



FEATURING THE PPC
PROCEDURES &
DEVELOPMENT
STAFF



Top 10 Things You Should Know About PCS!





OCONUS PCS

Guest Speaker: CDR Schaffer





OCONUS PCS: What is New?



 Screening for Overseas Duty, PSCINST 1300



Forms CG-1300, CG-1300A,
 CG-1300B



(SMTC and Bases Kodiak, Ketchikan, Honolulu, Miami, and Portsmouth)







OCONUS PCS: Key Points

 Entry Point Approval is required before SPO issues PCS orders

> Departing unit P&A counsel member on orders/benefits; contact Entry Point for any question





Hold members and commands accountable

OCONUS PCS: AY18 and beyond





- Screening before e-resume

- DA Command endorsement

- Get medical and special needs issues in order



Advanced Planning





Obligated Service



Obligated Service PCS Active Duty

Military Assignments and Authorized Absences COMDTINST M1000.8A

Varies depending on duty assignment and years of service.

CONUS (Chapter 1.B.6):

- E4 and above < 6 YOS Full Tour
- E4 and above > 6 YOS 1 year upon reporting.

OCONUS (Chapter 1.H.6): Full Tour

Obligated Service PCS Active Duty

Chapter 1.A.4, COMDTINST M1000.8A

Tour lengths vary depending on duty assignment



Obligated Service PCS Active Duty

Obligated Service (OBLISERV)

Enlisted not retirement eligible or Indefinite enlistment.





Options

Obligated Service PCS Reservists

Reserve Policy Manual COMDTINST M1001.28 (series)





POV Shipment/Storage



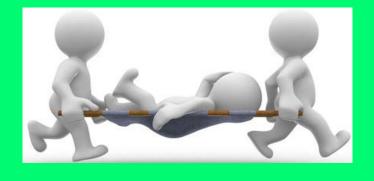


POV Shipment/Storage JTR - 5322

No Dependents CONUS - CONUS

Shipment May be authorized if:







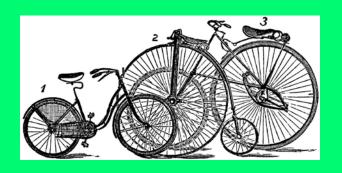
Storage -



POV Shipment/Storage

With Dependents CONUS - CONUS

Shipment





Storage -





POV Shipment/Storage JTR - 5380

Shipment - OCONUS







Transportation –





Personally Procured Move (PPM)



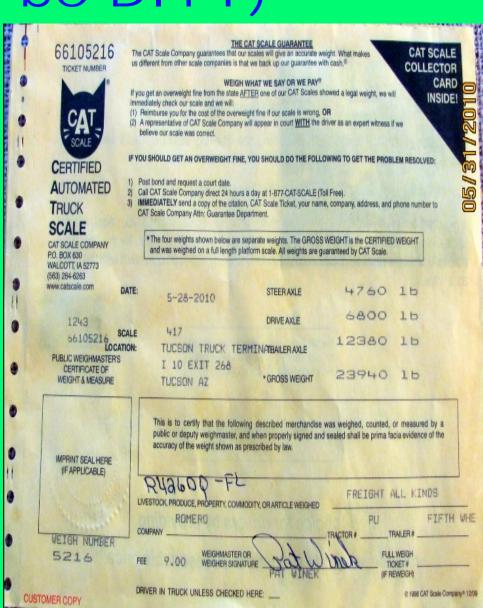
Personally Procured Move (used to be DITY)

Car insurance coverage

Additional insurance

Estimate weight properly

Certified Weight tickets



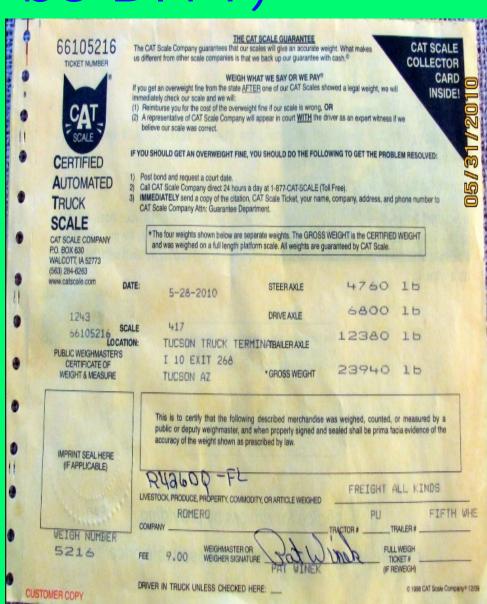
Personally Procured Move (used to be DITY)

 Advance - limited to 60% of the 95% incentive

Temporary Storage

Firearm laws

 Read the FINCEN instructions and the "It's Your Move" pamphlet



FILE WITH FINCEN...NOT PPC

- Certified Weight Tickets
- Must be procured at origin (both empty and full)
- Signed SF-1038/Doc type 17
- Signed original DD2278
- Signed Orders
- Original DD1351-2
 with new address
- Copy of Registration

ADVANCE OF FUNDS APPLICATION CASH TEACHER AND ACCOUNT CHECK PE	PPORARY 3. NAME (Last, first, middle initial) 5. TELEPHONE NUMBER(5)	4. ACCOUNT NO.
In compliance with Privacy Act of 1974 the followin information is provided: Solicitation of the information on this form is authorized by 5 U.S.C. Chapter 57 a implemented by the Federal Travel Regulation (FPMR 101-7), E.O. 11609 of July 22, 1971, E.C. 11012 of March 27, 1962, and E.O. 9397 of November	7. DEPARTMENT OR ESTABLISHMENT 8. BUREAU, DIVISI 9. APPLICATION (For complete	
22, 1943. The primary purpose of the information is to facilitate the review, approval, accounting an advancement of funds for travel and certain relocation	An advance of funds is hereby requested for travel and other expenses to be incurred by me.	e. BALANCE DUE U.S. FROM PREVIOUS \$
allowance expenses to be incurred under approprial administrative authorization. The requeste information will be used by officers and employees of	a. UNDER AUTHORIZATION NUMBER b. DATE OF AUTHO	ORIZATION (. AMOUNT HEREIN APPLIED FOR \$
this agency who have a need for such information in the performance of their official duties. The information will be disclosed to appropriate Federal, State, local of	e TRAVEL From To PERIOD To	g TOTAL \$
foreign agencies, when relevant to divil, criminal, or regulatory investigations or prosecutions, or whe pursuant to a requirement by this agency in connection with the hiring of firing of an employee, securit clearances, or other investigations of the performance of official duty while in Government service. You Social Security Number (SSN) is solicited for use a an employee identification number. Disclosure of the	d. MAIL CHECK TO: OFFICE RESIDENCE (Give address – number, street, city, State and ZIP code)	Note: Outstanding advances not fully recovered by deductions from reimbursement vouchers must be promptly repaid. When travel is canceled or indefinitely postponed the full amount of any outstanding advance shall be repaid immediately
requested information is voluntary; however, failure to provide the information required may result in delay o suspension of your advance of funds request.	APPLICANT SIGN HERE	DATE
SIGNATURE AND TITLE OF	PPROVING OFFICIAL DATE APPROVED 11. AF	PROPRIATION TO BE CHARGED
12. REMARKS	13. CA	SH PAYMENT RECEIVED DATE

STANDARD FORM 1038 (REV. 10-77) rescribed by GSA_EPMR (41 CER) 101-7



Household Goods

COVERNMENT MOVERS
BEILINE



GENERAL INFORMATION

- www.move.mil
- First and last move: you must see the TO
- Weight allowances: JTR, 5200B
- Main reason for excess costs: exceeding weight limits. Please visit:
 - www.move.mil/dod/before_you_begin/weig
 - ht_allowance.cfm
- Storage SIT vs. Long Term

GENERAL INFORMATION

Professional books, papers and equipment

Boats - Size Matters!



Firearms: what you must do



References

 https://cg.portal.uscg.mil/units fincen/SitePages/PPM.aspx

ALCOAST 072/17

•www.move.mil/



Sponsor Responsibilities

Military Assignments and Authorized Absences, COMDTINST M1000.8 (series)



Sponsor Responsibilities

- Contact list
- Welcome Aboard
- Informational resources
- Tours
- Checklist



www.CG SUPRT.com or Call 855-CG SUPRT(247-8778)







Advances



- What kind of Advance do I need?
 - > Pay
 - > BAH
 - > OHA
 - > Travel
- How do I request a Travel Advance?
- How much will the Travel Advance be?
- What about Self Procured (DITY) Move Advances?
- When do I start to pay it back?



Advances



15% of Disposable Pay

Accumulators Customize Find View 5												
€												
Period	Element Name	Amount	Description	From	Through	User Key 1	User Key 2	User Key 3	User Key 4	User Key 5	User Key 6	
Year to Date	OASDI EE_YTDA	794.650000	OASDI Tax	01/01/2016	12/31/2016	529980000						•
Year to Date	TOTAL TAXES YTD	1726.900000	Total Taxes YTD	01/01/2016	12/31/2016							
Custom Period	CG AC ADVANCE	208.360000	Advance Balance	01/01/2004		Р	000000000001					
Custom Period	CG AC DEBT DEDUCTS	22.200000	In-Service Debt Deduction Bal	01/01/2004		000000000001						
Custom Period	CG AC LEAVE SOLD	9.500000	Sold Leave Accumulator	01/01/2004								

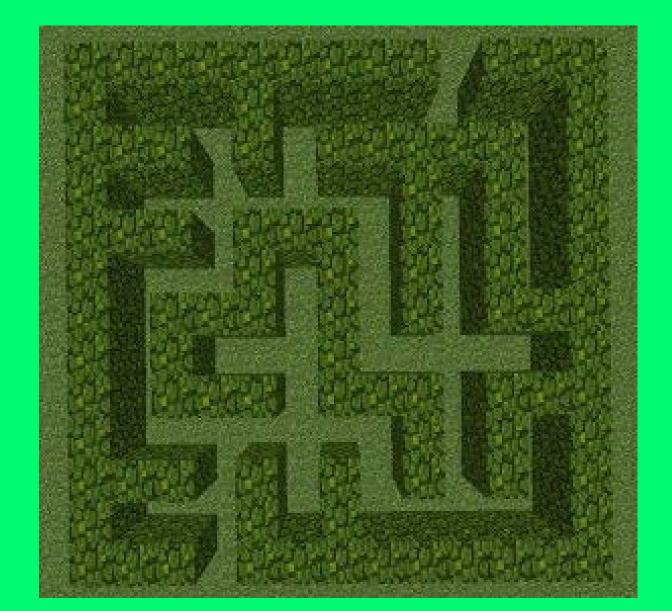
-- ADVANCE PAY STATUS: ORIGINAL AMOUNT 5580.72. COLLECTED THIS MONTH 116.27. BALANCE DUE 348.79

-- ADVANCE PAY STATUS: ORIGINAL AMOUNT 5580.76. COLLECTED THIS MONTH 116.27. BALANCE DUE 348.83

3

Delay en Route JERRY WEIL Three G. I.'s on a Lost Weekend of Revelry and Love A SIGNET BOOK

Delay En Route



Delay En Route



Delay En Route

Number of Miles Driven	Number of Travel
Number of Whies Driven	Days Authorized
400 or less	1
401-750	2
751-1100	3
1101-1450	4
1451-1800	5
1801-2150	6
2151-2500	7
2501-2850	8
2851-3200	9
3201-3550	10
3551-3900	11
3901-4250	12
4251-4600	13
4601-4950	14

▼ Delay En route							
	Begin Date		End Date		Delay En route	Days	
	1 08/04/2014	31	08/10/2014	31	Leave INCONUS V	7	+ -
	2 08/11/2014	31	08/14/2014	31	Proceed Time V	4	+ -
	3 08/15/2014	31	08/22/2014	Ħ	Travel Time V	8	+ -



Entitlements



Understanding
Military
Dislocation
Allowance



Dislocation Allowance (DLA)

What is it?

Who gets it?

• How much?

Understanding
Military
Dislocation
Allowance

Dislocation Allowance

PRIMARY DLA RATES					
Table 5G-1					

Effective 1 January 2017

Grade Without-Dependent Rate With-Dependent Rate								
Grade	Without-Dependent Rate	With-Dependent Kate						
O-10	\$3,792.89	\$4,669.01						
O-9	\$3,792.89	\$4,669.01						
O-8	\$3,792.89	\$4,669.01						
O-7	\$3,792.89	\$4,669.01						
O-6	\$3,479.68	\$4,204.02						
O-5	\$3,351.37	\$4,052.25						
0-4	\$3,105.77	\$3,572.13						
O-3	\$2,489.02	\$2,955.34						
O-2	\$1,974.40	\$2,523.51						
O-1	\$1,662.58	\$2,255.87						
O-3E	\$2,687.70	\$3,176.11						
O-2E	\$2,284.83	\$2,865.70						
O-1E	\$1,964.74	\$2,647.70						

Dislocation Allowance

PRIMARY DLA RATES						
Table 5G-1						
Effective 1 January 2017						
Grade	Without-Dependent Rate	With-Dependent Rate				
W-5	\$3,155.42	\$3,447.95				
W-4	\$2,802.22	\$3,160.98				
W-3	\$2,355.20	\$2,896.05				
W-2	\$2,091.69	\$2,664.25				
W-1	\$1,750.86	\$2,304.17				
E-9	\$2,301.42	\$3,034.03				
E-8	\$2,112.36	\$2,796.72				
E-7	\$1,804.70	\$2,596.66				
E-6	\$1,633.58	\$2,399.34				
E-5	\$1,506.66	\$2,157.88				
E-4	\$1,310.73	\$2,157.88				
E-3	\$1,285.90	\$2,157.88				
E-2	\$1,044.46	\$2,157.88				
E-1	\$931.36	\$2,157.88				

Monetary Allowance in Lieu of Transportation (MALT)

Distance Lookup						
* Origin 98134 Seattle, WA, King						
* Destination 33040 Key West, FL, Monroe						
Official D	TOD Distance:	3486	Find Distance			

- What is it?
- Who gets it?
- How much?

Temporary Lodging Allowance (TLA)

Temporary Lodging Allowance Overseas Moves

What is it?

Who gets it?

• How much?

Temporary Lodging Allowance (TLA)

Number of Eligible Persons Occupying Temporary Lodging	Percentage Applicable		
Member or 1 dependent	65%		
Member and 1 dependent, or 2 dependents only	100%		
For each additional dependent age 12 and over, add	35%		
For each additional dependent under age 12, add	25%		

USCG Finance Center processes

Member must work with SPO

Temporary Lodging Expense (TLE)

What is it?



Temporary Lodging Expense (TLE)

Who gets it?



TLE Time Limits



- PCS to CONUS
- PCS from CONUS to OCONUS
- First CONUS PCS from HOR
- First OCONUS PDS from HOR
- TLE Max is 60 days

Temporary Lodging Expense (TLE)

How much?

Number of Eligible Persons Occupying Temporary Lodging	Percentage Applicable
Member or 1 dependent	65%
Member and 1 dependent, or 2 dependents only	100%
For each additional dependent age 12 and over, add	35%
For each additional dependent under age 12, add	25%

http://www.defensetravel.dod.mil/site/perdiemCalc.cfm



PCS Travel Claim

COASTIE, JODY		Travel Order		Vie	w: Traveler
	er Number(s): 7G96PRA4YV000		*	Type of Order: PCS	~
Description What's Authori	ized Dependents Remarks				
* Type of PCS Trip Name: Issuing Organization Paying Organization Group Travel Funds * Origin * Destination	Station to Station 2017 PCS 7947400 7947400 Coast Guard 66683 Topeka, KS, Shawnee 23704 Portsmouth, VA, Portsmout	v v	* Issue Date * Detach Date * Report Date	01/01/2016 01/01/2017 01/23/2017	
Back	Next		Save	Cancel	Help

There's a guide for that!



Pav & Personnel Center. Travel Branch

General Information

Email Updates

Forms/Pubs

| Customer Care | WEBTPAX | CG Finance Center Travel Apps (CG Portal Link) | GetThere (ADVTRAV) | Gov't Travel Charge Card | Per Diem Rates |
| Move.MIL, Defense Personal Property System (HHGs)

E-Learning

AO Designation

Other Resources

Web TPAX User Guides, Tutorials and Webinar Recordings

Known Issues

- ▶ Basic Web TPAX Information for All Users
- Traveler

News

Permanent Change of Station (PCS):

TOPIC	PROCEDURE GUIDE (PDF)	VIDEO TUTORIAL
Filing a Manual Travel Claim for PCS	07 Mar 2017 NEW!	
PCS Claim for Member Only Travel	23 Feb 2017 UPDATED	
PCS Claim for Member and Dependents Travel	Coming Soon	
Crossing the International Date Line	23 Feb 2017 NEW!	
Currency Conversion for Travel Claims	13 Jan 2017	
Split Disbursement	15 Feb 2017	
Civilian PCS Claim Procedures	N/A	

Use the Checklists!



PCS Departing Worksheet

DEPARTMENT OF HOMELAND SECURITY U.S. Coast Guard PCS DEPARTING/SEPARATION WORKSHEET 1. Name (Last, First, MI) 4 Permanent Unit 2. EMPLID 3. Rate/Rank LINIT COMPLETE THIS SECTION PURPOSE: Use this form to request PCS/Separation entitlements and provide information needed for completion of Official Travel Orders. If you have any questions, ASK YOUR YEOMAN. New Duty Station (PCS Only) Authorized Proceed Time (PCS Only) Authorized Travel Time (as specified by transfer order) Date to Report or Date to Depart NOTE: This block for PCS Only. Yes No Does member meet obligated Service as required in COMDTINST M1000.8(series) Art. 1-B-6? (If no. complete and attach a Career Intentions Worksheet, CG-2045) Does member meet all requirements for PCS as required in COMDTINST M1000.8(series) Art. 1-B-1? Does member meet weight standards IAW COMDTINST M1020.8(series)? Yes No NOTE: Does the PCS meet a BAH or OHA rate protection provision? (If yes, submit a Housing Allowance Protection Worksheet (CG -2025A) (available at http://www.uscg.mll/ppc/forms/) to CG PSC (PSD-FS)). MEMBER COMPLETE THIS SECTION. Departure Date (Last Day of Duty at current unit) Leave Address/Phone No. No. of Days Leave Requested Current Leave Balance If Married, is your spouse in the service? No or N/A Yes DEPENDENTS TRAVELING Dependent Name Relationship DOB/DOM Caution: Only request dependent travel advances for confirmed members of your family who will actually travel to your new PDS. Otherwise delay receipt of such dependent travel advances and DLA. until travel is confirmed. If dependents are traveling on a different date than you, enter date:

PCS Departing Worksheet

MODE OF TRAVEL										
	Mode of Privately Owned Conveyance (POC) Personally-procured commercial transportation (If more than one mode selected (mixed modes) please attach an explanation/itinerary.)									
If tra	If traveling via POC, complete below (authorized two POC's) (may be authorized 3 POC's if requirements of U5015-B, JFTR are met)									
Ye	ar		Make/Mod	lel		Tag Number				
				POV	/ INFORM	MATION				
lf st	nipping a POV	(only authorized	one) list locatio	ns: From:			To:			
(Ov	erseas or INC	ONUS with COMI	OT approval IAI	W JFTR, U5415 o	r INCONU.	S without COMDT appr	oval IAW JFTI	R U5417)		
		REQUES1	FOR ADVA	NCES (SEPARA	ATIONS /	AUTHORIZED MALT	T ADVANCE	S ONLY)*		
Advance # months requested (max. of 3); or, Pay specific amount requested				Liquidation period (12 months is max., 24 with CO approval due to hardship caused by PCS, see reverse): # of months						
	"Advance	Member			Locality:			# of days:		
	TLE	Dependent	5	# of Dependents	Locality:			# of days:		
	"Advance Dislocation Allowance (DLA) NOTE: Single members must obtain certification that gov't qtrs are not available.									
'Advance MALT plus Per Diem for POC Travel				From:		То	r.			
'Advance Dependent MALT plus Per Diem					From:		То	<u></u>		
	Government Procured Transportation Mbr Depns						To);		

PCS Reporting Worksheet

DEPARTMENT OF HOMELAND SECURITY

U.S. Coast Guard

PCS REPORTING WORKSHEET							
1. N	ame (Last, First, MI)	2	. EMPLID	3.	Rate/Rank	Permanen	t Unit
	PURPOSE: Use this form to indicate changes in mode of travel, TDY, and requested advances; changes in dependency, pay delivery, state or federal tax withholdings; updating allotments, ID cards, and to update your mailing address. If you have any questions, TALK TO YOUR YEOMAN.						
5. 0	OMPLETE THE FOLLOWING						DATE COMPLETED
a.	Defense Enrollment Eligibility Reporting Syst at https://www.dmdc.osd.mil/milconnect/ or b					-9552, online	
Update and verify the information on your Direct Access BAH/Dependency Data form and Emergency Contact Information. Complete a new Designation of Beneficiaries/Record of Emergency Data (CG-2020D).							
c. Update personal contact information (e-mail, phone, address) in Direct Access.							
d. A Travel Claim for you and your dependents. NOTE: Submit both at the same time if you traveled before dependents.							
e. A BAH/Housing Worksheet (CG-2025).							
f. An Allotment Worksheet (CG-2040) or use Direct-Access Self-Service to update allotment addresses.							
g.	g. Call the Government Travel Charge Card contractor (at the number on the back of the card) to update your mailing address.						
h.	Upon delivery of household goods shipment, Defense Personal Property System (DPS) go quide. For all others, go to www.fincen.uscq	to	www.move.mil. Click on I	DoE	Customer, follow instructions i		

TOP10 TUESDAY







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