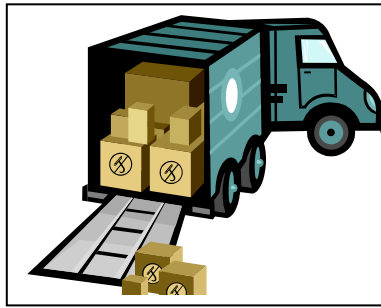


Crossroads: Moving in the Military



Moving in the Military - Insights on the moving process; everything from the first packer's inspection to clearing quarters.

- Information Gathering-Who can help (RAP/Military OneSource/Sponsor)
- Money and Moves-Allowances and Entitlements
- Checklist for Moving
- Household Goods (HHG) Claims Information
- Words of Wisdom (WOW)

L.I.N.K.S. for Parents / Extended Family



Relocation Assistance Program (RAP) After receiving orders, Marines should make an appointment to speak with a Relocation Assistance Program (RAP) counselor located at Marine and Family Services Center. A counselor can help Marines learn how to prepare for their move, get help in determining your moving costs, and help you learn skills to reduce the stress during the move. A great resource is <http://www.militaryhomefront.dod.mil>. Utilizing this website, Marines may locate any installation in which you may be relocating to. Once Marines have found their new location, a listing of helpful POCs and local resources is provided. Additionally, they may find information on planning their move and various checklists within this website. Another great resource is the MCCS Relocation Assistance

Website - <http://www.usmc-mccs.org/rap>. The website has a wealth of information on topics such as: a web link to Military Homefront, relocation allowances, shipping a POV, how to work with the moving company, household goods moving tip and claims questions as well as an overall FAQ portion.

The Relocation Assistance Program at your Marine's installation will offer a *PCS Move Seminar* that will cover all aspects of the move, including vacating quarters, to-do checklists, setting up the household goods move, and receiving relocation pay entitlements.

***Overseas PCS Seminars* cover topics such as passports, immunizations, unaccompanied baggage, and temporary and non-temporary storage. Passports and other necessary paperwork will be issued to the authorized dependents by the military, but it is the individual Marine's responsibility to apply for these and track their progress until they are received.**

The Relocation Assistance Office at the *new* base will sponsor *Welcome Aboard Briefs* to help everyone new to the base become familiar with their new surroundings.

Military OneSource - Another key source for information about moving is Military OneSource. This information resource and referral program provides information on a wide variety of topics. For the upcoming move, they can research specific neighborhoods by zip code and prepare a personalized report. Report topics could include: housing market and pricing; school reports, medical services, crime report, social and community services, youth programs, and athletics to name a few. Military OneSource can also provide information and materials that address many moving related needs.

Military OneSource and Relocation

Assistance is available 24-7

- Neighborhood Reports
- Booklets, tip sheets and materials on many moving related issues – packing, money management, stress, moving with kids or pets

Call **1-800-342-9647** (in the US) **800-3429-6477** (outside the US)

On the web: <http://www.militaryonesource.com/>

Sponsorship Program - Another great way for your Marine to get information about a new duty station is to request a **sponsor**. The Sponsorship Program can make a Marines' relocation easier, but the Marine must request it with a Sponsor Notification Form. The Commanding Officer at the new command will assign a sponsor whose grade and personal situation are similar to your Marine's, so that the sponsor will be able to relate to their needs and provide a personal view of life at the new location. Contact with the sponsor should be made as soon as possible and the new unit should be kept informed of any special needs or circumstances. Sponsors are especially helpful for Marines heading overseas.



or Parents / Extended Family

Money and Moves – Allowances and Entitlements



PCS Money Matters - A major consideration when moving involves money and budgeting. Because relocation, travel, and tours of duty are all part of the Marine Corps life, Marines are provided allowances and entitlements which are intended to pay for the majority of relocation expenses. A Relocation Assistance Program (RAP) counselor can provide more information about these allowances and entitlements and how to properly budget for the move.

- **Temporary Lodging Allowances (TLA)**
Whenever servicemembers first arrive at or depart from bases outside the continental U.S. (OCONUS), including those in Alaska and Hawaii, they are eligible for a special allowance to offset the expenses for temporary housing needs.
- **Temporary Lodging Expense (TLE)**
Whenever a servicemember is ordered to or from a duty station in the continental U.S. (CONUS), the Service authorizes a lodging reimbursement.
- **Shipping Household Goods Allowances**
For every duty-related relocation, the service pays for the shipping of household goods, although there are limits. The service also provides the opportunity for a Personally Procured Move (PPM), formerly known as a "Do-It-Yourself Move" (DITY).
- **Mileage Allowances**
Relocating servicemembers receive a monetary allowance, called MALT, when they elect to drive to a new duty station. This allowance is based on mileage.
- **Dislocation Allowances (DLA)**
Servicemembers receive a dislocation allowance when they relocate in connection with a permanent change of station. This allowance partially covers relocation costs not otherwise reimbursed.
- **Housing Allowance**
The government provides servicemembers relocating to a duty station in the U.S. a Basic Allowance for Housing, called BAH. This tax-free assistance is offered to most servicemembers moving within the U.S., who cannot get into government quarters or who chooses to live off base.
- **Overseas Cost-of-Living Allowance (COLA)**
The government recognizes that goods and services in many OCONUS locations are higher than those in CONUS. This is why an allowance is offered to members in these locales to supplement their regular pay. COLA is also payable in Alaska and Hawaii.
- **Overseas Housing Allowance (OHA)**
This allowance is offered to members who not only live overseas, but who live off base as well.
- **Move-In Housing Allowance (MIHA)**
This allowance is available to members moving into their first quarters for an overseas assignment. It is meant to offset the costs associated with making homes safe and habitable.
- **Per Diem Allowance**
The government also pays a "per diem" (or daily allowance) to servicemembers and their family members traveling to a new duty station. The rates vary depending on your mode of transportation, but the funds do help take the sting out of one's budget.

CHECKLIST for MOVING

Pre-Move Checklist:

- Notify newspapers, magazines, creditors, and the Post Office. The Post Office can HOLD mail, or FORWARD it to a new address.
- Have a garage sale, throw away perishable or unwanted items, or give them to a charitable organization.
- Tape all hardware from disassembled furniture securely to the furniture or pack in plastic bags and take them along.
- Take pictures and record serial numbers of high valued items – TV, VCR, computer, etc. Have high-value items, like antiques, appraised before being moved – just in case an insurance claim is necessary.
- Drain all fluids from any power equipment, such as lawnmowers.
- Take down curtains and pictures. Have pictures and paintings packed together.
- Do not pack anything – only the movers should pack the belongings. The owner will be held responsible for any damage to goods packed by the owner.
- Disconnect all appliances – lamps, computer, TV, washer, dryer, etc.
- Plan for children and pets to be out of the house, or out of the way, when the movers come.
- Take valuables with you – dental and medical records, jewelry, passports, family pictures, important papers, etc.
- Items needed for the first 48 to 72 hours should be packed in one box. These items might include blankets, flashlight, kitchen items, basic tools, canned goods, corded telephone, toilet paper, shower curtain, etc. Ask the movers to put this box on the truck LAST, so it will be unpacked FIRST. **Also, mark the outside of this box, so it is quickly identified.**

Packing Day Checklist

- Tell the movers any special requests and make sure they understand the desired outcome. Be courteous and friendly to the movers and they usually will be willing to work harder for you.
- Ask to have all belongings packed in one truck.
- Ensure that cased items, such as cameras, are identified on the inventory or the movers are not responsible for them. “Camera case” says nothing about what’s inside. It should read “camera and case”.
- Check inventory carefully. If discrepancies are evident, ensure they are corrected. If the movers refuse to change the inventory, note the disagreement on the back before signing. Another option is to call TMO, the Traffic Management Office.

Moving In Checklist

- Contact TMO to schedule a delivery date upon arrival at the new duty station and have a new residence.
- Movers may arrive anytime between 7 a.m. and late afternoon.
- Installing any new carpeting before the household shipment arrives is recommended.
- If possible, have rugs/carpets unloaded first. (This means the movers load them last.) This will prevent the necessity of moving heavy furniture later.
- Damaged items should be noted on the inventory. However, damaged items discovered after movers leave can still be claimed within an allotted time. This other information is included in the paperwork from TMO.
- Check off inventory as it is unloaded.
- You may request movers reassemble any items that they disassembled. This will save much time and effort.
- The moving company is **not** required to come back at a later time to remove empty boxes, packing papers, etc.
- Keep packed boxes separated from unpacked boxes to avoid losing treasured items.



Helpful Tips When Moving Household Goods (HHG)

Carrier Pickup of HHG

When the carrier arrives and begins packing the HHG, be prepared to check the helpful items noted in this article. The inventory list is the document used to list the HHG. It is filled out by the carrier driver listing the boxes and other stuff. The inventory list identifying the HHG and the condition of each item at the time of pickup must be signed by the driver and the owner.

Read Inventory List before signing it.

- As boxes are being packed, insure valuable items being packed are listed on the inventory
- Insure all items not in boxes are listed on the inventory
- If "crystal" is contained in a box, ensure it says "crystal" and not "Kitchen Items"
- Insure description and condition of items are complete and accurate, i.e., 46" Color TV, model, year manufactured, serial number, condition.
- Closely look at symbols for preexisting damage (PED) explained in the top-right corner of the inventory list, i.e., "BR 2-4-5-3 indicates that the item is "broken, bottom front left corner"
- PED is entered on the inventory for preexisting damage from HHG by the packer. If the inventory is inaccurate, the carrier representative must be notified. Notate such discrepancies on the inventory list by the proper line number identifying the item in question in the space marked exceptions.

Carrier Delivery of HHG.

When the carrier delivers the HHG, the driver will provide a copy of the inventory list to check off the line items as they are unloading the truck. When damage is noticed from the line items, e.g., crushed box or broken dresser leg, circle the line item on the inventory list.

DD Form 1840, Joint Statement of Loss or Damage at Delivery (pink colored form).

List all line items damaged and/or lost on the DD Form 1840. If more space is needed, check the continuation box and list additional line items on a separate piece of paper.

- The inventory line item, i.e., 147
- Name of line item, e.g., Sofa
- Description of loss or damage, e.g., Sofa missing or Sofa right leg broken, tear right arm

The owner should not allow the carrier representative to convince them that they may list any damage or loss later. Enter all loss and/or damages found at time of delivery. Then sign the form acknowledging the fact that the owner has 70 days to list any further loss and/or damages on the back of this form and to give it to the nearest military claims office.

DD Form 1840R, Notice of Loss or Damage (reverse side of pink form).

The owner has up to 70 days to inspect the HHG and note all loss or damage on the form. The completed form must be delivered to the **local claims office** or sent to **HQMC (MRM) Claims, 3280 Russell Road, Quantico, VA 22134-5103** to arrive within the 70 day period if not near a military base. Failure to deliver the form to a claims office within 70 days may result in being paid a smaller amount on the claim. It may also be sent via fax to **(703) 784-9827** or **DSN 278-9827**.

DD Form 1842, Claim for Loss of or Damage to Personal Property Incident to Service.

The DD Form 1842 with supporting documentation of the claim must be submitted within two years of the date of the HHG delivery date/incident. This two-year limitation may not be waived. If the two-year statute is exceeded, the claim will be denied. It is in the owner's best interest to file the claim as soon as possible.

DD Form 1844, List of Property and Claims Analysis Chart.












This form is very important and requires detailed information to process a claim. When information is missing it will delay the claim process. The following information is needed for each line item listed:

- Line No., start with 1 for the first line item
- Qty, list how many
- Lost or Damaged Items, describe the item fully
- Inv No., list the line number from the inventory list
- Original Cost, the amount paid for the item
- MM/YY Purchased, enter the month and year, if missing it will effect the amount paid
- Amount Claimed
- Repair Cost, must show the repair cost from a repair company, or
- Replacement Cost, must be able to show that the item cannot be repaired by a repair company.

W.O.W. LIST

WORDS OF WISDOM

The following is a listing of some helpful tips for Marines and their families to consider when preparing for a move:

-  Buy furniture that isn't too difficult to fit into different types of houses.
-  Once the new address is known, contact the phone and cable company to setup an installation near the day of move in.
-  Pack the remote control (without the batteries) either in the "First Day Box" (sometimes called the "Last Load Box") or in a suitcase. Don't let the packers pack it – it never gets packed in the same box as the TV and it can be quite frustrating when it can't be located.
-  Keep a phone in the personal luggage. Often phone service is started before the shipment arrives. It is wonderful to have a phone to hook-up right away.
-  NEVER let packers pack jewelry or other valuables. Set them in a safe place and carry them with in the personal luggage. Locking valuables in the trunk of a car may be a safe place during packing.
-  If there are small items, such as in a drawer, pack them in a zip-lock bag and put them in a box labeled, "Items from kitchen drawer, bathroom drawer, etc." This will be a great help in reorganizing on the other end.
-  Request a crate for an expensive work of art or mirror or piano. Let TMO know when setting up the move and again when the packing company comes for the pre-packing inspection.
-  Secure sheets over nicely upholstered pieces of furniture to help protect them in the move. During the initial meeting with TMO, let them know what pieces of furniture should be covered with stretch wrap by the movers.
-  Remember to have children's birth certificates and shot records in the personal baggage **and not the shipment**. These documents are necessary to enroll children in school as soon as possible.
-  If a vacation is planned in areas where there is a Marine Corps, Army, Air Force or Navy Temporary Lodging Facility (TLF)/Lodge, Marines are eligible to stay providing there is space available.
-  At most TLFs, Military Members with PCS orders do have priority for reservations. Most TLFs will accept reservations 120 days out and in many cases even further out than that. Try to plan very early for TLF stays.



The Navy Lodge (TLF) has an 800 number for reservations for all of their lodges across the United States. The number for central reservations is 1-800-NAVY INN. Currently, the Marine Corps does not have such a reservation network so call each TLF for reservations. The TLF located on base should have the phone numbers for the other Marine Corps TLF hotels. Please keep in mind some TLFs are new and very nice – while older TLFs have “a lot of character.”



Armed Forces Recreation Centers (AFRC) resorts are affordable Joint Service facilities operated by the U.S. Army Community and Family Support Center and located at ideal vacation destinations. AFRCs offer a full range of resort hotel opportunities for service members, their families, and other members of the Total Defense Force. AFRC room rates are affordable and based on rank, pay grade, duty status, room size, and/or room location. Reservations are required well in advance. See L.I.N.K.S. for Parents, "The Maze" for more information!



When traveling with pets, be sure their health records are up to date and in direct possession. Research the new duty station and the cost of taking pets there. Consider the age of the pet and how they may adapt to their new environment. There are often strict quarantine laws for bringing animals into another country. If crossing borders during travel (into Canada or Mexico) check the regulations. When traveling overseas or to Hawaii be sure to research their quarantine regulations and cost.