

JBER PCS ORDERS CHECKLIST



MY GOVERNMENT TRAVEL CARD (GTC) INFORMATION:

Servicemembers are required to have a GTC. If your account is denied, permanently closed, or unable to receive a GTC before PCSing, a signed memo from the USARAK GTC Rep (NOT your Commander) will be needed stating such. JBER GTC Office is Bldg 1, Room 235/236, 907-384-1135.



MEMBER ELECTIONS

Log onto IPPS-A and complete your Member Elections from the Self Service menu in the Navbar. Unless you are PCSing on a dependent restricted assignment, your dependents will be traveling, unless you do not have custody of them.



ABSENCE REQUEST:

Log onto IPPS-A and submit your PCS Absence Request. The absence should begin on your DEROS and end the day prior to your report date, even if you plan on signing in early. Soldiers ARE to depart on their DEROS. FSTC/FSTEs need to be submitted to HRC through your chain of command as a PAR in IPPS-A.



ARE MY DEPENDENTS COMMAND SPONSORED?

Dependents brought to Alaska need to have been listed by name on your orders. Dependents acquired after arrival require a Command Sponsorship PAR to be completed in IPPS-A. To verify dependent information, contact Soldier Actions (Bldg 600, RM 213 907-384-3350/0254). Dependents going overseas need to be Command Sponsored and Family Travel requested through E-EFMP. For assistance, see Soldier Actions (Bldg 600, RM 215, 907-384-1024)



MY CENTRAL ISSUE FACILITY (CIF) TURN IN DATE:

Soldiers must attend a Prie-Brief on either Monday or Wednesday at 0800 or 1300 in order to make a CIF Out Processing Appointment. PCS Orders are not needed for the prebrief if DEROS is more than 30 days out. If under 30 days, a memo signed by the CO Commander is required by COF to set an appt date. YOU MUST BE IN UNIFORM AND ON TIME!



DOES MY DEPENDENT(S) HAVE PASSPORT(S) OR PASSPORT CARD

When traveling through Canada, dependents 16 years and older are required to have a US Passport and be listed on the PCS Orders. Dependents 15 years and younger are required to be listed on the PCS orders and have the original birth certificate or copy on hand. Dependents going overseas require Official (RED) Passports and may require visas. Contact the Passport Office (Bldg 600, RM 215 907-384-1024) for assistance.



HOUSEHOLD GOODS (HHG) SHIPMENT (IF APPLICABLE)

Initiate HHG Shipment application(s) by creating or reactivating an account in the Defense Personal Property System (DPS) via <https://dps.move.mil/cust>. Upload a copy of your PCS Orders, signed 1299 (block 15 a/b) and signed 1797 (block 9 c/d). For assistance or questions, contact the transportation Office at 907-384-1814/1813/1831/1763




PICK UP CLEARING PAPERS

Clearing papers can be picked up 10 duty days prior to your DEROS/PCS leave start in Bldg 600, Room 103. Report in Uniform 1000-1600 with a copy of your orders and any amendments. Weekends and Holidays DO NOT COUNT as duty days.


JBER ARMY MPS OFFICES: BUILDING 600, ROOMS 205/206 907-384-1146 / 1116

IN/OUT PROCESSING: BUILDING 600, ROOM 103 907-384-0338 / 0451







Reassignment Briefing

Out-processing and Clearing JBER




- **TO RECEIVE CLEARING PAPERS (PCS):**
 - **MUST** be in uniform
 - Report to Building 600, Room 103: 1000-1600
 - Installation/Clearing papers may be picked up not earlier than **10 duty days** prior to AVAL/DEROS date. Weekends and holidays do not count as duty days; if AVAL/DEROS date is a weekend day or holiday, the 10 duty day count begins on the last previous duty day (i.e., Friday). Please keep in mind that civilians work on training holidays, so those normally count as a duty day.
 - Bring a copy of your orders and any amendments. If your AVAL/DEROS date has passed, you will need to process a new leave form and submit to Reassignments in order for the orders to be amended.


Mr. Jedidiah Long / 907-384-1146 / jedidiah.c.long.civ@army.mil
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Reassignment Briefing

Out-processing and Clearing JBER



- **REQUIRED DOCUMENTS TO FINAL OUT-PROCESS:**
 - DA FORM 137-2 (INSTALLATION CLEARING PAPERS)
 - DA FORM 137-1 (UNIT CLEARING PAPERS)
 - DD FORM 93 (RECORD of EMERGENCY DATA) ****updated within past 12 months****
 - COPY OF SGLI/SGLV ****updated within past 12 months****
 - MEDPROS/IMR printout verifying PHA complete **within 60 days of DEROS**

Mr. Jedidiah Long / 907-384-1146 / jedidiah.c.long.civ@army.mil
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PASSPORT APPLICATION INSTRUCTIONS (for official travel only) as of 2021 V3 20210526

Special Issuance Passports: These passports are issued to U.S. government employees and, when appropriate, to their dependents, when traveling abroad at government expense **they are not valid for personal travel.** Special issuance passports are valid for a maximum of five years. There are four types of special issuance passports: **Diplomatic - Official - Service - & No-Fee Regular.**

Must use the form filler /Passport Wizard at: <https://pptform.state.gov> ♦ PLEASE DO NOT SIGN OR DATE THE APPLICATION, ALL APPLICANTS MUST APPEAR IN PERSON ♦

Below are some “Common Errors” that have been reported by JBER Passport Agents. Please pay close attention to these areas to prevent the passport agent from being unable to accept your application.

- **ALL** information must be filled in to include optional items; these items are needed by the passport agent to complete their portion of your application such as: Middle Name, Suffix (if applicable), Email Address, and Phone Number.
Occupation example: SOLDIER / CURRENT DUTY TITLE / DEPENDENT
Employer or School example: U.S. ARMY

- The mailing address **MUST** be the below address and **MUST** be filled out as follows:

Street Address 1 - 600 RICHARDSON DRIVE

Street Address 2 - Building 600 2ND Floor Room A215

City, State, Zip - JBER, ALASKA 99505

In Care Of: PASSPORT OFFICE

“Is This Your Permanent Address?” Mark “YES” The Passport Office will receive your passport and contact you to pick it up **WHEN COMPLETED AND RETURNED FROM STATE DEPARTMENT.**

- In the “Travel Plans” section, you **MUST** be traveling to a country that requires you to have a passport per the Foreign Clearance Guide (<https://www.fcg.pentagon.mil/>). Passport Agents **CANNOT** process your application if this section is blank. *Enter known or anticipated travel plans*
- In the “Who should we contact in case of an emergency?” section, NOT REQUIRED TO COMPLETE (LEAVE BLANK), AND CLICK **NEXT**
- In the “Your Most Recent Passport” section, “Have you have ever been issued any of the following?” you must mark “None” **UNLESS** you have/previously had an Official/No-Fee Passport OR TOURIST passport book/card. You will need to bring the tourist passport book with your application. The passport Agent will need to see your book, make a copy and return to you.*
- In the “Parent & Spouse Information” section, when listing your parent’s information, it **MUST** match exactly as your birth certificate to include complete First, Middle, and Last Name. You **MUST** list your mother’s maiden name in the block “Last Name (at Parent’s Birth).”
- In the “Are you known by other names?” section, only list previous official names such as a maiden name, **DO NOT** list nicknames.
- In the “Passport Application Review” section, please THOROUGHLY review and edit any mistakes. You **CANNOT** make pen & ink changes to the application.
- In the “Passport Products and Fees” section, select THE NORMANL FEES Passport Book. The total cost is \$110 but do not worry, you **WILL NOT** have to pay anything or enter any credit card information.
- In the “Next Steps” section, select that you have read and acknowledge the steps and information contained above, select **Create Form**, and print pages 5 & 6 of the application on separate sheets of paper (not back-to-back). Ensure there is a bar code on the top left of page 5 and ensure that your printer has enough toner (applications that do not have a bar code or are not printed legibly cannot be accepted)

REQUIRED ITEMS: DOCUMENTATION & PASSPORT PHOTOS
ALL APPLICANTS MUST APPEAR IN PERSON!

APPLICATION

- **Special Issuance Passports** are processed through the Department of State (DoS) and they will only accept **TYPED** applications completed through the Passport Wizard at: <https://pptform.state.gov>
- Completed **Passport Application DS-82/DS-11** form for each applicant (pages 5 & 6 only and must be on separate sheets of paper, not back-to-back). **DO NOT SIGN FORM, PASSPORT ACCEPTANCE AGENT MUST WITNESS SIGNATURE.**

**VERIFICATION OF
PASSPORT
REQUIREMENT**

- TRAVEL Orders, Approval Letter to Drive thru Canada, or DoS Approved Waiver
- **MEMORANDUM** * Sufficient documentation that shows that the request is justified is what applicants need to apply for official passports. That includes a fully executed individual (1610) or unit movement orders (MOB) that specifically state a country that requires an official passport per the Foreign Clearance Guide

**TWO PASSPORT
PHOTOS**

- **PHOTOS MUST BE IN APPROPRIATE CIVILIAN ATTIRE.** Photos must not contain any form, type or piece of any uniform resemblance to include uniform t-shirts as of 01 April 2020
- **2" x 2"** passport sized photos. (2 for passport and 2 for visa). Ensure your photos are the correct size. Eye glasses (prescription and non-prescription) should not be worn in the passport photo. Passport pictures can be taken at Building 652 RM 13 by Appointment only PHONE # 907-384-7183. JBER-ElmendorfPhoto Studio Bldg. 10480, Sijan Avenue, Suite 123 @ 552-2906.

**Proof of US
citizenship**

- **YOU MUST PROVIDE ORIGINAL Plus a copy).** Original State certified copy of birth certificate, Naturalization certificate, previous/current passport, etc. **NOTE: Notarized copies are not acceptable for passport purposes.** The birth certificate must be State Certified with a raised seal. If you need to obtain certified copies of birth or marriage certificates, visit: <http://www.vitalchek.com/> & http://www.travel.state.gov/passport/get/first/first_825.html (Consular Report of Birth Abroad)

IDENTIFICATION

- **Photo copy** of front and back of **MILITARY ID CARD (CAC)** (must be on separate sheets of paper, **not back-to-back**). **AND IF APPLICABLE DEPENDENT ID CARD (USID DD FORM 1173)**

Additional documents required- if applicable:

- **Previously issued passport (if applicable; required) and a copy of the data page.**
- **Verification of name change** if applicant's name is different from citizenship evidence (marriage certificate, divorce decree, court documentation of name change, etc).

Processing times: Current processing takes 6-8 weeks to get passports issued. Applying for Visa is a separate process. The passport must be received, signed and then a Visa application submitted. This can add up to an additional 4 weeks to the process, so don't procrastinate! **If you have any question please call the Passport Office at 907-384-1024 or visit us at building 600, 2nd floor, RM A215.**

Clearing Finance?

Here is what we need:

PCS:

- 1. Full Orders and Amendments**
- 2. Jump Log***
- 3. Leave Form w/ Control Number**
- 4. Jump Status Termination Orders***

***You may clear Finance without Termination Orders but you may incur a jump debt while traveling.**

TRAVELING PCS USING POV

Member and authorized family members are entitled to per diem for each travel day and mileage reimbursement, if listed on orders or amendments. Generally, 1 travel day for 350 miles of official distance of ordered travel. If the excess is 51 or more miles or after dividing the total official distance by 350, an additional travel day is allowed. When official distance is 400 or fewer miles, 1 day of travel time is allowed.

Daily PCS Flat PER DIEM Rates:

Servicemember: \$155.00

Spouse/Dependents 12 yrs and older (75%): \$116.25

Dependents under 12 yrs (50%): \$77.50

Mileage per vehicle: \$ 0.21

Alaskan Ferry System:

Member and family members are paid for driving portions of the trip using the above per diem rates. A separate per diem rate is payable based on a percentage of the member's per diem. A separate per diem rate is used while on the ferry for 24 hours or more. The rate payable is based on the Standard CONUS M&IE rate.

Servicemember: \$59.00

Spouse/Dependents 12 yrs and older (75%): \$44.25

Dependents under 12 yrs (50%): \$29.50

Flying to new PDS (SAME DAY TRAVEL):

Servicemember: \$93.75

Spouse/Dependents 12 yrs and older (75%): \$70.31

Dependents under 12 yrs (50%): \$46.88

Dislocation allowance (DLA):

GRADE	W/O DEP	W/ DEP	GRADE	W/O DEP	W/DEP	GRADE	W/O DEP	W/DEP
E-1	\$1,724.50	\$3,270.94	O1	\$2,096.25	\$2,844.29	W1	\$2,207.55	\$2,905.21
E2	\$3,270.94	\$3,270.94	O2	\$2,489.43	\$3,181.75	W2	\$2,637.29	\$3,359.20
E3	\$3,270.94	\$3,270.94	O3	\$3,138.27	\$3,726.23	W3	\$2,969.53	\$3,651.46
E4	\$3,270.94	\$3,270.94	O4	\$3,915.89	\$4,503.90	W4	\$3,533.16	\$3,985.50
E5	\$3,270.94	\$3,270.94	O5	\$4,225.56	\$5,109.25	W5	\$3,978.49	\$4,347.32
E6	\$3,270.94	\$3,273.97	O6	\$4,387.31	\$5,300.61			
E7	\$3,270.94	\$3,273.97	O7	\$4,782.23	\$5,886.90	O1-E	\$2,477.24	\$3,338.32
E8	\$3,270.94	\$3,270.94	O8	\$4,782.23	\$5,886.90	O2-E	\$2,880.83	\$3,613.20
E9	\$3,270.94	\$3,270.94	O9	\$4,782.23	\$5,886.90	O3-E	\$3,388.77	\$4,004.57
			O10	\$4,782.23	\$5,886.90			

Rates current as of 1 JAN 2024

AUTHORIZED MILEAGE/TRAVEL DAYS

LOCATION	MILES	DAYS	FERRY
ABERDEEN PG, MD	4367	13	2883
EGLIN AFB	4537	13	
FT BELBOIR, PA	4342	13	2858
FT MOORE, GA	4458	13	2838
FT BLISS, TX	3869	11	1787
FT LIBERTY, NC	4445	13	2960
FT CAMPBELL, KY	4048	12	2448
FT CARSON, CO	3282	10	1488
FT DIX, NJ	4423	13	2940
FT DRUM, NY	4359	13	2784
FT EUSTIS, VA	4489	13	3005
FT EISENHOWER, GA	4489	13	2894
FT CAVAZOS, TX	4124	12	2326
FT HUACHUCA, AZ	3898	11	1785
FT IRWIN	3599	10	1290
FT JACKSON, SC	4442	12	2958
FT KNOX, KY	3962	12	2481
FT LEAVENWORTH, KS	3751	10	1931
FT GREGG-ADAMS, VA	4456	13	2940
FT LEONARDWOOD, MO	3792	11	2152
JBLM, WA	2306	7	140
FT MCCOY, WI	3400	10	1906
FT MCPHERSON, GA	4353	13	2753
FT MEADE, MD	4335	13	2744
FT MONROE, VA	4505	13	2897
FT JOHNSON, LA	4259	13	2419
FT RILEY, KS	3625	11	1809
FT NOVOSOL, AL	4472	13	2726
FT SAM HOUSTON, TX	4166	12	2209
FT SILL, OK	3849	11	2052
FT STEWART, GA	4593	13	2978
FT WAINWRIGHT, AK	354	1	
GOODFELLOW, TX	3954	12	2050
MACDILL AFB, FL	4811	13	
PENTAGON, WA DC	4332	13	2848
PETERSON AFB, CO	3283	10	
REDSTONE ARSENAL, AL	4212	12	2609
WALTER REED, MD	4326	13	2842
WEST POINT, NY	4441	13	2957



U.S. ARMY

SMART VOUCHER



Why Use SmartVoucher

SmartVoucher simplifies the process of completing and submitting a permanent change of station (PCS) voucher. With SmartVoucher, Soldiers can attach orders, amendments, leave forms and other supporting documents. They can also sign forms electronically, which route to Army Military Pay Offices for review.

How to Use SmartVoucher

1. Log into SmartVoucher with CAC or *myPay* ID and password.
2. Answer a series of easy questions similar to tax software.
3. Attach required forms and submit the completed voucher.

The New Way To Complete & Submit A Travel Claim

Process PCS travel vouchers faster and reduce errors by using electronic workflow.



Pays Quickly

SmartVoucher pays Soldiers PCS money up to 50% faster.



Easy To Use

Access anytime/anywhere with a CAC or a *myPay* login and password.



Pays Accurately

Cuts PCS claim returns up to 50%.



Text / E-mail Notifications

Soldiers receive automatic notifications as their claim moves through the process.




<https://smartvoucher.dfas.mil>



Reassignment Briefing
JBER Military Housing Office

- Where you can find us
 - JB Richardson Satellite Office – Bldg 600
 - 0800 – 1630: Monday through Friday
 - US Holidays: Closed
 - Elmendorf Military Housing Office – Bldg 6346, Arctic Warrior Dr.
- Contact Information
 - JB Richardson: 384-7658/2576
 - Elmendorf: 551-4439
 - Dialing from Off-Base: 907-551-4439
 - 673CES.CEH@US.AF.MIL



www.Housing.AF.Mil/Units/Joint-Base-Elmendorf-Richardson
 www.Facebook.com/JBERMHO

Mr. Jeddiah Long / 907-384-1166 / jeddiah.l.long.civ@army.mil 1 of 110 13 Feb 24 v1.5

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Reassignment Briefing
Vacating Your Rental

- Notification of intent to vacate to your landlord/agent:
 - Must be in writing, signed, and dated
 - State a definite move out date
 - Must reach landlord/agent 30 days prior the desired date of termination if you're in a periodic tenancy (notice must coincide with your rent due dates)
 - Keep a copy for your records
 - If orders are not available you may provide a Memorandum For Record (MFR) from your commanding office stating you have pending orders*
- Termination of utilities
 - Notify utility companies at least 3-4 weeks prior requesting final bills

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Reassignment Briefing
Rental Partnership Program Tenants

- Notification of intent to vacate to your landlord/agent:
 - Must be in writing, signed, and dated
 - State a definite move out date
 - Must reach landlord/agent one full calendar month prior to the requested move out date
 - Stop allotment
 - Coordination w/ the MHO and finance will be required
 - Keep a copy for your records
 - If orders are not available, you may provide a Memorandum For Record (MFR) from your commanding office stating you have pending orders*
- Termination of Utilities
 - Notify utility companies at least 3-4 weeks prior requesting final bills

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Reassignment Briefing
Aurora Military Housing Tenants

- Notification of intent to vacate to Aurora the Privatized Housing Office
 - Must be in writing, signed, and dated (Keep a copy for your records)
 - State a definite move out date
 - Must reach Aurora 30 days prior to the requested move out date
 - If at any time you would like the MHO to attend your property inspection or provide support, please be sure to reach out for assistance
- Termination of Non-Temp Storage (please see the MHO)
 - If orders are not available, you may provide a Memorandum For Record (MFR) from your commanding office stating you have pending orders*

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Reassignment Briefing
Soldiers In the Barracks

- Upon notice and/or orders notify Barracks Manager or Battalion Rep for your building
- You must terminate your room to be cleared for out-processing
- Barracks Team
 - UPH Chief (907) 384-7624
 - 509 BN – Bldg. 641/649 (907) 830-6238
 - 501 BN – Bldg. 651/668 (907) 854-5467
 - 6th BEB/4/25 BDE – Bldg. 681 (517) 285-6526
 - SIGNAL/725 BN – Bldg. 682 (907) 351-1751
 - 1/40 CAV – Bldg. 688 (907) 854-5461
 - 17th CSSB – Bldg. 791 (907) 854-2811
 - PFAR – Bldg. 681 (907) 854-5468

After hours on-call: (907) 854-5464
When in doubt, contact your Barracks Management Team

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Reassignment Briefing
Temporary Lodging Allowance (TLA)

- IAW DoD 7000, 14-R Financial Management Regulation Volume 7A, AFMAN 65-116 and local JBER I 32-6008
 - Accompanied and unaccompanied members not residing in UPH and who are authorized BAH may be entitled up to their last 10 nights on station of TLA in conjunction with an outbound PCS, a separation, or a retirement
 - In order to initiate the TLA reimbursement process the service member must validate the date permanent housing was vacated. Personal inconvenience to a service member or dependent is never a determining factor
 - To file members must provide the following:
 - TLA Questionnaire
 - Official orders with amendments
 - Order must include all dependents claimed on request
 - Final paid in full receipt from place(s) of lodging
 - Receipt must be itemized (taxes and fees must be identified separate from daily rate).
 - Non-availability letter (NAL) from JBER lodging if they have no vacancies and you must stay downtown
 - Signed Request for Absence
 - Verification of lease/residence termination

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Reassignment Briefing

Furnishings Management Section (FMS)

- Loaner Furnishings:
 - Available to allow the SM to move into permanent housing sooner
 - Personal choice to not use Loaner Furnishings may result in the loss of TLA authorization and increase out of pocket cost
 - May be kept for up to 90 days
- Delivery/Pickup Requests
 - To schedule
 - Email: 673CES.CEH@US.AF.MIL
 - Call: 551-4439 / 384-1809
 - Stop by a MHO
 - 48 hours notice required
 - 50 mile radius of installation
- Location
 - 724 Quartermaster Rd. Bay Door 35 on JB Richardson

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Reassignment Briefing

JBER Military Transportation Office

- Where you can find us:
 - Richardson Satellite Office – Bldg 600, Room 145
 - 0800 – 1600: Monday through Friday
 - US Holidays: Closed
 - Elmendorf People Center – Bldg 8517 20th St, Room 247
- Contact Information
 - Richardson: 907-384-1814 / 1792 / 1831 / 1813 / 1762
 - Elmendorf: 907-552-1793 / 1797 / 1798 / 5242
 - edftravel@us.af.mil

Transportation Offices are closed the 1st and 3rd Thursday of each month @ 1200 for Training

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Reassignment Briefing

Prepare For Your Move

- Must have official travel orders**
- Initiate shipment application(s) by creating/reactivating account on the Defense Personal Property Systems (DPS) website
- Request pack/pickup dates no earlier than 21 days from date of submission
- Your and/or your designated agent must be available between 0800-1700 for all scheduled pickup and delivery address on the days your persona; property is packed, loaded, picked up and delivered
- Failure to be present at pickup/delivery addresses may result in you paying fees
- To get a good estimate on HHG weight, estimate about 1000 lbs per fully furnished room
- Carriers move 4000 lbs a day, so if you have 6000 lbs, it will be a 2 day move

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Reassignment Briefing

PCS Transportation Entitlements

- Military OneSource is the Soldier's connection to information, answers and support.
 - www.militaryonesource.mil/moving-housing/moving/pcs-and-military-moves
 - The official DOD customer moving portal, provides numerous moving guides, tutorials, FAQs, customer service links, and valuable tools and resources.
 - Installation Information Booklets and available services at installations worldwide.
 - Plan My Move-create a custom calendar to organize the move!
- Military OneSource provides access to the Defense Personal Property System (DPS)
 - A DPS account is required whether Soldiers schedule an in-person appointment with a Transportation Office or not. Some of the actions that can be completed in DPS are:
 - Online self-counseling
 - Create shipment applications for HHG/UB
 - Upload shipment documents to the DPS system
 - Print out and digitally sign the DD forms generated by DPS
 - Request temporary storage extension with the Transportation Office
 - Complete an online Customer Satisfaction Survey to rate the moving company's performance
 - File a claim for loss and damage with the moving company for full replacement value
 - Soldiers executing their first or final move will not be able to perform self-counseling and must make an appointment to see a counselor

References:
www.militaryonesource.mil
 (Military One Source Website)

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Reassignment Briefing

PCS Transportation Entitlements

- HHG Claims:
 - If HHG or UB is lost, damaged, or destroyed while being transported by the Government, full replacement/repair value of the lost/damaged items may be claimed with the moving company.
 - Claims are generally payable if the damage occurred during the transportation or storage and is not the result of a preexisting defect, is not due to normal usage, and is not the result of normal deterioration during storage.
 - Soldiers with damaged or missing HHG or UB must file a Notice of Loss or Damage AT Delivery or a Notice of Loss or Damage AFTER Delivery with the Transportation Service Provider (TSP) within 180 days of delivery, and a claim in DPS within 9 months of delivery. The Notice of Loss or Damage is provided by the TSP at delivery.
 - Visit <https://www.jagcnet.army.mil/PCLAIMS> for 3 informational HHG claims videos:
 - Pre-Move and Moving Day: <https://youtu.be/EL0eMaN7mHU>
 - Delivery Day and Filing Your Claim: <https://youtu.be/Bk288sGwJPM>
 - Transferring Your Claim to the Army: <https://youtu.be/DdKjMiswT20>
 - Soldiers disputing any or all of the moving company's claim settlement offer or denial must transfer the claim to the U.S. Army Center for Personnel Claims Support at: usarmy.knox.hqda-otjag.mbx.cpcs@mail.mil, phone 502-626-3000 (DSN 464).

References:
 AR 27-20 (Claims)

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Reassignment Briefing

Common Mistakes

PICKUP & DELIVERY

In-Transit / Emergency Contact Information

Address – Do not put current or destination address
Phone Number – Do not put your number or the number of anyone traveling with you

Releasing and Receiving Agent – Add these under Customer Profile if you cannot be present for pickup or delivery

Basic
Estimated weight of Spouse PBP&E – not to exceed 500 lbs. Spouse Pro Gear Worksheet must be completed and approved prior to arranging HHG shipment. Certain professions do not qualify – Avon, Mary Kay, other commercial distributors, and Parent(s) who home school children.

Alcoholic Beverages – Ship or drive – Must provide Transportation with a copy of final destination state permit, paid invoice for state taxes or a letter of exemption from the state Alcohol Beverages Control (ABC) Board at the time of counseling.

Additional Remarks – side by sides, kayaks (need length), deep freezer, treadmill, taxidermy, gun safe

References:
www.militaryonesource.mil/moving-housing/moving/pcs-and-military-moves
 (Military One Source Website)
<https://www.militaryonesource.mil/moving-housing/moving/pcs-and-military-moves>
 (Military One Source Website)

Mr. Jeddiah Long / 907-384-1146 / jeddiah.c.long.civ@army.mil 12 of 110 13 Feb 24 v1.5

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Address/Phone/E-mail/Website:

300 Latouche St., Anchorage Ak. 99501
Anchorage.VPC@ialpov.us/www.pcsmypov.com

Hours of Operation:

Monday through Friday
8:00 AM to 4:00 PM

Appointment Times:

8:00 AM to 3:00 PM

Vehicle Turn-In FAQ's Sheet:

- **Complete set of orders**—to include all amendments.
 - Orders must state POV shipment is authorized.

- **Vehicle registration**
 - The Service Member's or Dependent's name must be listed as registered owner.
 - Co-Owner authorization form if more than one person on the registration or lien.

- **Proof of Ownership** (1 of the following items)
 - Lien/Authorization Letter from the banks giving permission to ship if vehicle is financed. All names on the Lien/lease must be on the authorization letter from the bank. **(Must have when shipping overseas)**
 - Title – Front and Back (must not show lien or letter from bank will be required)
 - Bill of Sale (Must be within 90 days)

- **Marriage Certificate** needed when...
 - The Service Member name is not listed on the vehicle's title or lienholder release letter.
 - Spouse Not listed on the Orders.
 - Spouse is the legal owner of the vehicle.
 - The spouse's surname (i.e., last name or family name) is not the same as the entitlement holder's surname.

Vehicle Turn-In FAQ's Sheet Continued:

- **Proof that the vehicle has no open recalls**
 - <https://vinrcl.safercar.gov/vin/>
 - Print these results and bring to your appointment
- **IAL pre-shipping/storage instruction form (www.pcsmypov.com)**
- **Shipper Acknowledgement form (www.pcsmypov.com)**
- **Power of Attorney or letter of authorization**—if someone else is turning the vehicle in for you.
- Exterior
 - Vehicle is free of bug splatter, leaves, pollen, dirt, soil, sand, mud, and when touched on any part of the car should not leave a stain on the finger or glove.
- Interior
 - Vehicle is free of all dirt, soil, leaves, pollen, sand, pebbles, stones, mud, plant life, food particles, pet dander and hair, caked on stains, trash, paper products, and any other debris. The entire interior of the POV is to be thoroughly vacuumed, and/or wiped down to include floor mats, top and bottom including the surface below the mats. Rubber floor mats must be cleaned / wiped off. The POV is to be vacuumed under and between all seats, under the seat rails and between the seats and the center console. The center console, cup holders, dash board, glove and storage compartments, doors and door pockets, seats and seat pockets, ceiling, floor and trunk are to be completely free of all residue and debris.

Fuel Level: Vehicle can have **NO MORE** than ¼ tank of fuel. **DO NOT** turn a vehicle in with the fuel light on.

Keys: A complete set of keys must be provided when turning in the vehicle. This includes ignition keys, door keys, trunk keys, gas cap key and wheel lock. If you have a push button start car, please ensure that the valet key is present with the FOB.

Unacceptable Items in Vehicle:

- Any personal items
- Any air fresheners
- Any items hanging on your rearview mirror
- Any loose audio/video/navigation equipment and citizen band radios
- No liquids, flammables, or firearms

****Please Note* You can ship a child's car seat, stroller, and pack and play. However, they must be thoroughly cleaned prior to shipment.**

Vehicle Turn-In FAQ's Sheet Continued

****Roof Racks and Cargo Carriers:** Luggage racks and supports that are not permanently mounted must be removed and shipped inside the vehicle. Please ***note: This does not apply to cargo racks and carriers; they should be removed and may not be shipped inside the vehicle.**

Speakers: All SPEAKERS and AMPLIFIERS must be mounted!

Truck Bed Camper Shells and Covers: Truck bed covers must be securely mounted, cannot be loose and must shut completely.

Low Ground Clearance: If your vehicle has less than a 6" ground clearance, we strongly recommend you remove body kits, ground effects, etc. While it won't prohibit your vehicle from shipping, it will minimize the potential for damage and improve the transport process on ships and car haulers.

****If you are shipping a motorcycle, you **MUST** contact the Anchorage or Fairbanks VPC prior to shipment so that the proper arrangements can be made to have it crated to ensure that the bike remains on schedule and arrives for its scheduled RDD.**

Common Causes for Turn-In Delays:

- Fuel level exceeds ¼ tank
- Cleanliness
 - Pet hair is often a factor
- Emergency Brake
 - Needs to hold to 1000 RPM in drive and reverse
- Recalls
 - All recalls on POV's must be remedied before drop-off
 - If a remedy is not available a letter from the dealer stating the reason the POV cannot be fixed is required
- Missing Required Documentation
- Late for appointment
- PPCIG requirements not checked
 - These requirements can be checked at www.move.mil/sme

Checklist

- Orders with any amendments
- Pre-Shipping Instruction Summary (www.pcsmypov.com)
- Shipper Acknowledgment Form (www.pcsmypov.com)
- Power of Attorney
- Recall Paperwork (www.pcsmypov.com)
- Vehicle Title & Registration (If you out right own your vehicle)
- Vehicle Registration (If you are still making payments)
- Lien Holder Letter (If you are still making payments)
- Letter of Authorization



ALL ARMY EFMP IS COMPLETELY ELECTRONIC!



You must start the EFMP process for all screenings, enrollments, updates, and disenrollment at:

<https://efmp.army.mil/EnterpriseEfmp/>

or scan the QR Code



You may login using your CAC or a DS Logon. Create a DS Logon if you do not have one. After logging in, navigate to “**EFMP Enrollments & Screenings.**” Fill in all the information requested to avoid processing delays. Login regularly to check for any updates or tasks that may be assigned back to you during the process. This new process will provide full transparency in ONE convenient location!

TO AVOID FURTHER DELAYS: You will need to obtain health records if you or your family members receive healthcare by a healthcare provider/specialist off-post. This should be uploaded with your case, and you should submit a copy to 673rd Medical Group Outpatient Records to assist the medical review process.

Army EFMP Office (907) 580-4609

Located in JBER Hospital

5955 Zeamer Avenue

Elmendorf AFB, AK 99506

M-F 0800-1500 Closed Daily 12-1300

Closed for federal holidays, every other Friday, and third Thursday for training

Pet Transportation Assistance

Army Emergency Relief offers zero-interest loans to help the whole Family stay together.

WHAT

Pets are a part of the Family and AER recognizes the financial burden pet transportation can cause during a PCS. To help alleviate this, AER created the Pet Transportation Assistance Program.

WHO

- Active Duty and their eligible Family members
- Reserve and National Guard on Active Reserve and Guard tours
- Reserve and National Guard activated with PCS Entitlements

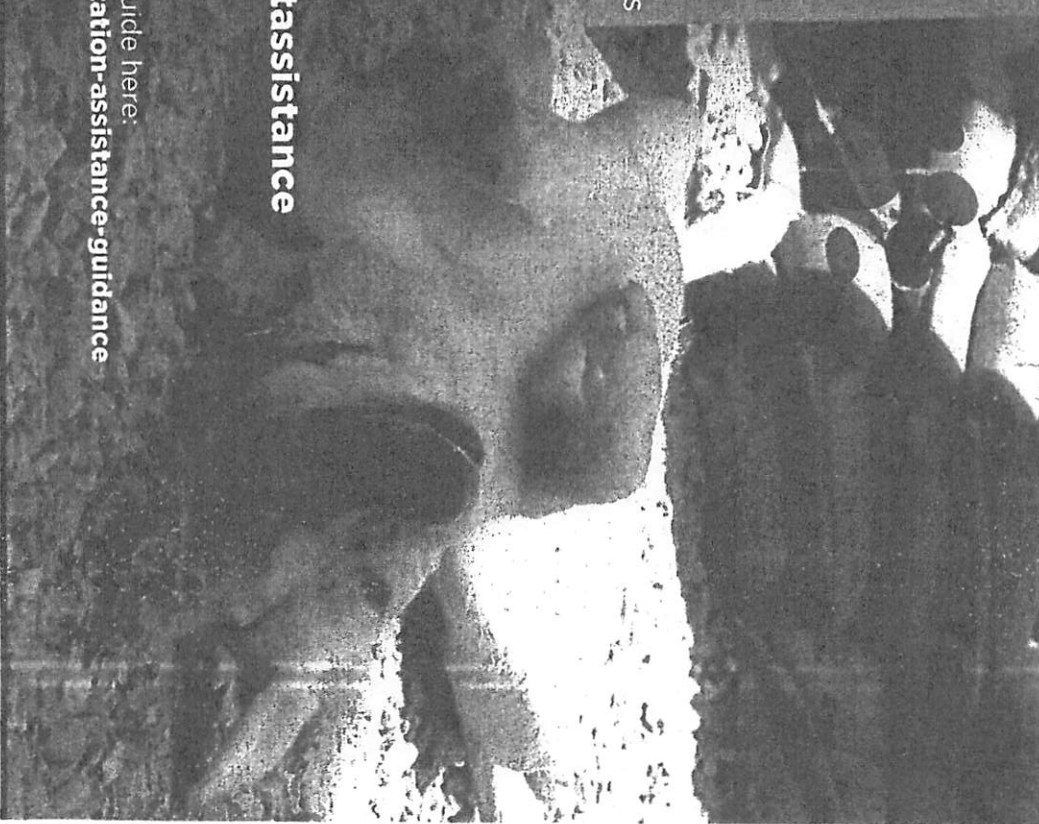
HOW

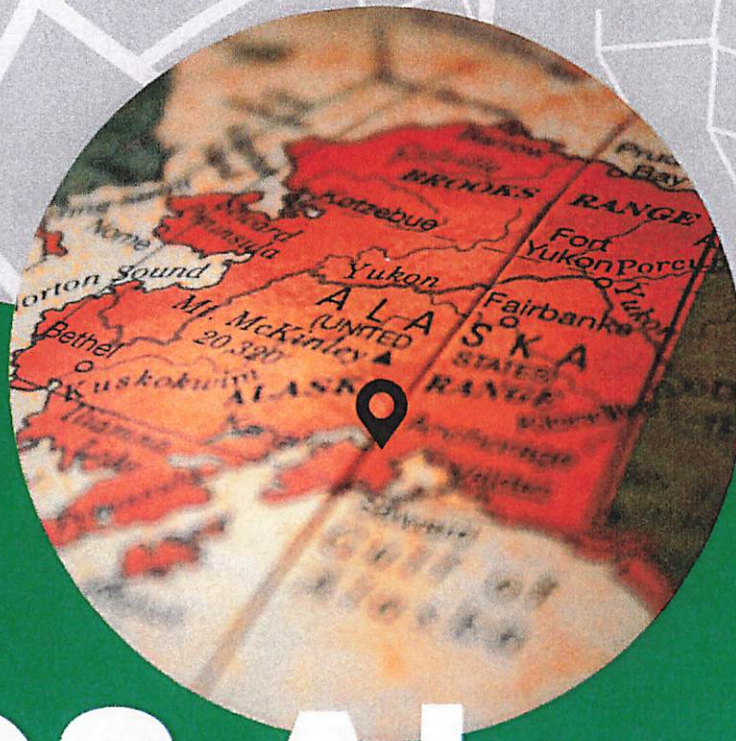
Pet transportation assistance is processed by your nearest AER Officer or any military aid office. Soldiers can go directly to their AER offices or chains of command.

For more information, visit www.aerhq.org/news/petassistance



Are you an AER Officer? Download the official guide here:
www.aerhq.org/resource/official-pet-transportation-assistance-guidance





PCS Alaska

FLY, FLOAT, OR DRIVE

Join us to learn the essentials for your PCS into or out of Alaska.

- The basics on planning and preparing
- Information on flying, driving, or taking the ferry
- JBER specific resources

To register for our next virtual PCS Alaska class,
please scan the QR code 
or visit <https://tockify.com/e/jbermfrc>



For questions or more information, please call the JBER Military Family Readiness Center/Army Community Service at 907-552-4943 or 907-384-1517.