

PCU AMERICA (LHA 6)

Informational Guide

Welcome Aboard

From your Command Sponsor Team

Welcome Aboard! We are looking forward to your arrival to the pre-commissioning unit for USS America (LHA 6). It is an honor and a pleasure to welcome you to the Navy's newest and most advanced amphibious-assault ship. The ship is currently under construction at Huntington Ingalls Industries Shipbuilding in Pascagoula, Mississippi, which is also where our pre-commissioning unit is located. We have pre-commissioning detachments at both Naval Base San Diego, California and Naval Station Norfolk

A sponsor will be assigned to aide in your transition from your current command. Our fleet reputation will be built on one simple concept: Mission Excellence achieved through the power of our people. Therefore, as your Command Sponsor Team, we are here to help. Please contact us immediately if you have questions or special needs. Again, Welcome Aboard!

For more information see the links on the [Family page](#).

Critical Information

Look at your orders and determine what your accounting data is for your current location. It is crucial for you to understand what you are entitled to depending on your accounting code and location. The PCS/TDY handbook will go through each of the different accounting codes. If you have questions do not hesitate to contact your PSD or us to help explain.

To help make your life easier, read the Frequently Asked Questions (FAQ) page and the PCS/TDY Handbook. The FAQ page provides answers to common questions asked by newly reporting personnel. The PCS/TDY Handbook contains very important information about your pay and entitlements during a Permanent Change of Station (PCS) or Temporary Duty (TDY). Knowing this information is critical to the well being of you and your family. If you have any questions about any part of your orders or the pre-commissioning process, don't hesitate to contact the Precom Detachment.

Pascagoula - Where to Report

If you arrive in the area between 0700 and 1500 Monday through Friday, report to the Pre-commissioning Unit (PCU) building, which is located at Huntington Ingalls Industries Ship Building in Northrop Grumman Ship Systems Office Complex/Administration Annex Building.

After working hours, report to the barracks at the Lakeside Naval Support Facility (NSF) located on Chicot Road. You must report to the PCU the following workday. E6 and below should report in service dress whites/service dress blues. E7 and above should report in summer whites/service dress blues when reporting aboard during working hours.

If you require travel assistance, you must contact the PCU in advance, in addition to informing your chain of command of your travel intentions. We are here to assist you.

Uniform

The uniform of the day is Navy Service Uniform for E6 and below and Service Khaki for E7 and above. The Navy working uniform (E6 and below) and (E7 and above). Uniform of the day is typically required for schools.

Coveralls are only authorized for wear in the shipyard. Coveralls are not authorized to wear from your residence to work or vice-versa.

Flying Into Pascagoula

If you fly into Mobile, Alabama or Gulfport, Mississippi, transportation to Pascagoula is limited. Basically, there are two options:

(1) Let your sponsor know your arrival time and flight number. They will meet you at the airport and provide transportation to the PCU, Lakeside, or hotel, as appropriate. This is the recommended option.

(2) Take a taxi directly into Pascagoula. This option will cost between \$60.00 and \$75.00, and should be your last resort.

Driving to Pascagoula

Pascagoula is about 45 minutes west of Mobile, Ala., 45 minutes east of Gulfport, Miss., and about 2 hours east of New Orleans, La. From Interstate 10 east, take Highway 61 south into Gautier (pronounced "Goshea"). From 61 south, go east (left) on Hwy 90 approximately 9 miles. From interstate 10 west, take Hwy 63 south towards Pascagoula. From Highway 63 turn right onto Hwy 90 and follow the directions provided below.

If you are going to the shipyard: (0700-1500): From Hwy 90, you will see a sign for Ingalls Shipbuilding and Naval Facilities. Take the right off-ramp (true for both eastbound and westbound traffic) and continue south toward the shipyard, staying in the right-hand lane. At the second light, follow the main road as it curves to the right. Pass through the security checkpoint and continue straight. As the road turns to the left, you will see the West Bank Administration Annex Building, which houses the Pre-commissioning Units. Park in any designated/unreserved parking space and report to the personnel office on the 1st deck.

If you are going to the NSF Lakeside CBQ: (1500-0700) From 90 eastbound, continue on Hwy 90 past the shipyard. Continue past the hospital on your left to the next light, which is Chicot Road. Turn right on Chicot Road. About one half mile down on your left, you will see a park, a lake, and then NSF Lakeside. From Hwy 90 westbound, turn left on Chicot Road and follow the directions above.

Housing and Lodging

Bachelor Housing: Combined Bachelor Quarters (CBQ), located at Naval Support Facility, Lakeside Manor, is approximately four miles from the shipyard. The facility accommodates E-1 and up. The majority of personnel reporting to PCU AMERICA will live in the CBQ barracks. The address of the CBQ is:

3500 Chicot St.
Pascagoula, MS.

Telephone (228) 938-6861

****PLEASE DO NOT HAVE YOUR PERSONAL MAIL FORWARDED TO THE CBQ****

Housing Welcome Center: The Navy Housing Welcome Center, at NMCB in Gulfport, is the central resource for community housing. The Housing Referral Office (HRO), part of the Welcome Center, maintains up-to-date listings on available rental and sales units in the community.

Government Quarters for families are available in the Pascagoula area. The housing project, Sandhill Landing, consists of 160 three and four bedroom units situated about 12 miles from the shipyard in the city of Gautier. The waiting times to get into family housing vary.

Housing Referral
300 Patrick Drive
Biloxi, MS 39531

The earlier the Family Housing Manager receives the completed application for family housing, DD 1746, along with a copy of the members Page 2 and a copy of their orders bringing them here to the area, the earlier he/she get them on the waiting list. For more info, contact the housing manager.

Family Housing Manager
Naval Construction Battalion Center
228-871-2714

Most personnel authorized to live out in town choose to live in Ocean Springs, Gautier or Pascagoula. OPNAVINST 11101.21 directs all military personnel to report through the Housing Referral Office (HRO) prior to negotiating any agreement for community housing. This requirement was established to assist you, on an individual basis, in locating suitable nondiscriminatory housing within a reasonable price range and to advise you in advance of those places where occupancy by military personnel is not authorized or recommended. The Navy Housing Welcome Center is located at:

Naval Construction Battalion Center Code 20.1
3502 East 8th St Bldg 452
Gulfport, MS 39501

0700 to 1700, Monday through Friday.
Telephone (228) 871-2586

Temporary Family/Bachelor Housing: The Housing Referral Office also maintains listings on temporary accommodations for occupancy during house-hunting trips or for brief periods (motels, trailers, efficiencies, and apartments are available for weekly or monthly rentals, including utilities). AVAILABILITY IS LIMITED.

Household Goods - For information on household goods shipments, call Keesler Air Force Base, Household Goods Shipment Office, A/V 597-3212 or commercial 377-3212. Keesler Air Force HHG personnel will see you by appointment only.

Medical/Dental - Active Duty And Dependent Care

Medical care is available at PCU for active duty personnel. Families, except in emergency situations, desiring medical services at Keesler AFB (in Biloxi) must make appointments by calling 1-800-700-8603.

Dental care for active duty military personnel is available at the NBHC Gulfport. Emergencies are treated any time. Branch Dental Clinic phone: (228) 871-2605 Families must be treated on the economy. In case of an emergency call any hospital or 911.

Other Information There is a full-size Exchange and Commissary at Keesler AFB in Biloxi and at Naval Construction Battalion Center in Gulfport.

Jackson County School District

PASCAGOULA	GAUTIER	MOSS PT	EAST CENTRAL
Pascagoula High School (228) 938-6452	Gautier High School (228) 522-8790	Moss Point High School (228) 475-5074	East Central High School (228) 588-7000
Trent Lott Middle School (228) 938-6469	Gautier Middle School (228) 522-8808	Ed Mayo Junior High School (228) 475-3243	East Central Middle School (228) 588-7009
Colmer Middle School (228) 938-6475	College Park Elementary (228) 522-8830	Magnolia Junior High School (228) 475-7517	East Central Elementary (228) 588-7019
Arlington Elementary (228) 938-6223	Gautier Elementary (228) 522-8824	Charlotte Hyatt Elementary (228) 475-2171	

Beach Elementary (228) 938-6428	Singing River Elementary (228) 522-8836	East Park Elementary (228) 475-9866	
Central Elementary (228) 938-6559		Escatawpa Elementary (228) 474-3300	
Cherokee Elementary (228) 938-6549		Kreole Elementary (228) 475-3719	
Eastlawn Elementary (228) 938-6432		Orange Lake (228) 475-7348	
Jackson Elementary (228) 938-6554		West Elementary (228) 475-4515	
Lake Elementary (228) 938-6422			
ST MARTIN	VANCLEAVE	OCEAN SPRINGS	Private
St Martin High School (228) 875-8418	Vancleave High School (228) 826-4701	Ocean Springs High School (228) 875-0333	Mercy Cross High School (228) 374-4145
St Martin Junior High School (228) 392-2410	Vancleave High School (228) 826-4701	Keys Technology Center (228) 872-0031	St. Alphonsus Catholic School (228) 875-5329
St Martin Upper Elementary (228) 392-9152	Vancleave Middle School (228) 826-5902	Ocean Spings Middle School (228) 872-6210	Bethel Christian Academy (228) 762-7537
St Martin North Elementary (228) 392-1387	Vancleave Elementary (228) 826-5982	Taconi Elementary (228) 875-4367	Grace Christian School (228) 762-4144
St Martin East Elementary (228) 875-3204		Magnolia Park Elementary (228) 875-4263	Resurrection Catholic School (228) 762-7207
		Oak Park Elementary (228) 875-5857	
		Pecan Park Elementary (228) 875-2851	

Reporting to San Diego

If you arrive in the area between 0700 and 1500 Monday through Friday, report to the Pre-commissioning Detachment (PCD). Check in at the Admin Office located at RM. 215 on the second deck of Bldg. 57, located on the wet side of Naval Base San Diego across from Personnel Support Detachment (PSD).

After hours report to the CBQ Central Assignments front desk (Phone 619-556-8672 / 73). The barracks will not endorse your orders; you must report to the Pre-commissioning Detachment the following workday. The uniform of the day is required when reporting aboard during working hours. If you require travel assistance, you must contact the PCD in advance to let us know your travel intentions. We are here to assist you.

[Training Support Center San Diego's website](#)

Uniform - The uniform of the day is Navy Service Uniform for E6 and below and Service Khaki for E7 and above. The Navy working uniform (E6 and below) and (E7 and above). Uniform of the day is typically required for schools.

San Diego Info - Information on getting to San Diego and area information is contained on the **[Navy Region Southwest website](#)**

Housing and Lodging

Bachelor Housing: Combined Bachelor Quarters (CBQ) are located at Naval Base San Diego. More information on Bachelor Housing in San Diego can be found on the **[Naval Base website](#)**

Housing Welcome Center: The Navy Housing Welcome Center is the central resource for community housing. The Housing Referral Office (HRO), part of the Welcome Center, maintains up-to-date listings on available rental and sales units in the community. OPNAVINST 11101.21 directs all military personnel to report through the Housing Referral Office (HRO) prior to negotiating any agreement for community housing. This requirement was established to assist you, on an individual basis, in locating suitable nondiscriminatory housing within a reasonable price range and to advise you in advance of those places where occupancy by military personnel is not authorized or recommended. Housing information can be found on the **[NAVBASE San Diego web site](#)**

Temporary Family/Bachelor Housing: The Housing Referral Office also maintains listings on temporary accommodations for occupancy during house-hunting trips or for brief periods (motels, trailers, efficiencies, and apartments are available for weekly or monthly rentals, including utilities). AVAILABILITY IS LIMITED.

Household Goods

The Personal Property Office is located in Bldg. 3376, Naval Base San Diego next to Military Family Housing up the hill from the commissary. For information on household goods shipments, call (619) 556-MOVE(6683). **More information can be found at:** <https://www.smartwebmove.navsup.navy.mil>

Medical/Dental - Active Duty and Dependent Care

Medical care is available at Naval Base San Diego and Naval Medical Center San Diego for active duty personnel, military retirees, and their dependents. Dental care for active duty military personnel is available at the Dental Clinic, Naval Base San Diego.

Fleet Family Support Center

FFSC San Diego provides numerous information and referral services. These include crisis intervention and after-hours Navy Relief assistance. In addition, relocation and spouse employment assistance are also available. The FFSC's Hours of operation are from 0800 to 1600, Monday through Friday. Telephone (619) 556-7404, AUTOVON 526-7404.

Frequently Asked Questions (FAQ)

What is an Ombudsman?

Every command has an Ombudsman who is a spouse of a sailor at the command. The Ombudsman serves as the liaison between the command and the families. The Ombudsman is the point of contact for the families. He or she can assist families with navigating through Navy life through resources and information.

How can an Ombudsman help me?

Navy Family Ombudsmen are key resources for family members, particularly during deployments. Ombudsmen maintain current resource files with information on military and civilian community agencies that can help families solve a variety of problems and successfully meet the challenges they face before, during and after deployments. In addition to providing referral information, Ombudsmen can facilitate communication between the command and family members. Ombudsmen may publish or contribute to command newsletters or maintain care lines, which have recorded messages with information for command families that can be accessed 24 hours a day. Ombudsmen can also assist families in contacting the command for a variety of reasons.

What is the role of the COMNAVSURFPAC Force Ombudsman?

The Force Ombudsman provides oversight and guidance for all the Surface Ships' Ombudsmen in the Pacific Fleet Area of Responsibility. You can contact the Surface Forces Ombudsman at (619) 301-6983 or send an email to surforceombudsman@gmail.com

What is an IA assignment or tour?

An IA is an Individual Augmentee. A Sailor may receive orders to go IA and this means that he or she will deploy as an individual, not with their command. Sometimes an IA will deploy and be stationed with another branch of the military. <http://www.ia.navy.mil/>

What is NFAAS?

Navy Family Accountability and Assessment System (NFAAS). This is how the Navy will track your family and assess your needs during an emergency. <https://www.navyfamily.navy.mil>. It is imperative you keep your NFAAS up-to-date.

How can I find out more about medical, dental or Navy family resources?

Contact your Command Ombudsman. He or she will guide you to your resources.

ACCOUNTING CLASSIFICATION CODES AND ENTITLEMENTS

References: MILPERSMAN 1306-802 - Surface Ships Undergoing Construction/Conversion
MILPERSMAN 1320-300 - Types of Orders
JFTR Chapter 5 <http://www.defensetravel.dod.mil/site/travelreg.cfm>

For accounting purposes, every personnel assignment is given an Accounting Classification Code (ACC). On your orders, you will notice this field for the detaching command, the ultimate command, and each intermediate. Personnel assigned to new construction duty are normally assigned under either **Accounting Classification Codes (ACC) 106 or 352**. The ACC written in your orders assigning you to a Pre-Commissioning Detachment/Unit will determine entitlements for pay, travel, per diem, shipment of household goods and family housing assignment policy. Listed below, you will see the various regulations and entitlements determined by ACC.

ACC: 106 – For Duty In Connection With Conversion and Fitting Out (FORDUCFO): Will be assigned to either the construction site, commonly referred to as the Pre-Commissioning Unit (PCU) or depending on Homeport (when assigned) to the Pre-Commissioning Training Pacific located at Naval Station San Diego, CA or Pre-Commissioning Training Atlantic located at Naval Station Norfolk, VA. These sites are commonly referred to as the Pre-Commissioning Detachments (PCD's). You could also be assigned to CG CLASSRON San Diego (UIC 42081) San Diego, CA or Fleet Training Center (UIC 50275) Norfolk, VA.

- Entitled to move dependents and shipment of household goods at government expense to the PCU or PCD location. ACC 106's are also eligible to get on the Family Housing List for the military base in the vicinity of either of these locations.
- Should married crewmembers elect not to move their family members to the construction site (Pascagoula, MS), government quarters will be provided at no charge to the member on a space available basis. Ref: Title 10 USC, Subtitle C, Part IV, Chapter 649, Para. 7572.
- Return to Homeport (RTH): A member with dependents listed on their Page 2 is authorized transportation allowances for the member or eligible dependents while on permanent duty aboard a ship being constructed. Please see RTH section for further guidance.
- Personnel assigned to ACC 106 **are not eligible for per diem** at the PCU or PCD. Ref: JFTR U4102 D
- **No** entitlement to Family Separation Housing Allowance (FSA) because your PCS orders authorize your dependents to be moved at government expense. Ref: JFTR Chapter 10 Part E Section 8
- Basic Allowance for Housing (BAH) – BAH includes several different types and is dependent on a variety of factors and situations. See the BAH section of this handbook. Ref: JFTR Chapter 10, OPNAVINST 7220.12
- A member ordered to either the PRECOMMUNIT (DET) or to the shipyard reporting DUTYCFO will receive sea duty credit for the time served in ACC 106, up to a maximum of 12 months.

ACC 352 - Temporary Duty In Connection With Conversion and Fitting Out (TEMUDUCFO):

New construction training under six months. Personnel assigned ACC 352 to the PCU/PCD are generally assigned for less than 6 months prior to Ship Custody Transfer (SCT) and **may** be eligible for per diem. Advance per diem is normally paid in no more than 30 day increments. You should be paid 100% of your estimated lodging cost if applicable and 80% of the Meal & Incidental Expense (M&IE) rate for that time period. The amount payable for per diem is determined by the availability of Government Quarters/

Messing. Per Diem is not payable when you are on leave, TAD or underway. Entitlement to per diem stops on SCT.

- *Effective 17 September 2002, the Compensation and Policy Coordination Branch at Naval Personnel Command (N130), has approved payment of per diem to Direct Accession Personnel (DAC's) assigned ACC 352 at the construction site, Pascagoula, MS ONLY!!. 22MM, 22MB in LOA*
- Direct Accession Personnel (DAC's) assigned to ACC 352 at the PCD's **are not** eligible for per diem. DAC's are enlisted personnel who have not had an initial permanent duty station and are still proceeding through the training pipeline, i.e. Recruit Training Command to 'A' School to Pre-commissioning Detachment to Pre-commissioning Unit Pascagoula, MS and finally to their Ultimate Duty Station being USS NEW SHIP Homeport: (when assigned), ACC 100 (For Duty). Reviewing the PCS Accounting Data on an individual's orders can easily identify DAC's. When you review the accounting data on individual's orders and see the following **17_1453.2250**, they are DAC's. (**2250** in the accounting data identifies DAC's as well.) Ref: JFTR U4104 S
- ACC 352 personnel **are not** authorized to move dependents to the construction site (the PCU) and **are not** eligible to be placed on the Government Family Housing List at the military base in the vicinity of the construction site. Public/Private Venture (PPV) Housing is not Government Housing. ACC 352's are authorized to move dependents/household goods to the designated homeport of the vessel after it has been commissioned as promulgated by the official homeport message from the CNO.
- Return to Homeport (RTH): Personnel assigned in a 352 status who have dependents listed on their Page 2 **are not** authorized RTH until 31 days after Ship Custody Transfer (SCT) and then every 60 days thereafter. This entitlement ends on the date the ship departs the construction site. (Sail away) Ref: JFTR U5222 M, U7115. Please see RTH section for further guidance.
- Family Separation Housing Allowance (FSA) - ACC 352 married members may be authorized FSA.
- Basic Allowance for Housing (BAH) – BAH includes several different types and is dependent on a variety of factors and situations. See the BAH section of this handbook. Ref: JFTR Chapter 10, OPNAVINST 7220.12

ACC 100 - For Duty (FORDU): Member assigned or attached for duty other than TEMDU, TEMDUINS, or TEMADD at an ultimate activity whose post or official station may include a ship. When the ship is delivered to the US Navy at Ship's Custody Transfer (SCT) all personnel will be assigned ACC 100 effective that date. This ACC provides authorization for shipment of household goods and movement of dependents to the homeport at government expense.

ADVANCES AND SETTLEMENTS

References: JFTR Chapter 5
DoDFMR Volume 9 Chapter 6
DoDFMR Volume 9 Chapter 8

An advance is an estimated payment of travel entitlements or per diem made before those entitlements are earned. The key word to remember is that it is an **ESTIMATE** of the amount the member will be entitled to. The amount actually earned could be more or less than the advance, so you must carefully track your advances. After arriving at the new permanent duty station, you must file a travel claim within 5 working days of arrival. This claim will cover all travel from the last permanent duty station to the new permanent duty station. Your actual entitlement will be computed based on your claim and supporting documents, and any advances paid will be deducted. Any remaining amount will be paid to you; any negative amount is an overpayment and will be collected.

In effect, an advance is a “loan”. This loan does not become a “grant” or entitlement until the travel is complete and the travel claim is filed. Failure to file a travel claim within 5 working days of reporting PCS can result in collection of advances paid.

As a rule, PCS allowances (mileage allowance in lieu of transportation (MALT) plus flat rate per diem, family member travel, and DLA) are advanced 100%. Regular per diem, however, is typically advanced at 80% of the estimated entitlement, in a maximum of 30-day increments (for extended TDY).

Overpayments and shortages stem from many causes. The most frequent cause is failure to obtain necessary receipts, endorsements, or improper completion of the travel claim. Another significant but less common cause is drawing an advance for family members’ travel and DLA, then not moving the family members.

On board PRECOM unit, the member will be interviewed in all cases of any potential overpayment to ensure all possible entitlements have been considered. All personnel found to be overpaid will be notified in writing by the Disbursing Officer. The letter will list options to resolve the overpayment, most likely a one-time pay checkage.

The traveler is responsible for preparing his or her DD Form 1351-2 to claim reimbursement for official travel. Even when someone else prepares the voucher, the traveler is responsible for the truth and accuracy of the information. The traveler must carefully review expenses claimed on the DD Form 1351-2 and sign the original voucher. All claims and attached statements must be completed using ink, typewriter, or computer-generated forms and submitted with necessary attachments and required approvals.

Erasures and alterations in totals on reimbursement vouchers must be initialed by the traveler. Any alterations, such as erasures and alterations in totals on receipts must be initialed by the person who issued or signed the receipt. When any type of leave is taken while in a travel status or at the TDY point(s), the dates for military members must be shown on the reimbursement voucher. When travel is by privately owned conveyance (POC), always show on the travel claim the points between which travel is performed. Any unusual conditions or circumstances that may affect allowances must be explained on the settlement voucher or attached on a separate sheet as supporting documentation. Claims must contain a complete itinerary for the entire period of travel. The traveler must enter all allowable reimbursable expenses and must attach all lodging receipts and any other receipt for expenses of \$75 or more to the voucher.

ADVERSE WEATHER

Huntington Ingalls Industries will provide Heavy Weather Manuals and Recovery Plans each year. SUPSHIP’s POC for Adverse Weather Conditions can be reached at:
(504) 654-3627 or (228) 769-4333

HURRICANE EVACUATION

Each command designates a Disaster Preparedness POC to coordinate with the shipyard, SUPSHIP and the PRECOM for any disaster related items.

Crew members cannot be reimbursed if they evacuate before there is an evacuation declared by the local state and federal officials and concurred with by the local government officials (SUPSHIP, Keesler and Gulfport Seabee Base). If you decide to evacuate before you have official orders in hand, you **WILL**

NOT be reimbursed. Once an official evacuation order has been declared, orders will be produced via DTS-OHTS.

SUPSHIP protocol must be followed, and every crew member must muster and be accounted for daily during an evacuation. No one is allowed to come back to the PRECOM until it has been cleared by the Huntington Ingalls, Ind. officials. The PRECOM Management team will be in contact with your command and keep everyone abreast of the status.

BASIC ALLOWANCE FOR HOUSING (BAH)

References: JFTR Chapter 10
OPNAVINST 7220.12

The military Basic Allowance for Housing (BAH) is based on geographic duty location, pay grade, and dependency status. The intent of BAH is to provide uniformed service members accurate and equitable housing compensation based on housing costs in local civilian housing markets, and is payable when government quarters are not provided. Each year the BAH tables are released between December 15 and January 1. Service members married to other service members who have no dependents are considered as single with regards to BAH.

MEMBER IN TRANSIT: A member's old PDS is the PDS for BAH purposes from the day the member departs the old PDS through the day before the member reports to the new PDS in compliance with a PCS order (if the member had been residing in GOV'T QTRS at the old PDS, the member is authorized BAH as of the GOV'T QTRS termination date). See JFTR Chapter 10, tables U10E-12, U10E-16 and U10E-17 for further guidance.

NOTE: *If the member performs TDY en route at:*

- 1. The new PDS or**
- 2. A location near, but outside the limits of, the new PDS and per diem stops IAW JFTR par. U5120-D BAH for the new PDS begins the day of arrival in a "TDY" status at the new PDS in #1 or the day per diem stops in the case of #2.**

A member without a dependent in the accession pipeline is authorized BAH-T when in a travel, leave en route or proceed time status while transferring from the initial entry training location, between training locations and to the first PDS. The BAH rate for a new accession with a dependent is based on the dependent's location if the location is inside the U.S. If dependent is located outside the U.S., BAH is based on the training site location. For more information see JFTR Chapter 10, U10416.

TEM DU (ACC 352): BAH is based on your last permanent duty station (LPDS), regardless of the location of the TEMDU station or length of TEMDU.

PERMDU (ACC 106): BAH is based on the new permanent duty station rate or if member chooses not to move dependent(s), effective 28 Feb 2012, the Assistant Secretary of the Navy (Manpower and Reserve Affairs) authorized payment of Basic Allowance for Housing (BAH) based on member's old Permanent Duty Station (PDS) or previously approved designated place of residency for dependents of personnel assigned to Pre-Commissioning Units (PCUs). Currently OPNAV-N130 is the only approving authority for these requests. The request package shall contain a copy of the PCS orders to the PCS (first page showing old and new PDS is sufficient), a copy of the Dependency Application NAVPERS 1070/602 (Page 2), a command endorsed request and documentation reflecting previously approved designated place, if applicable. Preferred method of submission to OPNAV-N130C is email.

Email address: NXAG_N130C@navy.mil

Mailing address:

Chief of Naval Operations (N130C)

701 Courthouse Road

Arlington VA 22204-2472

Fax: 703-604-6957

OPNAV-N130 has created a **PCU BAH AT DEPENDENT LOCATION FAQ** at [N130C - Pay and Allowances](#) click on the **PCU BAH FAQ** link.

Some BAH basic scenarios for ACC: 106 at PCU Pascagoula:

STATUS (ACC: 106)	ENTITLEMENT
Married and moved dependent(s) to Pascagoula	Dependent BAH based on PDS (Pascagoula, zip code 39568)
Married dependent(s) were not moved to Pascagoula	Dependent BAH based on PDS (Pascagoula, zip code 39568), member must request approval for BAH at dependent location from OPNAV N130
Single w/dependent(s) and moved dependent(s) to Pascagoula	Dependent BAH based on PDS (Pascagoula, zip code 39568)
Single w/dependent(s) dependent(s) were not moved to Pascagoula	Dependent BAH based on PDS (Pascagoula, zip code 39568), member must request approval for BAH at dependent location from OPNAV N130
STATUS (ACC: 106)	ENTITLEMENT
Single residing in GOV'T QTRS (Lakeside)	BAH-Partial
Single residing in GOV'T QTRS (Lakeside) temporarily until a residence on the economy is acquired	E7: if member was receiving BAH w/out dependents at their last PDS, BAH w/out dependents will continue based on PDS (Pascagoula, zip code 39568). Partial will continue if member was receiving partial E6 & below: BAH-Partial. Member must have command approval to reside on the economy
Single w/dependent(s) solely because the member is paying child support, has dependent parent and residing on the economy	Dependent BAH based on PDS (Pascagoula, zip code 39568) E6 & below: member must have command approval to reside on the economy
Single w/dependent(s) solely because the member is paying child support, has dependent parent and residing in GOV'T QTRS (Lakeside)	BAQ-DIFF, support must be equal to or more than BAQ-DIFF E56& below: BAH-DIFF, member must have command approval to reside on the economy

At ship's custody transfer (SCT) (ACC: 100): BAH rate is based on the new permanent duty station location or ship's homeport. At SCT **when everyone is gained to the ship's UIC**, BAH will be changed to the homeport location, San Diego, CA.

CAREER SEA PAY AND MEAL DEDUCTIONS

References: OPNAVINST 7220.14
MILPERSMAN 7220-180

Sea Duty Service Counter and Career Sea Pay will start at Ship Delivery (Ship Custody Transfer).

Members assigned to sea duty are not normally eligible to receive a subsistence allowance (BAS). Meal deductions will start the day of crew move aboard.

CELL PHONE PHOTOS

Cell phones are **NOT** to be used to take pictures inside the shipyard and can be confiscated. There are cameras available in the Learning Resource Center (LRC) for check-out to be used for taking pictures inside the shipyard.

COMMON ACCESS CARD (CAC) OFFICE

Located on the 2nd Floor of the PRECOM Building. POC can be reached at: (228) 769-4153.

Hours of Operation are: Monday – Friday 0800-1130 and 1230-1600

DELAYED MOVE ABOARD PROCESS

If the crew does not move aboard on the day of Ship's Custody Transfer, then the following should be noted:

The ship is delivered to the Navy at ship's custody transfer (delivery).

At Delivery:

- Sailors are reported on board for duty ACC 100
- Start receiving Sea Pay
- BAH is started for homeport location for those eligible to receive BAH

Period Between SCT and Move Aboard:

- Details must be worked with NAVSEA/Program Office to fund lodging for those required to stay out in town during this period.
- Crew members are not entitled to per diem once SCT occurs; however, they continue receiving their BAS until Crew Move Aboard (CMA).

2013 Monthly BAS Rate for Officers: \$242.60

2013 Monthly BAS Rate for Enlisted: \$352.27

At Crew Move Aboard:

- Meal deductions are started for all enlisted personnel.

DISLOCATION ALLOWANCE (DLA)

References: JFTR Volume 1 Chapter 5, Part G
MILPERSMAN 7220-220
MILPERSMAN 1300-400

The purpose of Dislocation Allowance (DLA) is to partially reimburse a member with or without a dependent, for the expenses incurred in relocating a household due to PCS orders.

The amount payable can be found in JFTR Chapter 5 Part G Section 3 for the applicable pay grade. DLA rates are in Table U5G-1.

DLA is authorized for all married members. When a dependent(s) is authorized to travel but does not move with the member, DLA at the without-dependent rate may be paid, provided the member is not assigned GOV'T QTRS at the new PDS.

For single members, DLA is payable only if government quarters are not assigned at the new permanent duty station. DLA authority continues to exist if GOV'T QTRS' assignment and occupancy upon arrival at a new PDS is for 60 or fewer days. When calculating the 60 days, exclude days the member is deployed or TDY. In justifiable cases, up to 60 additional days may be authorized/approved by the member's commanding officer for a maximum of 120 days.

DRIVING IN THE SHIPYARD

No Drive Times for the shipyard are from 0530-0545 and 1430-1445.

Please adhere to the speed limits posted throughout the shipyard. Driving privileges for ship vehicles CAN be suspended for the remainder of your time here in Pascagoula. This includes all ship vehicles.

ENDORSEMENTS

Reference: MILPERSMAN 1320-310

Permanent Change of Station Orders (PCS) will be endorsed with the time, date and place of reporting and detaching. This is one of the biggest problem areas when processing travel claims. An endorsement can be either written, a stamp or sticker on your orders or a written memo or letter.

Endorsements can also include:

- Advances/Partial Settlements
- Availability/Non-Availability of Government Quarters and Messes

Commanding officers (CO) at shore activities will endorse member's TEMDU regarding the availability of government quarters and government mess when per diem is payable. No endorsement is required if the member has previously received a non-availability control number from the Bachelor Officers Quarters (BOQ); however, an endorsement as to the availability of a government mess is still required.

The importance of obtaining endorsements cannot be overstated. For example, failure to have a non-availability of quarters endorsement for staying in a hotel will result in the member being paid only as if they stayed in government quarters. If endorsements were not previously obtained, most can be obtained through messages, phone calls and faxes. This is time consuming and will delay processing and payment of your claim. **Make sure your orders have been endorsed!**

If the member arrived prior to the "REPORT NOT EARLIER THAN" date specified because all or part of the leave granted was not utilized, the member will be given the option of (a) remaining in a leave status until the required "REPORT NOT LATER THAN" date, or (b) terminating leave status and reporting with the understanding that per diem will not commence until the "REPORT NOT LATER THAN" date. If the member elects to report prior to the "REPORT NOT LATER THAN" date, orders will be endorsed as follows: "REPORTED THIS DATE. YOU ARE NOT REQUIRED TO COMMENCE THE TEMDU DIRECTED BY YOUR ORDERS UNTIL (DATE); THEREFORE, YOUR PER DIEM ENTITLEMENT COMMENCES ON THAT DATE."

FACILITY ISSUES

Each command has a designated Facility POC who coordinates with the PRECOM Facility POC. This helps cut down on multiple individuals reporting the same issue. **DO NOT** try and fix the issue yourself.

Please keep in mind all facility issues including light bulbs, running toilets, electrical outages, etc. must be submitted to the HII Maintenance Department so a trouble ticket can be created.

FAMILY SEPARATION HOUSING ALLOWANCE (FSA)

References: DoDFMR Volume 7A Chapter 27
JFTR Chapter 10 Section 8
MILPERSMAN 7220-120

Family Separation Housing Allowance is payable only to members with dependents. FSA is payable in addition to any other allowance or per diem to which a member may be entitled. It is payable to a member with dependents, to help cover added housing expenses resulting from separation from the dependents when a member is assigned to an OCONUS PDS or to a PDS in CONUS to which concurrent travel has been denied. The FSA allowance is based upon a separation resulting from military orders and not the personal choice of the member and/or dependents. The separation must be over 30 days, and the current rate is \$250.00 per month.

There are three types of FSA:

Family Separation Allowance - Restricted (FSA-R)
Family Separation Allowance - Ship (FSA-S)
Family Separation Allowance - Temporary (FSA-T)

A member may not receive more than one payment of FSA for the same period. This restriction applies even though a member may qualify for more than one category.

FIRES / FIRE DRILLS

In the event of a fire in the building, please dial 911 from your desk phone. This will contact the HII fire/emergency department. Please **DO NOT** try to put out the fire with one of the fire

extinguishers...HII Fire Department will get here ASAP. Quickly secure classified materials. Close all office doors as the spaces are evacuated.

If the fire alarm goes off, muster at your assigned emergency muster location. Do not re-enter the building until everything has been cleared by the HII Fire Chief.

FLEET AND FAMILY SUPPORT CENTER

The Pascagoula PRECOM has a representative from the Gulfport Fleet and Family Support Center here at the PRECOM who can assist with command training, individual counseling and many other services.

FURNITURE / EQUIPMENT

If you need a refrigerator, microwave, desk or anything of that nature moved from one space to another, please check with the Facility Manager. All PRECOM assets must be accounted for.

GOVERNMENT TRAVEL CARD USAGE

All PRECOM travel is coordinated via the DTS-OHTS office. They utilize a command billing account (CBA) and do not “attach” government travel cards to your DTS PRECOM profiles. Please DO NOT use your government travel card while traveling on PRECOM business.

LAKESIDE BARRACKS

Lakeside falls under the guidance of Naval Construction Mobile Battalion Center in Gulfport, MS. Each ship will work hand-in-hand with Lakeside for reservations and other issues.

Onsite Reservations Manager: (228) 935-6883

Unaccompanied Housing Manager: (228) 871-3853

LEARNING RESOURCE CENTER

The PCU Learning Resource Center (LRC) has equipment for ship’s use and check out. There are three cameras, two laptop projector combos for training purposes, two other projectors and other smaller equipment for use in the LRC.

The LRC coordinator maintains a reservation calendar for all equipment. If you know you are going to need equipment, please reserve it early. As the ship gets closer to SCT, more people will need to utilize the equipment and it is a first come, first serve process. When signing out any equipment you are **responsible** for the equipment and attached accessories. Make sure to return the items by the end of your reservation time as others will need to utilize them. Equipment is not normally checked out overnight. If a situation requires this it must be coordinated and approved ahead of time.

Learning Resource Center Rules

-Cell Phones: No cell phone use in the LRC. Phones must be kept put away and on silent/vibrate.

- Computer usage: NKO courses have first priority. Other computer usage is permissible when computers are available.
- CAC: When CAC is removed, the system will log you off, so make sure your work is saved. DO NOT leave your CAC unattended in any machine in the LRC, and DO NOT allow someone else to utilize your CAC for computer access.
- Be Courteous/Professional: Please keep ALL conversations to a **WHISPER**.
- External Devices are prohibited: Includes USB Drives, Cameras, etc.
- Sign In/Out: Please sign in when entering the LRC and sign out when you leave.
- NO FOOD OR DRINK ALLOWED IN THE LRC.

MAIL

All outgoing "Official Business" mail will be taken to the Executive Department for addressing and then taken to the mail clerk in Supply Department for mailing. Personal mail may be delivered to the PRECOMUNIT utilizing the proper delivery address:

Members Name
 PCU SHIP'S NAME (HULL #)
 P.O. Box 7003
 Pascagoula, MS 39568-7003

NOTE: Ensure the ship name and hull number is included with the address. All mail is handled through SUPSHIP, and multiple entities share the same address.

A month prior to SCT you will need to fill out a change of address card utilizing the ships FPO address to ensure you continue receiving your mail in a timely manner.

ORDERS

Reference: MILPERSMAN 1306-802

A word about your original orders – PROTECT THEM! They are the only readily available records of endorsements and advances made to you. If they are lost, in order to settle your claim, all the disbursing offices and commands you may have utilized will have to be contacted in order to verify endorsements and advances. This is a time-consuming task and will cause major delays in processing and paying your claim.

Personnel assigned to the PCU in ACC:106 will receive a new set of PCS orders approximately 4 to 6 months prior to SCT transferring them from the PCU to USS NEW SHIP, Homeport (when assigned), ACC 100 (For Duty) effective on the date of SCT. These orders authorize the member to move dependents and household goods to the ship's homeport as promulgated by the official homeport message from CNO. NOTE: advance travel of dependents to the homeport or designated place can be requested, and if approved, BAH based on the ship's homeport is payable effective date of arrival of dependents at the new homeport or date of issuance of orders, whichever comes later. Release of PCS orders to announce homeport is contingent on the OPNAV/DNS announcement date. Advance travel of dependents must be authorized by PERS-451.

Personnel assigned to the PCD in ACC:106 will receive a new set of PCS orders 6 to 8 months prior to SCT transferring them from the PCD to the PCU in ACC 352 (Temporary Duty In Connection With Conversion

and Fitting Out) for less than 180 days and ultimately to USS NEW SHIP, Homeport: (when assigned), ACC 100 (For Duty) effective on the date of SCT or from the PCD to USS NEW SHIP, Homeport: (when assigned), ACC 100 (For Duty) effective on the date of SCT.

PARKING

Each ship is given an allotment of reserved parking spaces inside the barriers. It is up to the ship's chain of command to determine how they are distributed. Parking signs are not to be put up without prior acknowledgement of the PRECOM Director and Facility Manager.

The row of parking alongside the outside the north barrier is also reserved.

Motorcycle parking is available on the north side of the building across the street beside the gravel parking lot. There is an area with metal sheeting specifically for motorcycles.

PER DIEM BASICS

Reference: JFTR Chapter 4

Per diem is designed to offset lodging and meals and incidental expense (M&IE) costs incurred while performing travel, and/or TDY away from the Permanent Duty Station (PDS). Per diem is payable for whole days, except for PDS departure/return days that are reimbursed IAW JFTR par. U4147. Per diem rates vary by locality and by the availability of government quarters and messing. They are determined based on the TDY location, not the lodging facility location. Proper endorsements are **CRITICAL** in order to be properly paid. Failure to obtain endorsements could cause problems in obtaining advances and can result in large over/under payments. Per diem rates consist of two portions: lodging, and meals and incidental expenses (M&IE).

Some instances where per diem is NOT payable (JFTR U4102):

- While TAD in the area of the permanent duty station.
- While on TAD performed at a location to which the member commutes from permanent quarters.
- While on a period of leave or proceed time authorized on orders.
- While on "NO-COST" TAD orders.
- While TAD aboard a ship when both quarters and mess are available.
- While on a ship during acceptance trials when both quarters and mess are available.

As stated previously, lodging rates vary widely by locality. The Standard CONUS per diem rate is the rate for any CONUS location not included in a defined locality (county/area) in the CONUS. The Standard CONUS per diem rate is used for all CONUS locations when PCS is involved. The Standard CONUS per diem rate can be found at <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

Receipts - DoD Financial Management Regulation 7000.14-R (DoDFMR, Vol. 9) (<http://comptroller.defense.gov/fmr/09/index.html>) requires a receipt for each lodging expense, regardless of the amount, and any individual expenditure of \$75 or more.

A receipt must show each of the following:

- a. When specific services were rendered
- b. When articles were purchased

c. The unit price

If your cost is less, you are entitled to your cost only, as supported by original receipts. The M&IE rates are paid as stated, regardless of your actual costs. Receipts are not required for meals.

Reminders regarding lodging:

- Lodging costs are not reimbursable when staying with friends or relatives, whether or not any payment is made
- If sharing a room with another service member or government employee, you will be reimbursed one half the double occupancy rate. If the person sharing the room is not a service member or government employee, you will be reimbursed at the single room rate.
- Members on TDY or TAD who rent a furnished or unfurnished apartment, house, mobile home, travel trailer, etc., are authorized the following items when computing lodging costs(JFTR U4131).
 - Rent of apartment, house, mobile home, travel trailer, etc.
 - Rental charge for parking space for a mobile home, travel vehicle or camping vehicle
 - Charges for rent of appropriate and necessary furniture, such as stoves, refrigerators, chairs, tables, beds, sofas, televisions, and vacuum cleaners
 - Cost of connection, use, and disconnection of utilities including electricity, natural gas, water, fuel oil, and sewer charges
 - Dumping fees
 - Shower fees
 - Cost of maid fees and cleaning charges
 - Monthly telephone use fees (not including installation and long distance charges)
 - If ordinarily included in the price of a hotel or motel room in the area concerned, the costs of special user fees such as cable TV charges

Detailed per diem information can be found at

[http://www.defensetravel.dod.mil/Docs/perdiem/JFTR\(Ch1-10\).pdf](http://www.defensetravel.dod.mil/Docs/perdiem/JFTR(Ch1-10).pdf)

PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE is required from Gate to Gate including such items as hard hat, safety glasses, hearing protection and steel-toed boots.

POWER OUTAGES

Periodically there will be planned power outages for electrical maintenance. When your command is made aware of these outages, please ensure that refrigerators are cleaned out of all perishable items.

RECEIPTS

Reference: JFTR U2000
DoDFMR 7000.14-R, Volume 9,

The receipt requirements for travel claims are:

- ALL lodging receipts itemized with a zero balance (Ensure you have receipts covering your entire TDY period day by day)
- ALL transportation receipts for long distance travel only; i.e. airline (flight itinerary), bus and rail tickets
- ALL receipts for miscellaneous expenses of \$75 or more (cabs, local bus, traveler's checks, baggage handling, bridge tolls, etc.). If in doubt about whether or not you need a receipt, get one! Keep in mind that ORIGINAL receipts are required

Copies and credit card charge receipts are not acceptable.

Travelers are advised to retain ALL receipts for tax/other purposes

In the event you lose your receipts, you should first make an attempt to get another copy of the lost receipt (faxed copies are acceptable). If this is impossible, a lost receipt statement must be completed. Remember, lost receipt statements will not be accepted if it is possible for you to still obtain a receipt.

Lost Receipt:

1. If a receipt is not possible to obtain or it has been inadvertently lost/destroyed, a statement explaining the circumstances must be furnished.
2. For lodging, a statement must include:
 - a. The lodging facility name and address
 - b. Dates the lodging was obtained
 - c. Whether or not others shared the room (and the sharer's status as an official traveler)
 - d. The cost incurred

RETURN TO HOMEPORT (RTH)

Reference: JFTR U7115, U5222m

Personnel who are authorized to and elect not to move their dependents to the construction site - PCU only (ACC 106), will be eligible for Return to Homeport (RTH) Travel beginning on the 31st day after reporting on board the PCU and every 60 days thereafter. Those who have dependents and report to Pascagoula ACC 352 are authorized RTH travel beginning on the 31st day after SCT with subsequent visits every 60 days thereafter. This entitlement is from the construction site – PCU to the address shown for the member's dependents on his/her Record of Emergency Data (Page 2) or to the homeport site. Either the member or the family may travel with the exception of a dependent that is only designated as a dependent solely because the member is paying child support. The member can save accrued RTH entitlements so two or more family members may travel together.

This entitlement is for **round trip transportation only**. Should the member elect to drive, reimbursement will be the current per mile rate but will not exceed the cost of a government procured plane ticket. No per diem, lodging, tolls or miscellaneous expenses are authorized. In most circumstances leave or special liberty will be used in connection with RTH travel based upon the command's policy. Entitlement to RTH travel stops on the date the ship departs the construction site.

TEMPORARY LODGING EXPENSE (TLE)

References: JFTR Chapter 5 Part H
MILPERSMAN 7220 - 280

Temporary Lodging Expense (TLE) is intended to **partially** pay for lodging/meal expenses when a member/dependent(s) occupy temporary QTRS **in CONUS** due to a PCS. TLE reimbursement is limited to 10 days. A member may split the days among old PDS, new PDS, and DESIGNATED PLACE.

Member may be reimbursed a maximum \$290/day for TLE expenses when the member and dependent(s) occupy temporary QTRS on the same or different days and may choose the days TLE is claimed when occupying temporary QTRS on different days than the dependent(s). Dependent(s) may occupy temporary QTRS on different days, but TLE is determined as if lodgings were occupied on the same days. Members and their families should use adequate and available GOV'T QTRS on the U.S. INSTALLATION from which departing and/or to which ordered. This applies to all TLE while in the vicinity of the old PDS before actual departure and while in the vicinity of the new PDS after actual arrival. There is no requirement to use GOV'T QTRS in the vicinity of a designated place. For TLE purposes, when GOV'T QTRS are available and other lodgings are used, lodging reimbursement is limited to the GOV'T QTRS' cost or locality lodging rate, whichever is lower. There are no GOV'T QTRS' available in the vicinity of Pascagoula, MS. The locality per diem rate based on the PDS location is used for TLE reimbursement.

Lodging receipts are required by DoDFMR 7000.14-R, Volume 9. When the member/dependent(s) stay with friends/relatives, lodging cost is not authorized but the TLE meal portion is payable.

TRAVEL PROCESSES AND PROCEDURES

All authorizations, orders and claims for TDY travel are processed through DTS by DTS Off-Hull Travel Support (DTS-OHTS).

DTS-OHTS creates all TDY authorizations/orders and travel vouchers in DTS when Passenger Reservation Request (PRR) or Claims (1351-2) are received via Transaction Online Processing System (TOPS).

- Processes emergency travel requests
- Applies JFTR regulations when processing TDY travel requests and claims
- Sends all approved authorizations/orders and ticketed flight reservations to the ships
- Processes all TOPS communication requests
- Maintains traveler profiles in DTS
- Acts as the liaison between the ships and CTO
- Notifies TYCOM when units are not in compliance with the DTS business guidelines

Categories of Funded Travel:

- Operation Maintenance/Navy (OM&N): Utilized for training.
- Ship's Construction/Navy (SCN): Utilized for business travel.
- Return to Homeport (RTH): Utilized for those eligible for RTH travel back to location of homeport or location of dependents as listed on their Page 2.

Process: Follow the process as outlined by your command.

Travel Advances: Navy travelers are authorized travel advances when there are expenses such as mileage, rental car and lodging involved in the travel. To receive a travel advance, the travel advance box on the PRR must be checked in order to receive an 80% pay advance for travel. Travel advances can take 74-98 business hours to show up in the traveler's bank account after the advance has been approved. NOTE: Travelers may not necessarily have an advance in time of travel departure if the travel/advance is requested without proper processing time.

Travel Claims: Travel claims must be submitted via TOPS by the **fifth** working day post travel return. Receipts less than \$75.00 are not required to be submitted with the travel claim unless the receipt is for lodging or rental car. All receipts must be kept on file by the member a minimum of three years.

Travel Process for RTH Travel: Instructions on RTH can be found on the ship's share drive.

The travel coordinator will email the Navy traveler their orders and itineraries for upcoming travel.

NOTE: Flight itineraries are not received until three days prior to travel day.

VEHICLE MOVEMENT TO HOMEPORT

Reference: JFTR Chapter 5 U5120-F5

Permanent Change of Station (PCS) allowances for the travel described below may be authorized/approved by the official(s) designated by the service concerned when the member must personally drive their privately owned conveyance (POC) to the official homeport of the ship as announced by CNO.

When a member is ordered PCS to a newly commissioned ship, and the ship's announced homeport is different from the member's old PDS, the member may be paid PCS allowances to the old PDS (or home port), and then to the ship's announced home port via any TDY stations, and then to the place at which the ship is located.

ACC 106 At the Unit in Pascagoula, MS. Once ACC 100 orders to USS are received, you are authorized PCS allowances to drive your POV to the official homeport of the ship as announced by CNO and a return plane ticket back to the construction site. Any time in excess of what you're allowed to travel via POV + the one day travel time via commercial air will be charged as leave. You **are not** entitled to utilize the 10 day permissive "house hunting" entitlement in conjunction with this entitlement. You may also choose to ship your POV to the homeport.

ACC 352 If you are at the Unit in Pascagoula, MS and your Last Permanent Duty Station (LPDS) was in the same geographical area as the official homeport of the ship as announced by CNO **OR** you have been TDY in the same geographical area as the official homeport of the ship as announced by CNO, then you

have **NO ENTITLEMENT** to get your POV back to the homeport of the ship (i.e. travel pay, travel time or a one-way return plane ticket back to the PCU). You will bear the expense of getting your vehicle back to the ship's homeport entirely out of pocket including the use of leave, if approved by the chain of command.

If your LPDS was not in the same geographical area as the official homeport of the ship as announced by CNO **OR** you have not been TDY in the same geographical area as the official homeport of the ship as announced by CNO, per JFTR Chapter 5 U5120-F5, you may be paid PCS allowances to the old PDS (or homeport), then to the ship's announced homeport via any TDY stations, and then to the place at which the ship is located.

VEHICLE REGISTRATION

Military members who are legal residents of another state can qualify for an exemption from "ad valorem" taxes while stationed in Mississippi; they still must pay privilege taxes, registration fees, title transfers and any other required fees. You will need to see your Admin Office and request a "letter of domicile", which will then need to be stamped with the ship's seal. The military member's name must be on the registration (joint ownership & lease agreements are allowed as long as the military person's name is on the registration).

NOTE: Once the military member leaves Mississippi and becomes stationed at the new homeport he/she can no longer claim this exemption and must pay full registration fees.

FREQUENTLY ASKED TRAVEL QUESTIONS

What is an Ombudsman?

Every command has an Ombudsman who is a spouse of a sailor at the command. The Ombudsman serves as the liaison between the command and the families. The Ombudsman is the point of contact for the families. He or she can assist families with navigating through Navy life through resources and information.

How can an Ombudsman help me?

Navy Family Ombudsmen are key resources for family members, particularly during deployments. Ombudsmen maintain current resource files with information on military and civilian community agencies that can help families solve a variety of problems and successfully meet the challenges they face before, during and after deployments. In addition to providing referral information, Ombudsmen can facilitate communication between the command and family members. Ombudsmen may publish or contribute to command newsletters or maintain care lines, which have recorded messages with information for command families that can be accessed 24 hours a day. Ombudsmen can also assist families in contacting the command for a variety of reasons.

What is the role of the COMNAVSURFPAC Force Ombudsman?

The Force Ombudsman provides oversight and guidance for all the Surface Ships' Ombudsmen in the Pacific Fleet Area of Responsibility. You can contact the Surface Forces Ombudsman at (619) 301-6983 or send an email to surforceombudsman@gmail.com

What is an IA assignment or tour?

An IA is an Individual Augmentee. A Sailor may receive orders to go IA and this means that he or she will

deploy as an individual, not with their command. Sometimes an IA will deploy and be stationed with another branch of the military. <http://www.ia.navy.mil/>

What is NFAAS?

Navy Family Accountability and Assessment System (NFAAS). This is how the Navy will track your family and assess your needs during an emergency. <https://www.navyfamily.navy.mil>. It is imperative you keep your NFAAS up-to-date.

How can I find out more about medical, dental or Navy family resources?

Contact your Command Ombudsman. He or she will guide you to your resources.

Q. When do I have to submit my PRR?

A. Follow the guidelines of your command; however, all PRRs must be submitted to the PRECOM Travel coordinator at least seven working days prior to travel in order to be processed.

Q. When is my travel claim due?

A. Your travel claim is due for submission to TOPS no later than five days post-travel return.

Q. When traveling RTH, can I claim mileage or taxi receipts to the airport?

A. No, Navy members are entitled to one two-way trip...either a plane ticket or mileage only. Any taxi expense or mileage to the airport is at the traveler's own expense.

Q. Why did I get paid less for mileage with my current RTH than my previous RTH mileage?

A. Mileage does not fluctuate, however, airline tickets do. Whatever cost is cheaper between mileages or an airline ticket that would have been purchased at that time to a particular destination is what a traveler will be paid.

Q. Why does my financial information need to be listed on my PRR if I am not requesting lodging or a rental car?

A. DTS-OHTS requires this information for ALL travelers.

Q. What do I do if I miss my flight? Can I call SATO?

A. If you happen to miss your flight and the airline doesn't book you on another, please call your travel POC. DTS-OHTS will be the ones to contact SATO.

Q. Why do I have to give my personal credit card when requesting lodging or rental car? Is anything charged to my account?

A. Like with any commercial lodging or car rental reservations, a credit card is required to hold a reservation. Nothing is initially charged to your personal credit card.

Q. When will I receive my travel advance?

A. A travel advance can take up to 24-98 hours to deposit into your account once it has been approved. Normally, it does not take the full 98 hours, but there is always a chance that you may not have an advance in time of your travel departure. You may receive an advance while during travel.

Q. Can my family members use my RTH entitlement?

- A. Yes, family members are allowed to use your RTH entitlement except for those for which you ONLY pay child support. One RTH entitlement will pay for one round-trip plane ticket. More than one family member would require more than one banked entitlement.
- Q. What constitutes emergency travel?
- A. Emergency travel can include hospitalization or a sudden family death. The only person authorized to approve emergency travel is the commanding officer of your ship.
- Q. When traveling RTH, can I split my travel by going POV one way and returning via air another?
- A. Yes, this is acceptable. Note: The cost of the trip regardless will not cost more than a round-trip plane ticket.
- Q. I submitted all my travel receipts when filling out my travel claim. Do I still need to keep them?
- A. Yes. Please keep any receipts for your travel in a safe place. Originals need to be kept a minimum of three years. There may be instances when you are asked to produce them in the future.