

CAMP ZAMA EMPLOYEE'S OVERSEAS BENEFITS HANDBOOK

A Guide to your Transition to Japan

Camp Zama CPAC 2018

Table of Contents

Introduction.....	4
After Your Selection.....	5
Job Offer.....	5
In-Processing Forms.....	5
Current Civilian Personnel Office Assistance.....	5
Pre-Employment / Employment Conditions.....	6
Drug Testing.....	6
Emergency Essential Positions.....	6
Exceptional Family Member Program.....	6
Physical Examinations.....	8
Rotation Agreements.....	8
Security Requirements.....	8
Moving to a New Location.....	9
Household Goods/ Non-Temporary Storage.....	9
Shipment of Firearms.....	9
Shipment of Pets.....	9
Shipment of Privately Owned Vehicle.....	10
Furniture and Appliances.....	11
Passports, Visas and SOFA Stamp.....	11
Requesting a Sponsor.....	11
Temporary Lodging Upon Arrival.....	12
Travel Orders for Government-Paid Moves.....	12
Benefits Enrollment	12
ABC-C.....	12
Federal Health Benefits.....	12
Federal Employee Group Life Insurance.....	12
Thrift savings Plan.....	12
Employment Guide – Specific Info for CONUS Hires.....	13

Leave 13

Return to CONUS Placement Options..... 13

Renewal Agreement Travel..... 14

Student Education Travel..... 15

Overseas Entitlements..... 17

Advance of Pay..... 17

Temporary Quarters Subsistence Allowance..... 17

Foreign Transfer Allowance..... 18

Post Allowance..... 19

Living Quarters Allowance..... 19

Living Quarters Allowance Rates..... 20

Changes in Eligibility..... 21

Non-Temporary Storage..... 21

LQA Reconciliation Information..... 22

CONUS to OCONUS Checklist..... 23

Final Notes Before You Travel 28

POC List..... 29

INTRODUCTION

This employee guide provides information for individuals who have been selected for employment overseas with the U.S. Army in Japan - information for pre-employment processing, relocation overseas, and general employee information.

Within this document, individuals will see information regarding pre-employment processing, relocation tips and specific employment information as it applies to the overseas environment.

Positions located in overseas areas are commonly referred to as Outside the Continental United States or "OCONUS" positions; those located within the United States are commonly referred to as the Continental United States or "CONUS" positions. It is important that individuals are familiar with these acronyms--many regulations use them.

All US Army civilians in Japan are serviced by the Camp Zama Civilian Personnel Advisory Center (CPAC), and this office is the best source of information on employment-related issues such as benefits and entitlements, tour lengths, return placement options, etc.; questions should be directed to the Camp Zama CPAC unless otherwise indicated in this guide.

After Your Selection

Job Offer: An initial job offer is tentative until the selected individual's appointment eligibility and entitlements have been verified, and the individual has met all applicable employment conditions. Until eligibility has been confirmed and the job offer has been finalized, the selected individual should take no action such as giving notice to current employer, vacating a lease, selling/purchasing a residence, etc.

Once these requirements have been met, the selectee receives an official offer that includes information such as eligibility for Living Quarters Allowance, the rate of pay the selectee will receive, and the reporting date.

The selectee must complete the in-processing paperwork before starting the new job. The CPAC representative will advise which forms must be completed along with the information needed to complete and return them. This paperwork must be processed before an employee can be paid.

The CPAC representative is the only person authorized to make an official job offer.

In-Processing Forms: The servicing CPAC representatives inform incoming employees of which forms must be completed and returned to the CPAC as part of the in-processing process.

Most of the in-processing forms are provided in a format that allows selectees to access the forms on-line. Employees enter the information, print, and then sign the completed forms before returning them to the CPAC representatives. All in-processing forms with original signatures should be submitted to the servicing CPAC before reporting for duty.

Current Civilian Personnel Office Assistance: Once a job offer has been received, current Federal employees should contact their current servicing civilian personnel office for assistance with out-processing requirements at the current duty location.

In order for selected individuals to successfully transition overseas, their losing civilian personnel office will need to provide the Camp Zama CPAC with the following:

Official Personnel Data, commonly referred to as SF-75 information; including the finance mailing address and TSP loan information, if applicable. It must be received before departure for the new job or there could be problems with processing personnel actions and pay data at the new duty location.

Documentation of any change in Life Insurance (FEGLI), Health Insurance (FEHB) and/or Thrift Savings Plan (TSP) during the last open season. Federal employees are encouraged to ensure their benefits deductions successfully transfer with them.

Transfer of Thrift Savings Plan (TSP) Account. This form is provided in the in-processing forms. The employee should coordinate with their losing personnel office to have them complete the losing office information. The employee will need to complete the loan account information, if any, and then submit the form to the CPAC for completion of the gaining personnel office section.

A forwarding address including POC and fax number for the personnel office that is currently maintaining the Official Personnel File (OPF).

A signed copy of the statutory documentation on Reemployment Rights acknowledging the employee's return rights to the former position upon completion of the overseas tour--this applies to most employees including those transferring within the same agency (e.g., Army-to-Army placements).

Copy of the Travel Orders, applicable only if orders were prepared at losing personnel office.

Pre-Employment/Employment Conditions

Drug Testing: Individuals selected for employment in a Drug Testing Designated Position will be informed by the camp Zama CPAC that a signed DA Form 5019-R, Condition of Employment for Certain Civilian Positions Identified under the Drug Abuse Testing Program, is required. Individuals may also be required to take a drug test prior to being placed into such positions.

Revocation of a job offer, removal from the position, or separation from the Federal Service may result from failure to accept this condition of employment or to participate in the program once employment has occurred.

Emergency Essential Positions: Individuals selected for employment in a position designated as emergency essential will be informed by the Camp Zama CPAC that a signed DD Form 2365, Emergency Essential Position Agreement for DOD Civilian Employees Overseas is required.

A physical examination is required for individuals being placed in emergency essential positions. In addition, individuals may be required to take the series of anthrax vaccine immunizations including annual boosters as a condition of employment in an emergency essential position. This condition also includes any other immunizations that may, in the future, be required for the emergency essential position. Failure to pass the physical examination or to take the necessary immunizations may lead to revocation of a job offer, removal from the position, or separation from the Federal Service.

Exceptional Family Member Program (EFMP):

The Exceptional Family Member Program (EFMP) is a mandatory (for military) enrollment program that works with other military and civilian agencies to provide comprehensive and coordinated community support, housing, educational, medical, and personnel services to families with special needs. An exceptional family member is a child (or adult dependent) with any physical, emotional, developmental, or intellectual disorder that requires special treatment, therapy, education, training, or counseling.

Department of the Army civilians do not enroll in the program; however, they must identify dependent children with special education and medically related service needs, as well as family members with medical needs. This must be done each time they process for an assignment to a location outside the United States where family travel is authorized at Government expense.

Educational and medical-related services provided by the U.S. Forces Medical facilities and the Department of Defense Dependent Schools (DoDDS) in Japan are limited in comparison to those available in the continental United States. If selected individuals have EFMP needs, it is the responsibility of the gaining CPAC/Medical Command to provide information about available services so individuals may make an informed decision when accepting job offers.

Prior to final acceptance of a position at an overseas location, individuals must complete and return DA Form 5863 (Exceptional Family Member Program Information Sheet). Individuals with exceptional family members identified on the DA Form 5863 will also need to complete the Exceptional Family Member Special Education/Early Intervention Summary, DD 2792-1 and/or the Exceptional Family Member Medical Summary, DD 2792. These forms are required so that individuals that have EFMP needs may be provided the appropriate information on the availability of educational and medical-related services at or near the new duty station.

The completed forms for individuals with EFMP needs are forwarded to the EFMP staff at the Medical Command - Japan and/or the DoDDS liaison person, as applicable. After coordination, individuals are provided the latest DoDDS/EFMP service screening sheet that states whether special needs services are currently available at, or in close proximity to, the new duty station. This information allows selectees to decide if the available services meet the needs of their exceptional family members.

Selection for positions will not be affected by whether or not individuals have exceptional family members. The purpose of collecting EFMP information is to provide individuals with advance information on educational and medical-related services so they may make an informed decision about accepting a position and to ensure a smooth transition for their families.

Review the following for more information:

[DoD Instruction 1315.19](#), Authorizing special Needs Family Members Travel Overseas at Government Expense

[DoD Instruction 1342.12](#), Provision of Early Intervention and Special Education Services to Eligible DoD Dependents

[DoD Directive 1342.13](#), Eligibility Requirements for Education of Minor Dependents in Overseas Areas

[Directory of Early Intervention, Special Education and Related Services](#)

Physical Examinations: Selection for some positions may require individuals to successfully complete a medical evaluation to ensure they meet the physical

requirements of the new position. Individuals notified by the Camp Zama CPAC of a requirement for a physical examination, treatment, or immunization for the position at the overseas assignment are to immediately make arrangements with the closest Department of Defense medical treatment facility. The physical at the medical treatment facility will be at no cost to the individual. The gaining CPAC will provide instructions on completing the Certificate of Medical Examination, SF-78.

The cost of an authorized examination by a private physician may only be reimbursed under certain circumstances. These conditions are: 1) no medical treatment facilities are at the processing activity and no federally-designated medical examiners are available; or 2) workload at the federal medical facility precludes scheduling a medical examination without a serious delay in processing the selectee for movement overseas. The CPAC or appropriate Federal medical officer must provide the authorization to the selectee in writing before a private physician is consulted. If authorized, individuals must obtain an itemized receipt for the medical services, then pay the bill when received, and then submit the claim for reimbursement. The claim for reimbursement is initiated upon arrival at the overseas duty location. Reimbursement is not authorized if individuals voluntarily elect to use a private physician rather than an available Federal medical officer.

For dependent family members, only the necessary immunizations required for overseas duty station are paid by the Government; the employee must pay the costs of all medical treatments and examinations for dependents. Immunizations required for any "personal" foreign travel will not be at Government expense. Under no circumstances will examinations for accompanying family members be reimbursed.

Rotation Agreements: For most positions, it is necessary to sign a rotation agreement for the length of the overseas tour. Normally, the initial tour of duty is 36-months on Camp Zama and 24-months in Okinawa, but there are exceptions. Subsequent tours are up to two years in length. Tour extensions are NOT automatic nor are they an entitlement. Extensions must be requested by the supervisor and agreed to by the employee. The extension may be done for a smaller period of time, but some benefits do not go with shorter extensions, such as Renewal Agreement Travel (RAT).

DOD policy on rotation of civilian employees restricts any tours beyond five years for most civilian employees. The servicing OCONUS CPAC can provide employees with specific information relevant to their situation.

Locally hired family members are not subject to their own rotation, however, upon loss of family member status, employees must contact the CPAC.

Security Requirements: U.S. Government positions normally require that a background investigation or National Agency Check be completed. The OCONUS CPAC will notify selectees about the new position requirements. Unless selectees already possess the appropriate background checks or clearances, they must complete the appropriate form(s), such as Questionnaire for Non Sensitive Positions, SF 85, Questionnaire for Public Trust Positions, SF 85P, or Questionnaire for National Security Positions, SF 86. Fingerprints are also required. The Fingerprint Card, SF 87, will be provided by the CPAC.

NOTE: The SF 85P and SF 86 are completed online via [Electronic Questionnaires for Investigations Processing \(e-QIP\)](#). [FAQ e-QIP](#)

Individuals selected for childcare and some medical positions will be provided additional paperwork required for local and state background checks as determined by their state of residence.

The CPAC will provide specific guidance regarding which form(s) and additional documentation are required.

MOVING TO A NEW LOCATION

Household Goods / Non-Temporary Storage: Individuals who are eligible for Government-funded moves will receive Permanent Change of Station (PCS) or First Duty Station travel orders. Upon receipt of orders, individuals must decide which household goods (HHG) are to be shipped and which are to be placed in non-temporary storage (NTS).

The total allowed weight of HHG that may be shipped and placed in NTS is 18,000 pounds IAW DOD Joint Travel Regulation, Chapter 5, Part B5. One vehicle may also be shipped in accordance with the JTR, Chapter 5, Part B6b with Command's approval. However, no vehicles may be shipped to the island of Okinawa, Japan.

Non-Temporary Storage (NTS):

For information regarding Non-Temporary storage, please visit the Overseas Entitlements Information section.

Shipment of Firearms: Firearms may not be shipped to the country of Japan.

Shipment of Pets: Shipment of pets is the responsibility of the pet owner. Payment for transportation, vaccinations, and proper documentation is the responsibility of the pet owner. The government does not reimburse such costs, associated with bringing a pet overseas. To ship a Pet to Japan, your pet must undergo a titer test. Please contact your local Military Vet clinic for more information.

Each airline and country has specific transportation requirements that pet owners must follow. Many airlines have "heat restrictions" when the temperature rises above a certain limit and they will not ship pets during those periods. Individuals should be sure to inquire about such restrictions when making their arrangements for shipment of their pets.

For example: If shipping a dog and/or cat into the Narita Airport, there are requirements that must be met in accordance with Japanese Law. The owners must decide if they will accompany the animal or ship it separately. In either case, a bilingual health certificate (dated within 10 days of shipping) and current rabies vaccination (given 30 days to 1 year before arrival) are required. Most U.S. civilian veterinarians and all CONUS military veterinarians have the bilingual health certificate. If the pet accompanies the owner on the flight there are no additional

country costs, and clearing customs with the proper paperwork is quick and easy. If the animal is shipped separately, there are additional requirements and a fee.

For more information, contact your local military Veterinary Treatment Facility.

Shipping of Privately Owned Vehicle (POV): All POV Shipments to Japan must be approved by your gaining command prior to arranging shipment. It is not recommended to ship a vehicle to mainland Japan. The cost of converting your vehicle to Japanese specs and then to convert the vehicle back to U.S. specs may cost the owner greatly. POV Shipment to the Island of Okinawa is not authorized. If you would like to ship your vehicle, your command would have to approve the authorization in advance. When shipping a vehicle, timing is important. Shipping of a vehicle can take six weeks or longer. Only one vehicle may be shipped at government expense. There is no authorization for reimbursement of rental vehicles to replace the shipped vehicle. However, for individuals wishing to rent a car at their own expense, it is usually cheaper to rent in the States. Individuals interested in renting a car in the overseas area, should ask their sponsor about rental cars and rental requirements for that specific area. Sponsors are generally willing to help with transportation needs, but be considerate they are merely being helpful.

There are restrictions on shipment of autos to some overseas areas. Individuals who want to ship vehicles overseas must present an original certificate of title or a certified copy of the title, according to U.S. Customs Service regulations. If the vehicle is leased or has a lien, the shipper must also present a letter from the lien-holder authorizing shipment. Shippers are encouraged to review the Military Surface Deployment and Distribution Command (SDDC) pamphlet, "Shipping Your POV". For general questions, telephone the SDDC at 1-800-843-8755, DSN 328-3333, or Commercial (703) 428-3333.

Individuals must have their overseas driver license (which is obtained after arrival at the overseas duty location) and proof of purchase before picking up and registering their vehicle. Additionally, the owner must have Japanese Compulsory Insurance (JCI) and Regular Auto Insurance. Please keep in mind some stateside insurance companies will not write insurance policies for vehicles in Japan. Please contact the insurance company prior to shipping your vehicle. The vehicle will have to pass a safety inspection to be registered.

There are a number of large cars in Japan, but handling and parking them can be more than a little challenging as roads, parking spaces, and areas in general tend to be much smaller than in the U.S.

Individuals who ship a car should keep and bring their stateside vehicle registration. Also, KEEP the shipping documents for the duration of the overseas tour, even if the vehicle is replaced.

Individuals who do not ship a car can arrange to purchase a new or used vehicle pretty easily, once overseas. Remember that any car purchased or brought overseas has to pass a basic safety and emission vehicle inspection to be registered.

As always, check with the sponsor for any special requirements.

Furniture and Appliances: Camp Zama Housing Office has the capacity to provide loaner furniture and appliances to employees living off-base. It is not recommended you bring your appliances overseas because of the weight limitations and the unique electrical requirements. U.S. manufactured appliances may not be compatible with the voltage/cycle in Japan. It is also not recommended that you bring oversized furniture to Japan. Most off-base housing will only accommodate a “FULL” size bed. Please contact the Camp Zama Housing office or go to www.housing.army.mil for more information. For housing information in Okinawa, please visit the Kadena Air Force Base website at <https://www.housing.af.mil/Units/Okinawa/> for more information.

Passports and SOFA Stamp: Individuals selected for an overseas position and their families will need official passports prior to traveling (the government will cover this expense if PCS is authorized). This is the first order of business for the move overseas once the final job offer has been accepted. You may begin the passport application process prior to receipt of the travel orders. Tourist passports will be needed for personal travel; these are easiest to obtain while in the States.

The most common delay in obtaining passports is that many people do not have the required birth certificates with raised seals. These should be requested from the state Bureau of Vital Statistics where the person was born. It is also a good idea to have a couple extra copies. No additional documents are necessary other than the application for individuals who already have a passport, even if it is expired.

The NATO Status of Forces Agreement (SOFA), Article III, requires that eligible civilian employees and their dependents have a SOFA identification in their official passports. This identification is commonly called a SOFA stamp or SOFA letter. It identifies the bearer as a person who is entitled to unrestricted entry and exit from most foreign countries. Contact the local SOFA office for information about obtaining a SOFA stamp and the requirements of the country where the position is located.

Requesting a Sponsor: The Army Sponsorship Program contributes to a positive climate by welcoming civilian employees and family members to the Army in Japan. Employees who have been selected for an overseas assignment should complete a DA Form 5434, Sponsorship Program Counseling and Information Sheet, and return it to the Camp Zama Civilian Personnel Advisory Center (CPAC) together with all other in-processing forms.

All civilians are encouraged to participate in this program regardless of whether or not they have previously worked overseas. A sponsor can answer many questions about the move, the new job, and living overseas, etc. The sponsor will also be able to provide the new mailing address once the travel orders have been completed. Transportation and other logistical arrangements should be arranged in coordination with the assigned sponsor.

Temporary Lodging Upon Arrival: Please see Overseas Entitlements Information.

Travel Orders for Government-Paid Moves: As a part of the job offer, the gaining CPAC Representative will indicate whether or not Permanent Change of Station (PCS) or First Duty Station costs will be paid for the move. Travel orders will be needed before travel and transportation arrangements can be made for the selectee, his or her family, and their personal belongings.

Travel orders are needed before individuals, working through the U.S. Military Transportation Office and the Scheduled Airline Ticket Office, can obtain airline tickets for themselves and eligible family members, arrange for shipment and storage of household goods (HHG), arrange for shipment of a vehicle, and obtain temporary quarters and meals.

A Request for Travel Orders Worksheet must be completed and returned to the CPAC as soon as possible.

Benefits Enrollment

Benefits Enrollment: The Army Benefits Center-Civilian (ABC-C) located at Fort Riley, Kansas provides the tools Army Civilians need regarding their federal benefits via automated civilian personnel benefits advisory and processing services. The ABC-C provides automated benefits services to civilian employees worldwide giving employees more control over managing their own Federal benefits. Employees must use the ABC-C to receive personal counseling, process transactions and to obtain general information in the areas of retirement, life insurance, health benefits, survivor benefits, and the Thrift Savings Plan.

All elections must be made via the Army Benefits Center - Civilian. The specific timeframes for enrolling in the benefits programs are identified below:

- ▶ Federal Employee Health Benefits: Eligible employees must make initial election (enroll or not enroll) within 60 days of their entrance on duty date in order to have health coverage.
- ▶ Federal Employee Group Life Insurance: Eligible employees have 60 days from the date they start work to waive their Basic coverage or to elect optional coverage.
- ▶ Thrift Savings Plan: Eligible employees can sign up to contribute to the TSP immediately after they are hired.

Additional information on Benefits can be obtained on the ABC-C home page.

Employment Guide – Specific Info for CONUS Hires

Leave: Most Federal employees earn two types of leave - Annual Leave and Sick Leave.

Current Federal employees need to bring their last Leave and Earnings Statement (LES) from their former duty station to help expedite the transfer of their current leave balances. (Current DOD employees may obtain online copies of their LES using [myPay](#).) The SF1150 (Record of Leave Data) is sent from the old pay office to the old civilian personnel office for transmittal with the Official Personnel File (OPF). This is not always a quick process; it may delay the transfer of accrued leave that an employee may be wanting to take while getting settled in at the new duty station.

Individuals hired from the United States are eligible for two special features of overseas employment, HOME LEAVE AND 45-DAY ANNUAL LEAVE ACCUMULATION.

Home leave is special leave earned in one-day increments (rather than hours like annual or sick leave). In Japan, eligible employees earn home leave at the rate of 5 days per year.

An employee must have served continuously at least one 24-month period at an overseas post before home leave can be used. Home leave must be taken in the U.S. or its territories or possessions. Home leave may only be used if the employee will return to duty at an overseas area. In other words, home leave can't be taken in conjunction with a Permanent Change of Station (PCS) back to the U.S., unless the employee is under a mobility agreement. Home leave can be taken in conjunction with a PCS from one overseas area to another overseas area, if other service requirements are met.

When taking home leave in conjunction with Renewal Agreement Travel (RAT) the travel time to and from the employee's home of record or other single authorized point is not chargeable to leave. The home leave balance shows on the employee's Leave and Earnings Statement. The Civilian Personnel Advisory Center (CPAC) can provide information on Home Leave.

45-Day Annual Leave Accumulation allows certain overseas employees (usually those hired from the CONUS) to carry leave over from one year to the next for up to 45 days (360 hours) before it must be used or lost as opposed to the standard 30 days (240 hours) in the CONUS. Upon return to CONUS, the 360 hours may be kept as long as they are not used. Should the amount of leave drop below 360 hours, the maximum amount of allowed leave becomes either the new amount held or the standard 240, whichever is higher.

Return to CONUS and Placement Options: Employees sign a rotation agreement as a condition of employment when hired from the CONUS. When the time comes for an employee to return to the CONUS, the specific options available at that time will be explained in detail. Placements are usually made in one of three ways:

An employee may be selected for another position in the CONUS through normal merit promotion or external recruitment procedures. This is similar to how employees are originally chosen to work OCONUS.

The employee may exercise Return Rights. Most current, permanent Army employees hired from the CONUS will have some form of return rights to either the specific position left, the installation, or a geographic area for up to five years. The CONUS CPAC should explain these entitlements when an employee prepares to leave the CONUS. They will also be discussed when the employee prepares to return.

The employee may be eligible for registration in the **DOD Priority Placement Program (PPP)**, often called the Stopper List. If an employee does not have return rights when the time comes to go home or if the return rights are to a lower grade, the employee will probably be eligible for registration in PPP for jobs back in the CONUS. There are many details about this program that will be explained by the CPAC when the time comes to return to the U.S.

Renewal Agreement Travel: Renewal Agreement Travel, or RAT, is a Government-paid trip back to CONUS when an employee is recruited from CONUS, completes an overseas tour, and is extended for another tour. The employee signs a renewal agreement to stay on for another tour - hence the name.

RAT covers the transportation expenses of the employee and the employee's dependents to the place of actual residence prior to the assignment overseas. Transportation to an alternate destination in CONUS is possible; however, the employee may be liable for any excess transportation costs when they are compared to those of going back to the place of actual residence. The employee and dependents must spend the majority of the renewal travel time in CONUS for RAT to be authorized.

In order to meet the requirements for RAT:

- (a) The employee must have completed the agreed upon period of service outside CONUS identified on the initial service agreement.
- (b) The employee has agreed to serve another OCONUS tour of duty at the same or different duty station.

(36 months under an initial service agreement, and 24 months under a renewal agreement apply to an employee assigned OCONUS unless an exception is prescribed in the APP JTR, par C5570-C.).

RAT can only be taken during a specific timeframe, known as the RAT Window.

a. Initial tour (normally 36 mo.): Initial tour has an 18 month window to perform RAT. The window is 6 months prior to initial tour completion and not later than 12 months before completion of tour provided the employee has agreed to a renewal agreement tour (normally 24 mo.). In no instance will RAT be authorized if you have less than 12 months remaining on a tour.

b. Renewal tour (normally 24 mo.): Renewal tour has a 14 month window to perform RAT. The window is 2 months prior to completion of the renewal tour and not later

than 12 months before completion of tour provided the employee has agreed to another renewal agreement tour (normally 24 mo.). Normally RAT will not be authorized if you have less than 12 months remaining on a tour however please contact CPAC for possible exceptions to policy

Since RAT is a form of Government-sponsored travel, two requirements must be met. First, an extension for a renewal tour must be approved by management and accepted by the employee by signing a renewal agreement. Second, official travel orders must be prepared for the RAT. If these two events don't occur before the travel, the cost will not be covered by the Government. After-the-fact approvals of RAT are not authorized. As with other Government-sponsored travel, use of the official contract ticket office (CTO), such as SATO, is required when arranging travel.

RAT covers only the transportation costs of the trip back to CONUS. The employee's absence from work must be accounted for by some type of leave: home leave, annual leave, or leave without pay.

Things to do:

Be aware of the ending date of the overseas tour. Respond to any management decisions regarding a tour extension.

Sign a renewal agreement.

Work with the supervisor to arrange the dates of your RAT so that they fall within the RAT window.

Work with the Command to obtain RAT travel orders.

Arrange for RAT transportation through the contract ticket office.

Student Education Travel: Reimbursement is authorized for transportation costs of dormitory student family members of eligible employees between the employee's overseas duty station and the DOD education activity-approved school.

Employees who are eligible for a Living Quarters Allowance (LQA) may also receive reimbursement for one round trip per year between CONUS and the overseas post of duty for a dependent child who is receiving either:

Secondary school (e.g., high school) education

Post Secondary vocational or technical education

Undergraduate college education

The child must be under 23 (21 for secondary education) at the time of travel.

The date of the first educational travel marks the anniversary date for purposes of determining the one year during which only one round trip can be taken. This anniversary date, once established, does not change. Dependents may not travel on orders or be reimbursed before the year in which they are eligible for a trip.

However, due to varying school schedules, eligibility for travel for the next year may be established on a case-by-case basis during a 30-day window before the anniversary date, with reimbursement to occur after the anniversary date.

Students are entitled to travel, per diem, and unaccompanied baggage. In lieu of transporting unaccompanied baggage, the costs of storing the baggage during the student's travel back to the overseas post may be reimbursed up to the cost that would have been incurred transporting it from the school back to the overseas post. No household effects, foodstuffs, or automobiles may be transported at government expense.

Things an employee can do:

Ensure that the school attended by the dependent is qualifying for reimbursement (e.g., is an accredited school).

Determine the anniversary date (e.g., the date of the first leg of the first educational travel, whether from overseas or the school), and ensure that the round trip travel is accomplished in the year established by that anniversary date.

Ensure the student has not reached his/her 23d birthday (21st birthday for secondary education) before travel commences in either direction.

Determine if unaccompanied baggage is to be transported or stored at the school's location.

Request an exception to travel back to school in the 30-day window before the anniversary date if school scheduling requires.

Work with the supervisor to obtain travel orders in sufficient time for the student to travel.

Arrange for student transportation through the contract ticket office.

Overseas Entitlements

Regulations:

Department of State Standardized Regulation (DSSR)

Department of Defense Regulation (DoDI) 1400.25-M, Subchapter 1250

Department of Defense Financial Management Regulation (FMR) Volume 8 Civilian Pay Policy DoD 7000.14-R

Joint Travel Regulations (JTR)

Advance of Pay: Advance of Pay is intended to ease the financial burdens of the transition period by insuring that funds are available to meet required expenses and emergencies. It allows up to three months (6 pay periods) advance pay upon the assignment of the employee to a foreign post. The amount advanced must be paid back to the Department over a maximum of 26 pay periods. Deductions will begin the first pay period after receipt of the advance or following arrival at the foreign post, whichever is later. Advance of Pay can be received no more than 3 weeks before departure or within 60 days after arrival at post. Request for Advance of Pay 3 weeks before departure does not apply to 1st duty station traveler and/or employees not already serviced by DFAS. New Hire Employees and/or employee not already serviced by DFAS can only request an advance of pay upon arrival at the duty station. More detailed information on how to request Advance of Pay will be provided upon your arrival to Japan.

Temporary Quarters Subsistence Allowance (TQSA): The temporary quarters subsistence allowance is granted to employees, who are also eligible to receive living quarters allowance (LQA) and is intended to assist in covering the average cost of adequate but not elaborate or unnecessarily expensive accommodations in a hotel, pension, or other transient-type quarters at the post of assignment, plus reasonable meal and laundry expenses. TQSA may be granted to eligible employees for a period of 90 days. Prior to departure from the foreign area, an employee may be granted TQSA not to exceed 30 days once residence quarters are vacated. The amount of TQSA payable is a percentage of the per diem rate applicable to the post of assignment or actual cost, whichever is less. The DSSR establishes per diem rates and percentage payable. The location of the temporary quarters must be within reasonable proximity of the post.

NOTE: Approving officials have been granted the authority to require acceptable documentation as to any and all expenses presented for reimbursement i.e., meal, lodging and dry cleaning receipts at any monetary amount.

By statute, receipts are required for all lodging, dry cleaning and any single meal costing \$75.00 or more.

Receipts may be required for meals which appear to be extravagant. If requested receipts are not available to substantiate reimbursement, the TQSA will be suspended. TQSA Advances must be reconciled within 5 days after the last advance period ends.

Extension: The 90 and 30 day TQSA periods may be extended up to but not more than an additional 60 days in each case if it is determined by the head of agency that compelling reasons beyond the control of the employee require continued occupancy to temporary quarters. Employee will put in a written request and provide evidence, to his/her commander who will have to approve the extension.

Applicable rates for all approved extensions will not exceed the maximum rates allowed for the third 30 day period. More detailed information on how to request TQSA will be provided upon your arrival to Japan.

Foreign Transfer Allowance: The purpose of the FTA is to help defray an employee's extraordinary but necessary and reasonable costs when he/she transfers to a post in a foreign area. FTA expenses are claimed with a SF-1190 and a Foreign Transfer Allowance (DSSR 240) Work sheet.

The Pre-departure Subsistence Expense Portion is granted to assist employees with the costs of temporary lodging, meals, laundry, and dry cleaning that are incurred when an employee transfers overseas from a post in the U.S. This allowance may be granted for up to 10 days before final departure from a post in the U.S., beginning not more than 30 days after the employee has vacated permanent residence quarters. The 10 days may be taken anywhere in the U.S. as long as the employee or family members have not begun travel on orders and the final departure is from the U.S. post of assignment. Your authorized amount is based on your family size and US duty location. FTA expenses are claimed w/SF 1190 through the Camp Zama CPAC.

Once you have departed your post (using your travel orders) and are not returning you are no longer eligible for Subsistence Expense. All these expenses must be claimed with finance.

Miscellaneous expense portion is to assist with certain extraordinary costs such as converting household appliances and obtaining auto registration and driver's license. This is normally a flat rate, \$650 for employees without family and \$1,300 for employees with a family. An employee can itemize their expenses and claim reimbursement for up to 1 week's salary (without family) or 2 weeks salary (with family) not to exceed the salary of a GS-13, step 10. Normally Miscellaneous expenses is submitted to finance on DD 1351-R. If you are a new Government employee your claim is submitted on SF 1190 through the Camp Zama CPAC.

Reimbursement for actual expenses is determined as follows

-for an employee without family--an amount based on actual allowable itemized expenditures not to exceed one week's salary for the employee or one week's salary for an employee at GS-13, step 10, whichever is the lesser amount;

-for an employee with family--an amount based on actual allowable itemized expenditures not to exceed two weeks' salary for the employee or two weeks' salary for an employee at GS-13, step 10, whichever is the lesser amount.

The following lump sum amounts may be granted without receipts or itemizing:

-for an employee without family \$650 or the equivalent of one week's salary whichever is the lesser amount;

-for an employee with family \$1300 or the equivalent of two weeks' salary whichever is the lesser amount.

More detailed information on how to request FTA will be provided upon your arrival to Japan.

Post Allowance: Post Allowance is paid to compensate in part for the higher price of many goods and services in overseas areas. It is based on the employee's salary, work schedule, number of dependents, and the employee's duty station location. Changes in exchange rates also raise or lower the post allowance since exchange rates affect the cost of goods and services bought on the economy. Post allowance is not taxable.

To calculate your post allowance authorization you can >check your post allowance percentage here.

Once you have the percentage you can calculate your post allowance rate per pay period at: COLA Calculator

Requesting Post Allowance:

To receive Post Allowance, you must submit a completed SF-1190. Post Allowance should be requested upon movement from temporary quarters to permanent quarters, or if TQSA is not used, upon arrival at the overseas duty location. More detailed information on how to request Post Allowance will be provided upon your arrival to Japan.

Living Quarters Allowance: Living Quarters Allowance is granted for the annual cost of suitable adequate housing for an employee and his/her family at the overseas duty station. Actual expenses for rent and utilities may be paid up to the maximum authorized by regulations. The maximum rates are set on an annual basis by the Department of State and are reviewed every two weeks and adjusted according to foreign currency fluctuations and interim reports. **NOT ALL EXPENSES ARE NECESSARILY REIMBURSABLE.**

LQA is in addition to other allowances and covers most of the cost of housing, heat, electricity, trash, water, and sewer service. LQA can be paid for a rental residence or a privately owned residence. The DSSR maximum allowable rates depend on the location of the duty assignment, the grade of the employee, and how many dependents are living with the employee. In certain areas, government quarters can be provided in lieu of receiving payment for rental quarters.

It is important for individuals to know that LQA is a reimbursement, based on actual expenses. It is adjusted every pay period for changes in monetary exchange rates. After the first year employees are required to submit a reconciliation along with the end of year bills and/or receipts for their utility expenses. If there are major changes to expenses during the year, the employee may also ask for an adjustment at that time to avoid under or over-payments. LQA is not taxable.

A rental contract will list the rental cost and in some cases a utility payment to the landlord for certain utilities. We recommend that you work with the Housing Referral Office in your new duty location as they will be able to explain all items on your contract and are there to help you. When submitting your request for LQA (SF 1190 with a copy of the rental contract) you should only estimate the items that are reimbursable. You will be responsible for the payment of all non-reimbursable expenses.

LQA will not reimburse you for the purchase of a kitchen, furnishings, air conditioning, or renovation or repair costs. The deposit to your landlord is also not reimbursable as you should receive the deposit back from your landlord when you move out.

Employees need to be aware that LQA records are subject to audit at any time to determine if reimbursements match actual expenses. To avoid under- or over-payments, it is incumbent on the employee to maintain accurate records of expenses and periodically review their Leave and Earning Statements. Unexplained changes to LQA reimbursements should be reported immediately to the Civilian Personnel Advisory Center (CPAC).

Changes to entitlements are the employee's responsibility to report. You must report changes to your entitlements as they occur to avoid any over or under payment. Some examples would be, changes in duty location, family size, children return to the U.S. to go to school, hotel or residence changes or if sharing your residence with another individual.

LQA Rates: LQA rates are established by the Department of State and are based on the grade level of the employee and whether or not they have a family to claim. Group Categories are listed below:

LQA Group Definitions:

Group	Grade
2	GS-14 -15
3	GS 10 - 13
	WG 14 - 15
	WL 12 - 15
	WS 11 - 19
4	GS- 1 - 9
	WG 1 - 13
	WL 1 - 11
	WS 1 - 10

To see what the rate for your group will be, please visit:

https://aoprals.state.gov/Web920/lqa_all.asp?MenuHide=1

To request and receive your initial Living Quarters Allowance, you must submit a completed SF-1190, a completed LQA Annual/Interim Expenditures Worksheet, a copy of your rental agreement showing rental costs, and estimated annual utility costs. It is recommended to base estimates for utilities based on usage in the United States. Utility expenses are similar in the overseas area as in the United States. Keep in mind if you overestimated you will accrue a debt to the government. More detailed information on how to request LQA will be provided upon your arrival to Japan.

Personally Owned Quarters (POQ):

When the employee, or the spouse, or both own the residence that they are residing in, the employee's LQA will be computed based on the original purchase price of the residence. The original purchase price is converted to dollars based on the conversion rate on the date of purchase. The employee will receive up to 10 percent of the original purchase price not to exceed his/her maximum rate for up to 10 years. Only the expenses for heat, water, electricity, garbage, sewage and in rare cases land rent, may be included in the LQA utility costs.

At the end of the 10-year period, the employee will only be entitled to the utility expenses above.

Changes in Eligibility:

Changes to entitlements are the employee's responsibility to report. You must report changes to your entitlements, as they occur within 30 days to avoid any over or under payments. Some examples would be, changes in duty location, family size, children return to the US to go to school, hotel or residence changes or if sharing your residence with another individual.

Non-Temporary Storage (NTS): NTS at Government expense may be authorized for a period of not to exceed the length of the tour of duty plus 1 month prior to the time the tour begins. Storage also may be authorized for subsequent service or tours of duty at the same or other overseas permanent duty station. When employees cease to be eligible for the allowance, storage at Government expense may continue until the beginning of the second month after the month in which eligibility terminates unless, to avoid inequity, the overseas command extends the period. Eligibility shall be deemed to terminate on the last day of work at the post of duty.

NTS Documentation:

Individuals, who place items in NTS at Government expense, must provide a copy of the DD Form 1299 Application for Shipment and/or storage of Personnel Property. More detailed information on how to request NTS will be provided upon your arrival to Japan.

Change of Address Notification:

Employees are responsible for notifying their CONUS transportation office that authorized the NTS of any change in their address. If employees receive notices from the CONUS transportation offices that their NTS at government expense has expired/will expire and they are still authorized NTS, they should contact the Camp Zama CPAC immediately to ensure that necessary action is taken to extend the NTS. Normally notices are sent out by CONUS transportation offices to Camp Zama CPAC at the end of each fiscal year (FY) as a reminder that a new FY fund cite is needed to continue the NTS at Government expense. A copy of this notification will normally be sent to employees at their last known address.

NTS Extension Fund Cite:

Camp Zama CPAC will automatically extend the employees' NTS each FY once the new FY fund citation has been received from the employee's command/budget office. This automatic update process requires the initial start of the NTS funding with the Camp Zama CPAC.

LQA Reconciliation

A Reconciliation is required for all Living Quarters Allowance (LQA) recipients 12 - 15 months upon moving into a new residence. This action is required to reconcile estimated versus actual costs. In some instances you will have received additional utility bills for subsequent months and years. Please submit all receipts/bills so that you can be reimbursed accordingly. No further reconciliation will normally be needed for the same residence. However, you may request a voluntary reconciliation if you believe that your expenses went up significantly. For these claims, payments will generally be prospective. The claims must be submitted within 30 days after receiving notification from the utility company and/or the landlord.

Any changes that may affect the allowance grant (such as increase/decrease in rent/utilities, change in employee status, change in family member status) must be promptly reported to avoid under/overpayment of allowances. Upon notification we will adjust the LQA grant as appropriate. It is of great importance to maintain records with bills/receipts of expenses.

The following documents are required in order to substantiate costs claimed and to facilitate an accurate Reconciliation.

- a. SF 1190 and Living Quarters Allowance (DSSR 130) Worksheet
- b. Copies of year end bills and receipts for each utility claimed.
- c. If payment for one or more utilities, is paid to the landlord on a monthly basis with the rent, a year end bill/receipt provided by the landlord reconciling payment is also required.
- d. Copies of receipts/bills for utilities that are not estimated by the utility company and are purchased on an "as needed" basis, such as oil and wood.

A calculation worksheet has been developed and is provided for your use in the computation of your expenses.

Based on estimated amounts versus actual expenses, DFAS will adjust the finance records accordingly. When actual utility expenses are less than the estimated expenses, DFAS will process a Letter of Indebtedness to the employee with options for repayment. DFAS can recoup monies by deducting 15% of available income if employee fails to provide a repayment schedule. If an underpayment occurred, employee will be reimbursed the amount due. Payment will be with the regular pay check.

CONUS to OCONUS Move Checklist

The following is a timeline for the typical CONUS to OCONUS 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 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.
- Contact your local Military Passport office to arrange for an official passport.
- 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 household goods weight calculators, and much more useful information.
- For Camp Zama Housing, please visit www.housing.army.mil.
- 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 in the new area.

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.
- 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. Your local Thrift Store may benefit from these items.
- 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.

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.
- Contact your insurance company concerning 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. 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; Your Family Service Center Relocation Specialist can assist in gathering web addresses, phone numbers and other Points of Contact pertaining to your new community.
- Create a plan on what do with your vehicle while you are overseas. You may consider selling your vehicle, placing your vehicle in storage at your own cost or even having a family member keep your vehicle while in Japan.

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
- 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.
- 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 reservations.

THREE WEEKS BEFORE MOVE

- Check expiration date on military identification cards; update if necessary.
- 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.
- 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, 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.
- Most international 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're 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.

FINAL NOTES BEFORE YOU TRAVEL

Please note that you can only claim hotel expenses for up to 10 days prior to your departure for Japan. Additionally, it is not recommended that you travel to Japan prior to the effective date of your action as hotel expenses/meals in Japan will not be covered until the effective date of your appointment.

Reference/Contact List

Pre-Employment Requirements	Camp Zama CPAC HR POC
Overseas Benefits and Entitlements	Camp Zama CPAC HR POC
Pay and Leave Questions	Camp Zama CPAC HR POC
Household Goods/Non-Temporary Storage	Local Transportation Office
POV Shipment	Sponsor
Health Benefits/Life Insurance/TSP	Army Benefits Center
Relocation Services	Army Community Service
Department of State	https://aoprals.state.gov/
US Army Japan	Frequently Asked Questions

