



# **EVERETT, WA HOMEPORT CHANGE GUIDE**



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## HOMEPORT CHANGE INTRODUCTION

<https://cnrnw.cnic.navy.mil/Installations/NS-Everett/>

Service members and families stationed in Everett, Washington can expect an exciting tour of duty in the fast paced PACNORWEST area of operations. Everett is an exciting place to live and is located about 29 40 miles from Seattle. There is much to see and do so off duty time can be filled with many exciting adventures.



While the idea of moving to a new location can be overwhelming, this Homeport Change Guide contains a wealth of information to help your relocation.

This guide is designed to answer many of your questions to ensure a smooth transition to your new duty station. Browse the provided material and suggested websites to help familiarize yourself (and your family) with your new home.

Using all your resources can reduce culture shock, stress, and keep your morale high during the first few weeks of your arrival and throughout your time in Everett.



## HOMEPORT CHANGE CHECKLIST

<https://www.navylifeponw.com/>

### PREPARATIONS – Prior to Ship Departure

- 1) Determine Projected Rotation Date (Transfer, separation-EAOS dates listed on orders)
- 2) Determine Category for Entitlements (Categories 0, 1, 2, 3, 4)
- 3) Commence Medical Screenings
  - a. Service Member Screening through ship's Independent Duty Corpsman (HMC)
  - b. Dependent Screening Packet
- 4) Commence Pet Import Processes (as applicable)
- 5) Gather Documents and Commence Passport Applications
- 6) Determine timeline for PCS House hunting
  - a. Arrange Travel to Washington
  - b. Arrange Temporary Lodging
  - c. Gather documents for Temporary Lodging Allowance
  - d. Determine Non-Temporary Storage or HHG Shipments Requirements
- 7) Prepare Vehicle for Shipment (as applicable)
- 8) Prepare enrollment forms and records for Schooling (as applicable)
- 9) Region Legal Service Office Legal Assistance to obtain a Power of Attorney, required by Personal Property Office and Housing Office

### FINANCIAL ENTITLEMENTS / ADVANCES

<https://www.travel.dod.mil/>

<https://www.travel.dod.mil/Policy-Regulations/Joint-Travel-Regulations/>

Navy Personnel Command Business Rules, PERS-451

### HOMEPORT CHANGE CATEGORIES

It is of the utmost importance that you understand which category you are assigned based on the crewmember transfer/separation date, and the entitlements associated for your PCS move. Both the Issuance Date and Effective Date will be given out to a command once the Organization Change Request (OCR) is approved.

**Issuance Date:** The date when Navy Personnel Command can commence issuance of homeport change orders for crew members to commence their relocation. Date will either be the date of the issuance of the homeport message or OPNAVNOTE or promulgated within the correspondence. This date commences the homeport change process.

**Effective Date:** The date a shore or fleet organization change action is effective, i.e., the date a shore command is officially at a new location or the date a fleet unit is considered at its new homeport, home base, or PDS. The OPNAVNOTE or CNO message implementing the action will specify an effective date. When the effective date reflects "immediately" the actual effective date is the date of signed OPNAVNOTE or CNO message.



CATEGORIES	
<b>0</b>	Members detaching from the command prior to effective date
<b>1</b>	12 or more months remaining onboard after effective date.
<b>2</b>	Less than 12 months remaining onboard after effective date
<b>3</b>	Similar to Category 2, but follow-on PCS orders received.
<b>4</b>	Personnel reporting to the command after the promulgation date, but before the effective date.

The unit move orders and PCS orders will be issued to all crew members after the issuance date approved in the OCR. No scheduling, funding, or movements of household goods or vehicles will be authorized until new homeport change orders are received.

Housing and station allowances are tied to the effective date of the homeport change, NOT the dependents' move date, unless formal permission is received for advance or delayed dependent travel.

Members permanently assigned to the ship are authorized a housing allowance based on the ship's homeport. Since the ship's homeport will change on the effective date, member's housing allowance will also change regardless of whether or not a HHG shipment is authorized. Members who are denied a HHG shipment are authorized non-temporary storage (NTS) at Government expense.

Previous housing and station allowances will stop the day before the effective date of the homeport change. Members will be eligible for EVERETT, WA housing and station allowances on the effective date of the homeport change.

### **MILITARY SPOUSE CO-LOCATION**

Each situation will be handled on a case-by-case basis. Every reasonable effort will be made for military couples to be co-located together whenever possible. Assignments will be made considering the manning of the losing and gaining activities. Co-Location/immediate reassignment may not always be possible.

- If not currently co-located, each member must complete 12 months onboard before transfer.
- Members must submit a copy of their spouse's request along with their own (NAVPERS 1306/7) to both rating Detailers.
- Member already on an OCONUS DOD tour will be extended to match the PRD of the joining spouse; geographical location preference is secondary.
- Mil-to-mil couples cannot be co-located onboard the same platform

### **ADVANCE DEPENDENT TRAVEL**

Members with dependents may receive EVERETT, WA housing and station allowances before the HPC effective date. If approved for advance dependent travel, a member will become eligible for EVERETT, WA housing and station allowances the date one or more dependents arrive in EVERETT, WA.

For advance travel of dependents to the new homeport or to an OCONUS designated place, a package request must be submitted to OPNAV N130C. All request packages must include:

- ◆ Member's request (special request chit, letter)
- ◆ CO's endorsement (special request chit, letter)
- ◆ Copy of HPC orders (incl. all ordmods)
- ◆ NAVPERS 1070/602 (must be signed, verified, and updated IAW MILPERSMAN 1070-270 – to include correct dependent location, correct PDS, and no pen/ink changes).
- ◆ Additional documentation may be required

#### **DELAYED DEPENDENT TRAVEL**

Members with dependents may continue to receive previous location's housing and station allowances after the HPC effective date. If approved for delayed dependent travel, member will become eligible for EVERETT, WA housing and station allowances on the expiration of the delayed dependent travel approval or when dependents depart the previously approved designated place en route to EVERETT, WA. COLA/TLA for dependents will be authorized on the date one or more command-sponsored dependents arrive at the CONUS location.

- ◆ Delayed dependent travel can be approved for the following reasons:
- ◆ Up to 180-day delay for a spouse who is gainfully employed or enrolled in a degree, certificate, or licensing program on the effective date; DDT will not be approved for a spouse that starts a new job or enrolls in a program less than six months from the effective date unless receipt of orders is less than six months from the effective date and they were enrolled at the time orders were received
- ◆ Allow dependent children (K-12) to finish current school year as of HPC/PDSC effective date
- ◆ Up to 180-day delay for Dependents enrolled in the Exceptional Family Member Program (EFMP) on the effective date
- ◆ Up to 180-day delay for a dependent who is caring for an immediate family member (defined as a spouse, parent, or child) with a chronic or long-term illness on the effective date
- ◆ Assignment to a vessel conducting a change of homeport (up to 45 days following the vessel's initial arrival to the new homeport)
- ◆ Ship will deploy (to include patrols, on a case-by-case basis) from new homeport within 120 days after homeport change effective date (up to 45 days after vessel's return to new homeport after deployment)
- ◆ When delay is caused by Government action/inaction
- ◆ Short-fused orders, defined as 60 days or less from issuance date of orders to ordered arrival date (in this case the effective date of change of homeport)

#### **SAILORS WITHOUT DEPENDENTS**

(ALL Categories; includes Mil-to-Mil Sailors with no other dependents):

Receipt of housing and station allowances in previous homeport does not automatically entitle a member to housing and station allowances for EVERETT, WA. (Impacts ALL ranks)

- E6 and above: Will become eligible for EVERETT, WA housing and station allowances on the

effective date; member must still otherwise qualify for housing and station allowances (i.e., not occupying Government quarters at the new homeport).

- Sailors E5 and E4 > 4 Years Of Service must request a housing allowance through their CO and Base CO prior to being authorized EVERETT, WA housing and station allowances. Authority to live off-base will be dependent on unaccompanied housing occupancy rates.
- Sailors E4 < 4 Years Of Service are not authorized to receive a housing allowance.
- Sailors E3 and below are not authorized a housing allowance

## TEMPORARY LODGING ALLOWANCE

<https://www.travel.dod.mil/Allowances/Temporary-Lodging-Allowance/>

Temporary Lodging Allowance (TLA) is intended to partially pay a Service member for higher-than-normal expenses incurred by a member or dependent while occupying temporary lodging. TLA is available when it is necessary for a Service member or dependent to occupy temporary lodging upon arrival at or immediately before leaving a permanent duty station (PDS) CONUS.

## SERVICES

### TRANSIENT PERSONNEL UNIT (TPU)

TPU primarily serves Sailors transferring to or departing from deployed ships assigned within the 7<sup>th</sup> Fleet Area of Responsibility.

For sailors/family members arriving in Everett prior to the ship's arrival, or while the ship is underway: upon arrival to Everett, report to Transient Personnel Unit (TPU), Puget Sound (Naval Base Kitsap – Bangor).

TPU Quarterdeck Contact Information

**TPU Quarterdeck:** (360) 396-1893/4239, Fax: (360) 396-4813, DSN 744-XXXX

**Command Duty Officer Cell:** (360) 914-7937

**Legal / Adsep Office:** (360) 396-4045

**Personnel Office:** (360) 396-2645/2647, Fax: (360) 396-1888

**TPD - Everett:** (425) 304-3866, Fax: (425) 304-3877, DSN 727-XXXX

**TPD – Whidbey:** (360) 257-1972, Fax: (360) 257-1974, DSN 820-XXXX

**Follow us on Facebook** at <https://www.facebook.com/TPUbangor/>

TPU staff will need military ID, a copy of orders and valid recall information (e.g. phone number, email address, Navy Lodge room if applicable) at check-in. TPU staff will assign you a barracks room if you do not have other lodging arrangements.

TPU staff will assist Sailors with needing PSD services, Base Housing, among other requirements as necessary.

## BASE SERVICES

**USO:** <https://installations.militaryonesource.mil/>

**NAVY MWR:** <https://www.navymwr.org/>

Gym Facilities, Tickets & Travel, Movie Theatre, Liberty Centers, Restaurants/Food Court, Library, Bowling Center, CPO/Officer Clubs, Child Care Centers, Sports Programs

**NAVY EXCHANGE:** <https://www.mynavyexchange.com/storelocator/storedetails.jsp?storeid=464>

Fleet/Uniform Store, Mini-Mart, Car Care Center, Gas Station, Barber Shop, Navy Federal Credit Union

**COMMISSARY:** <https://www.commissaries.com>

### **FLEET AND FAMILY SUPPORT CENTER**

<https://ffr.cnmc.navy.mil/Family-Readiness/Fleet-And-Family-Support-Program/>

<https://ffr.cnmc.navy.mil/Family-Readiness/>

<https://ffr.cnmc.navy.mil/Family-Readiness/Fleet-And-Family-Support-Program/Work-and-Family-Life/Relocation-Assistance/>



Navy Base Everett has an established Fleet and Family Support Center with the following programs for service members and their families:

- Deployment Readiness Support
- Family Employment Readiness Program
- Ombudsman Programs
- Transition Assistance
- Financial Management Assistance
- Exceptional Family Member Program
- Counseling Services
- Family Advocacy Program
- Sexual Assault, Prevention, and Response (SAPR)

#### **PHONE SERVICES**

- Emergency.....911.....
- Fire/Ambulance..... 911
- Security Police – .....(425) 304-3212
- USNH Emergency Room.....(425) 304-4060
- American Red Cross.....877-272-7337
- Chaplain/Pastoral Care.....(425) 304-3342
- Base Operator.....(425) 304-3731/3367/3000

## MEDICAL

### US NAVAL HOSPITAL BRANCH HEALTH CLINIC EVERETT

United States Naval Hospital Branch Health Clinic Everett caters to the medical needs of eligible Sailors, Marines, Soldiers, Airmen, family members, U.S. government employees, retired military service members.

Services/Branches at USNH Everett: Primary Care, Medical Homeport, Immunizations, Radiology, Epidemiology, Urgent/Emergency Care, Occupational Health, Women's Health, Dental, Pharmacy, and Pediatrics

### TRICARE

<https://www.tricare.mil/moving>

Your TRICARE eligibility doesn't change when you move. But it may change your health plan options. Keep these things in mind when you know you're about to move:

- Don't disenroll from any plan before you move.
- You're covered by your current plan on your way to your new location.
- You have 90 days from the date of your address change to change your TRICARE health plan.

### EXCEPTIONAL FAMILY MEMBER PROGRAM

<https://www.mynavyhr.navy.mil/Support-Services/Exceptional-Family-Member/>

<https://ffr.cnmc.navy.mil/Family-Readiness/Fleet-And-Family-Support-Program/Work-and-Family-Life/Exceptional-Family-Member-Program/>

The Navy's Exceptional Family Member Program (EFMP) serves Navy families with special needs. The EFMP is a mandatory enrollment program for sponsors with qualifying family members. Enrollment in the EFMP ensures service members are assigned only to those geographic areas where the medical (physical, developmental, and/or mental health) and/or educational needs of their family member(s) can be met. Qualifying special needs include, but is not limited to, family members who require any kind of specialty medical care or doctors and/or any type of educational support services, either of them lasting 6 months or longer. Some examples of qualifying services: early intervention services, 504/IEPs, referrals to speech/occupational therapy, clinical counseling, required adaptive equipment assistive technology devices and services and/or wheelchair accessibility.

EFMP enrollment forms are mandatory and required to be completed immediately upon identification of a special need.

- DD Form 2792, Family Member Medical Summary
- DD Form 2792-1, Early Intervention/Special Education Summary

## HOUSING

<https://ffr.cnmc.navy.mil/Navy-Housing/>

<https://ffr.cnmc.navy.mil/Navy-Housing/HOMESmil/>

### TEMPORARY HOUSING/LODGING OPTIONS

<https://www.navy-lodge.com/>

<https://ngis.dodlodging.net/propertyts/>

[https://www.dodlodging.net/documents/23-007\\_NHG\\_Pet\\_Policy-Pet\\_Agreement\\_26\\_July\\_2023.pdf](https://www.dodlodging.net/documents/23-007_NHG_Pet_Policy-Pet_Agreement_26_July_2023.pdf)

### EVERETT HOUSING OFFICE

Located in Bldg. 2020 W. Marine View Dr. Bldg 2028, RM 15 Everett, WA 98207.

Note: Newly arrived families are allowed a choice of on or off base. Once you check-in to your command, please be sure to make copies of your PCS orders.

### COMMUNITY HOUSING (ON-BASE HOUSING)

All officers and enlisted personnel with accompanying dependents are eligible to apply for Military Family Housing. MFH is limited. Apply for housing at the HOMES.mil located at Naval Base Everett or send the required documents by email to [everett\\_housing@us.navy.mil](mailto:everett_housing@us.navy.mil)

Sponsors with family members designated as Category IV or V in the Exceptional Family Member Program will be housed on a priority basis. Service members whose families are experiencing severe hardships should call the Housing Office for special assistance and services available to them.

### UNACCOMPANIED HOUSING

Single Service Member Housing, E1-E4 (under 4 years) on Sea Duty

<https://ffr.cnmc.navy.mil/Navy-Housing/Unaccompanied-Housing/>

Unaccompanied Housing Front Desk is located at 2000 West Marine View Drive, Bldg #2029 Everett, WA 98207. The UH Front Desk can be contacted at (425) 304-3111.

## PERSONAL PROPERTY / HOUSEHOLD GOODS (HHG)

<https://dps.move.mil/cust/standard/user/home.xhtml>

### TYPES OF SHIPMENTS

It is vital that all service members and families understand the household good options available to each member as detailed in their orders. Entitlements are a function of homeport change timeline and category.

Register at [www.move.mil](http://www.move.mil) to schedule your pack out once in receipt of orders after January 2024. A copy of your orders will have to be submitted to the Personal Property Office for the pack out to be confirmed.

1. Express shipment (unaccompanied baggage/UB): Smaller shipment, approximately 30 days to arrive. If departing within 30 days from scheduling, UB shipment will not be authorized.
2. Household goods shipment: HHG you are sending overseas; approximately 60-80 days to arrive.
3. Non-Temporary storage (long term storage; no access during overseas tour): Household goods placed in storage until you return from overseas assignment.

### HOUSEHOLD GOODS PREPARATIONS

- ◆ Survey your possessions so that you can have any items repaired and cleaned (e.g. rugs cleaned) that you plan to put in storage or ship to your overseas location.
- ◆ Research availability of housing options in the area that you are moving to, some housing options may be limited due to household goods quantity and size.
- ◆ Obtain a written appraisal for valuable items (i.e. antiques, jewelry, furs or paintings) from a licensed appraiser. This is optional, but may help in the event of loss or damage to your items.
- ◆ Take photos of valuable possessions/electronics (include serial numbers) for insurance purposes.
- ◆ Prepare a general inventory list by room of all possessions both for your own use and so that you will be able to make an accurate estimate of their value for insurance purposes.
- ◆ Decide and list what you will include in your unaccompanied baggage. Plan an unaccompanied baggage shipment that will enable you to set up basic housing essentials since it may be 1-3 months before your full HHG shipment arrives.
- ◆ If Renting: Notify landlord impending termination; most places will waive cancellation fees as long as you show official government travel orders, check with your landlord first.
- ◆ Disconnect utilities/services such as gas, electric, waste management, water, phone and cable etc.
- ◆ Suspend or discontinue cell phone for selectee and accompanying family members: most cell phone companies will suspend your contract and waive cancellation fees while you are overseas as long as you show your travel orders. You may also check with your cell phone provider on ability to maintain your current plan with similar usage overseas.

### PROHIBITED ITEMS IN PACKOUT

- ◆ Narcotic and illegal drugs
- ◆ Firearms and fighting instruments are not permitted in Japan. Service members and their families must make arrangements for storage.
- ◆ Explosives and fireworks

## PETS

Moving to a new home can be stressful on your pets, but there are many things you can do to make the process as painless as possible. Here are a few tips.

1. Update your pet's tag. Make sure your pet is wearing a sturdy collar with an identification tag that is labeled with your current contact information. The tag should include your home location, telephone number, and cell phone number so that you can be reached immediately during the move.
2. Ask for and travel with your pet's veterinary records.
3. Keep medications and food on hand. Keep at least one week's worth of food and medication with you in case of an emergency. Vets can't write a prescription without a prior doctor/patient relationship, which can cause delays if you need medication right away. You may want to ask for an extra prescription refill before you move. The same preparation should be taken with special therapeutic foods - purchase an extra supply in case you can't find the food right away in your new area.
4. Seclude your pet from chaos. Pets can feel vulnerable on moving day. Keep them in a safe, quiet, well-ventilated place, such as the bathroom, on moving day with a "Do Not Disturb! - Pets Inside!" sign posted on the door. There are many light, collapsible travel crates on the market if you choose to buy one. However, make sure your pet is familiar with the new crate before moving day by gradually introducing him or her to the crate before your trip. Be sure the crate is well-ventilated and sturdy enough for stress-chewers; otherwise, a nervous pet could escape.
5. Prepare a first aid kit. First aid is not a substitute for emergency veterinary care, but being prepared and knowing basic first aid could save your pet's life. A few recommended supplies: Your veterinarian's phone number, gauze to wrap wounds or to muzzle your pet, adhesive tape for bandages, non-stick bandages, towels, and hydrogen peroxide (3 percent). You can use a door, board, blanket or floor mat as an emergency stretcher and a soft cloth, rope, necktie, leash, or nylon stocking for an emergency muzzle.
6. Play it safe in the car. It's best to travel with your dog in a crate; second-best is to use a restraining harness. When it comes to cats, it's always best for their safety and yours to use a well-ventilated carrier in the car. Secure the crate or carrier with a seat belt and provide your pet with familiar toys. Never keep your pet in the open bed of a truck or the storage area of a moving van. In any season, a pet left alone in a parked vehicle is vulnerable to injury and theft. Talk to your vet for information on other types of pets and the safest way to transport them by plane, car, or other means.

8. If you'll be using overnight lodging, plan ahead by searching for pet-friendly hotels. Have plenty of kitty litter and plastic bags on hand, and keep your pet on its regular diet and eating schedule.

9. Get ready for takeoff. When traveling by air, check with the airline about any pet requirements or restrictions to be sure you've prepared your pet for a safe trip. Some airlines will allow pets in the cabin, depending on the animal's size, but you'll need to purchase a special airline crate that fits under the seat in front of you. Give yourself plenty of time to work out any arrangements necessary including consulting with your veterinarian and the U.S. Department of Agriculture.

10. Call the state Veterinary Medical Association (VMA) for veterinarians in your location. When choosing a new veterinary hospital, ask for an impromptu tour; kennels should be kept clean at all times, not just when a client's expected. You may also want to schedule an appointment to meet the vets. Ask yourself if the receptionists, doctors, technicians, and assistants are friendly, professional and knowledgeable. Are the office hours and location convenient? Does the clinic offer emergency or specialty services or boarding? If the hospital doesn't meet your criteria, keep looking until you're assured that your pet will receive the best possible care.

11. Upon arrival to your new home, immediately set out all the familiar and necessary things your pet will need: food, water, medications, bed, litter box, toys, etc. Pack these items in a handy spot so they can be unpacked right away. Keep all external windows and doors closed when your pet is unsupervised, and be cautious of narrow gaps behind or between appliances where nervous pets may try to hide.

12. Once you find a new veterinarian, ask about local health concerns such as heart worm or Lyme disease, or any vaccinations or medications your pet may require. Also, be aware of any unique laws. For example, there are restrictive breed laws in some cities.

13. Most communities, military or otherwise, require pets to be on leashes. [Click here](#) for information on license requirements, leash laws, and other important regulatory information for pet owners.

There are currently no quarantine regulations for normal pet imports into Everett.

<http://www.usarj.army.mil/units/vet/>



## **VEHICLES**

### **VEHICLE PROCESSING CENTER (VPC)**

<https://www.pcsmypov.com/>

### **POV SHIPPING FROM JAPAN**

An Export Certificate IS REQUIRED to ship the vehicle out of Japan. This can be done after the vehicle has been turned in, but all exporting vehicles must be de-registered, an Export Certificate obtained, and the original certificate submitted to the shipping agents. The vehicle cannot leave port without this document. Further information will be given at the turn in appointment or through your Personal Property/Travel Management office.

\* Note for vehicles returning to U.S.: For shipments to CONUS and Protectorates; Non-US Spec vehicles must be at least 25 years old at time of shipment, and not be modified beyond the specs for the year, make and model of the vehicle. Start of the 25-year timeline begins the date of first registration, as indicated on the title. No other manufactured date will be accepted.

### **MOTORCYCLE SAFETY INFORMATION**

Everett Base Safety department offers both Motorcycle Safety Foundation (MSF) Basic, Experienced and Military Sport Rider Courses. These courses are mandatory in order to become properly licensed while riding in Everett.

## LEGAL

<https://www.jag.navy.mil/legal-services/western-pacific/>

### LEGAL PREPARATIONS PRIOR TO MOVE

If dependents will be traveling without the service member, several check-in and moving processes require a power of attorney. This can be completed through Navy Legal Services Office on the Everett Base, 2000 West Marine Dr. Everett, WA Phone (425) 304-4551

### PERTINENT DOCUMENTS

Discuss legal needs pertinent to overseas transfer, including storage of and access to the following important documents:

- Birth Certificate of each Family member.
- Proof of marriage; proof of termination of previous marriage.
- List of all bank accounts (with addresses and account numbers)
- Inventories of stored and shipped household goods.
- Real estate records-Deed, mortgage papers, title abstract, title insurance policy, closing statement, insurance policy on house, survey of property tax receipts, leases, building cost figures, receipts for any improvements, cemetery deed.
- Insurance policy on household effects.
- Policies on separately insured valuables with written appraisals.
- Social Security card for each family member, where applicable.
- Employment records for each adult- names, places, dates copies of any instrument entitling employee or survivors to special benefits such as insurance, pensions, stock options etc.
- Income tax papers and significant tax returns, (statute of limitations is 3~6 years).
- Life, Medical, Disability, group insurance policies- amount and beneficiary of each policy with names and addresses. (Insurance companies generally require certified notification of death within 30 days, together with proof of birth and citizenship).
- Stocks, bonds and other securities, date/cost of purchase, list of stocks pledged as security for a loan, name of stockbroker, serial numbers.
- Proof of membership in professional, fraternal, union organization that entitles estate to benefits.
- List of charge accounts and credit cards with numbers
- List of all assets and liabilities, including personal valuables, etc. with date of any insurance coverage (policy numbers, location of policies, etc.).

## SCHOOLS

School and childcare options are available and should be researched prior to arrival to ensure availability of childcare options. On base Child Development Centers (CDCs), on base home care, off-base home care, and more.

<https://www.dodea.edu/>

Have the following documents/items at the time of enrollment to ensure a smooth registration process:

- All previous school records, report cards, transcripts and other academic records
- A transcribed shot/immunization/vaccination health record (Naval Branch Health Clinic can transcribe your student's record)
- Copy of Sponsor's PCS orders
- Copy of students passport or birth certificate
- Local telephone number, mailing address and email address
- Local emergency contact information
- U.S. Emergency contact information

### ▪ School Liaison

- The School Liaison's primary function is to serve as a conduit between parents, educators and the command, so military-connected children experience a seamless transition during the transfer between schools.

The School Liaison can offer information on area schools and help facilitate communication between the military family on matters relating to regional public and private schools as well as home school and alternative modes of education.

The School Liaison provides information and resources for military families on internal organizations as well as some local organizations.

The Navy School Liaison program helps installation and regional commander's work with state departments and local school districts to foster awareness of the stressors on military families brought about by frequent transitions and extended deployments. These education professionals are located on all major Navy installations and serve as linkages between Navy families and schools. Parents and community members with questions on school-age military child education are encouraged to contact their local School Liaison.

## YOUTH PROGRAMS / CHILDCARE

Navy Child and Youth Programs provide developmental child care and youth recreational programs and services for eligible children and youth ages 4 weeks to 18 years of age. Programs and services are specifically designed and operated to meet the unique needs of the military mission and service members and their families.

## **Our Programs**

**Child and Youth Education Services** helps "level the playing field" for transitioning students, prepares schools and installations to respond confidently to the complexities of transition and deployment while providing families the assurance that their children's academic well being is a Navy priority by providing School Transition Services, Deployment Support, Installation, School, Community Communications, Partnerships in Education, Home School Linkage and Support Post-Secondary Preparation Opportunities.

**Child Development Centers** provide full and part day child care for ages 6 weeks to 5 years of age.

**Child Development Homes** provide full and part day and night and weekend child care for ages 4 weeks to 12 years of age.

**School-Age Care** provides before and after school and day camps for ages 6 years to 12 years of age.

[School Liaisons](#) are the Navy subject matter experts for K-12 Education issues. SLOs work to connect commanders, educators and parents.

[Youth Sponsorship Program](#) provides access to positive peer groups and social activities, helping Navy children feel connected at their new duty station.

**Youth and Teen Programs** provide sports programs, leisure classes, youth internet labs and teen programs for ages 6 years to 18 years of age.

Our guiding principles and our commitment to the members of the uniformed services:

### **Accessibility**

We support our Service members and families with 227 facilities and 3,000 Child Development Homes world-wide and accredited commercial partnership spaces throughout the continental United States.

### **Affordability**

We are committed to the economic viability of military families. We offer affordable care based on household income.

### **Quality**

Navy Child and Youth programs are among the highest quality in the nation. Navy Child Development Centers are accredited with the National Association for the Education of Young Children. Our Child Development Home Providers are certified by the Department of Defense, applicable state licensing agencies, and are currently accrediting with the National Association for Family Child Care. Navy before and after-school programs are currently accrediting with the National Afterschool Alliance. And, our Youth programs are affiliated with the Boys and Girls Clubs of America.

**Eligibility**

Developmental child care and youth recreational programs are available to all active duty military, activated reservists and guardsmen, DoD civilian personnel and DoD contractors. Youth recreational programs are also available to military retirees and DoD civilian retirees.

## SPOUSE / FAMILY EMPLOYMENT

<https://www.usajobs.gov>

<https://ffr.cnmc.navy.mil/Family-Readiness/Navy-Spouse-Navigation/>

<https://ffr.cnmc.navy.mil/Family-Readiness/Fleet-And-Family-Support-Program/Work-and-Family-Life/Family-Employment/Family-Employment-Readiness-Program/>

<https://www.militaryonesource.mil/education-employment/seco/transferring-your-professional-license-what-s-involved/>

The Navy recognizes that moving every few years creates career challenges for military spouses, especially when stationed overseas or in remote areas. The Family Employment Readiness Program (FERP) offers family members a variety of resources to tackle those challenges, can visit the Fleet and Family Support Center website and local offices for more information and resources.

<https://cnrj.cnmc.navy.mil/Operations-and-Management/Human-Resources/>

The Human Resources Office (HRO) provides a full range of human resources consulting and advisory functions including staffing and classification, labor/employee relations, equal employment opportunity complaints process and management, and injury compensation administration for both U.S. Civil Service (USCS) and Master Labor Contract (MLC)/Indirect Hire Agreement (IHA) employees.

## RELIGIOUS SERVICES

Religious Ministries:

<https://cnrj.cnmc.navy.mil/Installations/NS-Everett/About/Facilities-and-Resources/Naval-Station-Everett-Chapel/>

The Naval Station Everett Chapel offers several opportunities for worship services, sacramental and pastoral ministries, children/youth ministries, spiritual music, community outreach, humanitarian service and religious education. We also offer pastoral counseling to individuals, couples, single Sailors, family members as well as crisis intervention. Please see the website for dates and times for religious services consisting of Catholic and Protestant.

Located in building 2000, Room 125 at Naval Station Everett; call: (425) 304-3342 for details about additional events.



## USEFUL SITES / LINKS / REFERENCES

### HEALTHCARE

TRICARE: <https://www.tricare.mil/moving>      <https://www.tricare-overseas.com/>

EFMP: <https://www.mynavyhr.navy.mil/Support-Services/Exceptional-Family-Member/>

<https://ffr.cnmc.navy.mil/Family-Readiness/Fleet-And-Family-Support-Program/Work-and-Family-Life/Exceptional-Family-Member-Program/>

### OVERSEAS BENEFITS AND ALLOWANCES

Per Diem Rates: <http://www.gsa.gov/portal/content/104877>

Travel Regulations: <https://www.travel.dod.mil/Policy-Regulations/Joint-Travel-Regulations/>

Cost of Living Allowance: <https://www.travel.dod.mil/Allowances/Overseas-Cost-of-Living-Allowance/Overseas-COLA-Tables/>

### MOVING

HHG Shipments: <http://www.move.mil/>

### VEHICLES & MOTORCYCLES

Vehicle Processing Center: <https://www.pcsmypov.com/>

## **CHILDCARE**

CYP Handbook: <https://myffr.navyaims.com/wbwsc/jpnyokcyp.wsc/wbsplash.html?wbp=1>

## **FLEET & FAMILY SUPPORT CENTER**

<https://ffr.cnmc.navy.mil/Family-Readiness/>

## **PET AND VET INFORMATION**

HQ AMC Pet Brochure 2023: <https://www.amc.af.mil/AMC-Travel-Site/AMC-Pet-Travel-Page/>

<https://www.amc.af.mil/Portals/12/AMC%20Tv1%20Pg/Pet%20travel/AMC%20Pet%20Pamphlet%2012%20Jul%202023.pdf?ver=dzMDBcQEAX-a8g2BR80Btg%3d%3d>

<http://www.usarj.army.mil/units/vet/>