figured?

The 2010 per diem rates for travel by air are available online at

< <https://www.defensetravel.dod.mil/site/faqpcs.cfm#14> > . Per diem rates for car travel are based on a flat **\$123** rate (as of 1 Oct. 2010). In computing per diem, the military uses 350 miles per day as the standard one-day travel distance. To determine the number of days per diem, take the Official Government Mileage between duty stations and divide by 350. An additional day of travel is allowed if the remainder is 51 miles or more. Per diem rates vary by the person's age. Each family member is entitled to a different percentage of the applicable per diem rate on the days they are eligible:

Service member	100% of the rate
Spouse	75% of the rate
Children over 12	75% of the rate
Children under 12	50% of the rate

The total per diem reimbursement on your move is the sum of the allowable per diem for each family member. Example: The per diem is in this case is assumed to be \$109, and there is a spouse, six-year-old child and a thirteen year-old child in the family in addition to the service member.

Member	\$123.00
Spouse (@75%)	92.25
Child over 12 (@ 75%)	92.25
Child under 12 (@ 50%)	61.50
Total per diem	= 369.00

Temporary Lodging Expense (TLE)

What is it?

The TLE is designed to partly reimburse relocating members and families for the cost of meals and lodging incurred when temporary housing is needed.

Available: CONUS only.

How is it figured?

The TLE is figured according to a formula that factors in the member's pay grade, number of family members, actual quarters cost, availability of cooking facilities and the local per diem rate.

- **Maximum TLE rate:** \$290.00 per day.
- **Maximum time you can claim TLE:** Up to 10 days for CONUS to CONUS moves. Up to 5 days for CONUS to OCONUS moves.

Special note:

TLE is not available to personnel leaving the service and personnel reporting to their first duty station unless they were married prior to their enlistment.

Advance Basic Pay

What is it?

This is basically an interest-free loan you can get when you make a permanent change of station move. The collateral is your military salary. You normally repay advance basic pay in 12 equal installments.

Available: CONUS and OCONUS.

How is it figured?

You may draw up to three months' basic pay in advance, interest free.

How is it paid back?

Normally, basic pay advances are paid back over a period of 12 months, starting a month after the allowance is drawn. However, regulations permit a 24-month pay-back period under certain conditions. Your base pay and finance office can provide details.

Special Notes:

Advances are loans, and you have to pay them back and are not available to personnel leaving the service. They are not "free money" and should not be spent on luxury, "nice to have" products, such as CD players.

Advance Basic Allowance, Housing (BAH)**What is it?**

This is an advance against your normal BAH to help you cope with the costs of rental housing off base. To see your normal BAH, go online at < <http://www.defensetravel.dod.mil/> >.

Available: CONUS and OCONUS

How is it figured?

CONUS: Up to three months' BAH is available.

OCONUS: Up to 12 months' BAH is available.

Special Notes:

Unit commanders must authorize advances in BAH. Payback requirements are determined by the length of the tour and are not available to personnel leaving the service.

OVERSEAS ALLOWANCES**Move-In Housing Allowance (MIHA)****What is it?**

This allowance is designed to reimburse you for overseas costs associated with living in privately-owned or privately-leased quarters. It addresses three specific needs: one-time rent-related expenses, modification of homes for security protection and the initial cost of making a home habitable.

Available: OCONUS only.

How is it figured?

Rates change with currency rates and location. See your base relocation manager.

Special note:

The State Department rules whether a location is a "high threat" area.

Temporary Lodging Allowance (TLA)**What is it?**

The TLA is designed to partly offset the cost of temporary housing and meals incurred while waiting for permanent lodging.

Available: OCONUS only.

How is it figured?

TLA is figured according to a formula that factors in the member's pay grade, number of family members, actual quarters cost, the availability of cooking facilities and the local per diem rate.

Special Notes:

Start of TLA: The same date as the member's overseas housing allowance.

Duration of TLA: Usually a maximum of 60 days (when arriving) and 10 days (when departing).

On the TLA, a single service member is entitled to up to 65 percent of either the cost of meals and incidental expenses or the local per diem rate. A service member and one family member are entitled to up to 100 percent of the local per diem rate. Add another 25 percent for each additional family member under 12 and 35 percent for each one 12 and over.

Ask your family center relocation manager for help figuring the TLA for larger families.

Advance Overseas Housing Allowance (OHA)**What is it?**

Advance OHA is an advance against any projected OHA to cover the difference between the cost of nonbase rental housing and the BAH. Except in unusual cases, advances are limited to 12 months' OHA.

Available: Outside the United States.

How is it figured?

The OHA advance is based on your expenses, but normally shouldn't exceed one year's allowances.

~TO REQUEST A SPONSOR~

CONTACT YOUR GAINING COMMAND Sponsor Coordinator. This contact information should be on your orders.

NOTE: A sponsor from your gaining command will not be assigned until AFTER orders are cut.

