



# **NORFOLK HOMEPORT CHANGE GUIDE**



**UPDATED OCTOBER 2024**

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## HOMEPORT CHANGE INTRODUCTION

Naval Station Norfolk: <https://cnrma.cnmc.navy.mil/Installations/NAVSTA-Norfolk/igphoto/2003122870/>

Joint Expeditionary Base Little Creek: [https://cnrma.cnmc.navy.mil/jeb\\_little\\_creek\\_fort-story/](https://cnrma.cnmc.navy.mil/jeb_little_creek_fort-story/)

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. Surface Force Atlantic ships are homeported at either Naval Station Norfolk, or Joint Expeditionary Base (JEB) Little Creek/Fort Story.

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.

Naval Station Norfolk is geographically located in the Southeastern corner of the Commonwealth of Virginia. The area is collectively known as "Hampton Roads" and is commonly referred to as such by the residents of the area. Hampton Roads generally includes the Cities of Newport News, Hampton, Norfolk, Portsmouth, Virginia Beach, Chesapeake, and Suffolk, and is populated by over 1 million people. Naval Station Norfolk is situated in the Sewells Point area of the City of Norfolk, near the site of the battle of the Monitor and Merrimac (CSS Virginia) and is the largest naval complex in the world.



On October 1, 2009, the Joint Expeditionary Base Little Creek-Fort Story was established, the first Joint Base in Hampton Roads. Joint Expeditionary Base Little Creek – Fort Story is the country's premier installation for housing and training the nation's Expeditionary Forces. It is one command with two properties: Joint Expeditionary Base Fort Story and JEB Little Creek. The Joint Expeditionary Base is comprised of the former Naval Amphibious Base Little Creek and the Army Post of Fort Story. Fort Story witnessed the humble beginnings of our country at the 1607 first landing site. Little Creek began as a dynamic training ground for World War II amphibious forces. Together they comprise the crown jewel of America's military bases.



## HOMEPORT CHANGE CHECKLIST

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

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

### PREPARATIONS – Prior to Ship Departure

- 1) Determine Projected Rotation Date (Transfer, separation-End of Active Obligate Service [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 DD FORM 2792-1
- 4) Commence Pet Import Processes (as applicable)
- 5) Gather Documents and Commence Passport Applications (as applicable)
- 6) Determine timeline for Permanent Change of Station (PCS) House hunting
  - a. Arrange Travel to San Diego
  - b. Arrange Temporary Lodging
  - c. Gather documents for Temporary Lodging Expense/Allowance
  - d. Determine Non-Temporary Storage or Household Goods (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

*\*NOTE: This checklist is not all encompassing and is only intended to serve as an outline for major items that will require planning and effort from every crew member and their family!!*

## HPC / 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, homebase, 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.

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 Norfolk, VA 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.
- Mil-to-mil couples cannot be co-located onboard the same platform

## **ADVANCE DEPENDENT TRAVEL**

Members with dependents may receive Norfolk, VA housing and station allowances before the HPC effective date. If approved for advance dependent travel, a member will become eligible for Norfolk, VA housing and station allowances the date one or more dependents arrive in Norfolk. 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 Norfolk, VA 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 Norfolk. 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 Norfolk, VA. (Impacts ALL ranks)

- E6 and above: Will become eligible for Norfolk, VA 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 Norfolk, VA 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

## **ADDITIONAL ENTITLEMENTS *\*\*(APPLICABILITY DEPENDENT ON RANK/PAYGRADE)***

### **TEMPORARY LODGING EXPENSE (TLE)**

<https://www.dfas.mil/militarymembers/travelpay/armypcs.tle/>

TLE is an allowance intended to partially pay members for lodging/meal expenses incurred by a member/dependent(s) while occupying temporary lodging in the Continental United States (CONUS) in association with a Permanent Change of Station (PCS) move.

TLE is only authorized in the vicinity of the old/new Permanent Duty Station (PDS); it is not authorized for house hunting.

- TLE Reimbursement is limited to 14 days for a CONUS to CONUS PCS
- TLE Reimbursement is limited to 7 days to an Out of the Continental United States (OCONUS) PDS
- TLE Reimbursement is limited to 14 days from an Out of the Continental United States (OCONUS) PDS to a CONUS PCS
- TLE is capped at \$290 per day

## SERVICES

### TRANSIENT PERSONNEL UNIT (TPU)

<https://cnrma.cnmc.navy.mil/Installations/NAVSTA-Norfolk/About/Installation-Guide/Transient-Personnel-Unit>

TPU's mission is to liaise with deployed and forward deployed commands to expeditiously transition sailors through administrative avenues and support naval forces capable of winning wars, deterring aggression, and maintaining freedom of the seas. TPU Norfolk consists of four departments: Administrative Services, Operations, Maintenance and Training.

#### TPU Quarterdeck Contact Information

- Address: 1683 Gilbert St, Norfolk, VA 23511 (onboard Naval Station Norfolk)
- Commercial Phone: 757-444-1640
- Quarterdeck is open 24 hours a day, 7 days a week

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.

### BASE SERVICES

**USO:** <https://midatlantic.uso.org/naval-station-norfolk>

**NAVY MWR:** <https://www.navymwrmidlant.com/>  
<https://www.navylifema.com/installation/jebldfs>

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

### NAVY EXCHANGE:

Naval Station Norfolk: 1560 Mall Drive, Bldg #CD-13, Norfolk, VA 23511-3893

Hours: Monday – Saturday 0900-1900; Sunday 1000-1800

JEB Little Creek: 1170 Amphibious Drive, Bldg 3443, Virginia Beach, VA 23455

Hours: Monday – Saturday 0900-1900; Sunday 1000-1800

### COMMISSARY:

Naval Station Norfolk: 1588 Mall Drive, Norfolk, VA 23511

Hours: Monday – Saturday 0900 – 2000; Sunday 0900 - 1900

JEB Little Creek: 1180 Amphibious Drive, Virginia Beach, VA 23455

Hours: Monday – Saturday 0900 – 2000; Sunday 0900 - 1900

## **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/>

Fleet and Family Support Center provide the following programs for servicemembers 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**

### **NAVAL STATION NORFOLK**

- Emergency .....911 / 757-444-3333
- Non-Emergency Police Dispatch..... 757-444-2324
- Branch Health Clinic ..... 757-953-8642
- Hampton Roads Appointment Center ..... 866-645-4584
- Chaplain..... 757-444-7361
- Housing Service Center ..... 757-462-2792
- Lincoln Military Housing ..... 757-233-0140
- Security ..... 757-322-2500
- Transient Personnel Unit ..... 757-444-1640
- Unaccompanied Housing..... 757-445-9904

### **JEB LITTLE CREEK – FORT STORY**

- Emergency ..... 757-422-7793
- Balfour Beatty Housing..... 757-962-3511
- Boone Health Clinic ..... 757-953-8155
- Chapel ..... 757-462-7427
- Housing Service Center ..... 757-462-2792



- Lincoln Military Housing ..... 757-965-6285
- Security ..... 757-462-1820
- Unaccompanied Housing..... 757-462-4860

## MEDICAL

### NAVAL MEDICAL CENTER PORTSMOUTH

Naval Medical Center Portsmouth is the premier training platform providing superior medical care for warfighters and their families. We maximize readiness and forge a skilled, adaptable, and operational medical force for the fight tonight.

<https://portsmouth.tricare.mil>

Address: 620 John Paul Jones Circle, Portsmouth, VA 23708-2197

Phone:

- Information: 757-953-5000
- Customer Service: 757-953-2600
- Patient Information: 757-953-5002
- Emergency Room: 757-953-1365

### NAVAL STATION NORFOLK BRANCH HEALTH CLINIC

The primary mission of the Branch Health Clinic Naval Station Norfolk is to provide quality health care to operating forces of all branches of the United States military, as well as occupational health services to eligible military and civilian personnel.

Address: 1721 Admiral Taussig Blvd, Norfolk, VA 23511-2899 (Medical)

1647 Admiral Taussig Blvd, Norfolk, VA 23511-2896 (Dental)

Phone:

- Main Number: 757-953-9000
- Duty Dental: 757-953-8635

### BOONE BRANCH HEALTH CLINIC, JEB LITTLE CREEK

The primary mission of the Admiral Joel T. Boone Branch Health Clinic is to provide quality health care to operating forces of all branches of the United States military, as well as occupational health services to eligible military and civilian personnel.

Address: 1035 Nider Blvd, Suite 100, Virginia Beach, VA 23459-2731

Phone: 757-953-8351

### 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/Housing-By-Region/Mid-Atlantic/NAVSTA-Norfolk/>

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

## **TEMPORARY HOUSING/LODGING OPTIONS**

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

<https://ngis.dodlodging.net/property/Norfolk-NS/>

<https://ngis.dodlodging.net/property/Little-Creek-Ft.Story-JEB->

[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)

## **NAVY HOUSING SERVICE CENTER (HSC)**

Accompanied personnel have the option to reside in Public-Private Venture (PPV) family housing or in the local community. Check-in at the local Navy Housing Service Center (HSC) upon arrival to the installation. The HSC staff will assist with all of your home-finding needs.

Personnel Support Mall  
Building SDA – 337  
7924 14th Street  
Norfolk, VA 23505-1217

Phone: 757-445-2753  
DSN: 565-2802/2850  
Fax: 565-6935  
Toll Free: 1-800-628-7510

Email: [Norfolk\\_Housing@us.navy.mil](mailto:Norfolk_Housing@us.navy.mil)  
Hours: Monday - Friday: 7:30 a.m. - 4:00 p.m.

## **PRIVATE PUBLIC VENTURE (PPV) HOUSING**

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

<https://www.livelmh.com/installations/va/norfolk/naval-station-norfolk/>

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

The local HSC processes applications and refers personnel to the PPV property management company. The property management company assigns personnel to PPV housing and should be contacted for maintenance and resident matters. However, the HSC is your advocate, and you should contact them if you are not satisfied. For more information about PPV housing, including eligibility requirements, visit the CNIC Headquarters PPV page. Renters' insurance is strongly encouraged to protect your belongings and financial responsibility should accidents happen in your home.

The Housing Early Assistance Tool (HEAT) enables Service Members and their families to apply for PPV family housing prior to departure from their current command, before or after receiving permanent change of station orders. Visit the Navy Housing Headquarters' HEAT page to find out more.

NAVSTA Norfolk has partnered with Liberty Military Housing to offer military families outstanding housing choices. Contact the HSC to get the most current projection of housing availability and wait list information.

For additional contact information, floor plans, pet policies, full resident guidelines and other neighborhood specific information regarding PPV housing, visit the Liberty Military Housing website.

### Liberty Military Housing

Personnel Support Mall  
Building SDA - 337  
7924 14th Street  
Norfolk, VA 23505-1217  
Phone: 757-802-3390  
Hours: Monday - Friday: 7:30 a.m. - 4:30 p.m.

## **UNACCOMPANIED HOUSING**

<https://ffr.cnic.navy.mil/Navy-Housing/Housing-By-Region/Mid-Atlantic/NAVSTA-Norfolk/>

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

Willis Manor, Building X2  
1900 Powhatan  
Norfolk, VA 23511

Phone: 757-322-1012/1013  
DSN: 262-1012/1013

Fax: 757-444-301

Email: [Norfolk\\_Housing@us.navy.mil](mailto:Norfolk_Housing@us.navy.mil)

Hours: 24 hours a day, 7 days a week at the Quarterdeck of Building X2.

The majority of permanent party barracks are government owned/controlled and located on-base. The Navy Unaccompanied Housing (UH) office is responsible for determining eligibility, processing applications, and making assignments. This office also manages Housing operations, including resident relations, and maintenance and repair coordination.

Navy UH programs barracks house all single, permanent party Sailors in pay grades E1–E3 and E4 with less than four years of service. Navy UH houses as many E4s with more than four years of service (E4>4) as possible; however, E4>4s are not required to accept assignments to inadequate quarters. UH normally assigns permanent party E1–E3s to shared rooms with no more than two Sailors sharing a bath. UH assigns E4s to private rooms with no more than two sharing a bath.

## **COMMUNITY HOUSING (SINGLE E5 AND ABOVE)**

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

Community housing is the primary source of housing for single E5 personnel and above, and other single personnel eligible to receive Basic Allowance for Housing (BAH). Those under E5 must obtain approval by the installation commanding officer to live in the community and receive BAH.

Navy Housing Service Centers (HSC) offer enhanced counseling services tailored to meet the needs of unaccompanied service members, geographic bachelors and those new to renting. Our enhanced counseling focuses on helping you understand:

- Command policy for living in the community
- Your Basic Allowance for Housing (BAH) entitlement
- Your housing options, including apartments, rental houses and privatized housing
- The pros and cons of living in the community and living alone vs. with roommates

Navy unaccompanied personnel who are changing permanent station to overseas must consider the local conditions of the new permanent duty station (PDS) and available housing programs. Community housing may be unfurnished or partially/fully furnished overseas. Some overseas installations have less-than-normal weight limit for household goods shipment and availability of loaner furniture may be limited or unavailable. Contact the HSC supporting your new PDS for more details.

## **PERSONAL PROPERTY / HOUSEHOLD GOODS (HHG)**

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

### **TYPES OF SHIPMENTS**

It is vital that all servicemembers 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.

## **VEHICLES**

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

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

### **PRIVATELY OWNED VEHICLE SHIPPING**

For military personnel whose PCS orders authorize shipping a vehicle, ensure you are coordinating with the Vehicle Processing Center, and understand the timelines and responsibilities as the vehicle owners.

### **MOTORCYCLE SAFETY INFORMATION**

The Hampton Roads area offers Motorcycle Safety Foundation (MSF) Basic, Experienced and Military Sport Rider Courses. These courses are mandatory for military personnel to operate a motorcycle. Contact your command Motorcycle Safety Coordinator or Safety Office for course locations, dates, and registration.

### PET TRAVEL

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.

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

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

## LEGAL

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

### 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 your local Navy Legal Services Office. Check the web address above to locate the nearest office

### 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

<https://ffr.cnmc.navy.mil/Fleet-Readiness/Child-and-Youth-Programs/Navy-School-Liaisons/>

School and childcare options are available and should be researched prior to arrival to ensure availability of childcare options. Options include but are not limited to on base Child Development Centers (CDCs), local area schools, on base home care, off-base home care, and more.

Student school enrollments are based on the residence address of the family. Some areas in San Diego are experiencing a growth in residential communities and so neighborhood school sites might fill to grade level capacity. Please contact the School Liaison to inquire and get clarification on the school districts process/policy regarding the temporary overflowing of students.

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
- 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.

## YOUTH PROGRAMS / CHILDCARE

CYP Links & Programs: <https://www.navymwrnyokosuka.com/programs/043a4a4e-1dac-48bc-ba65-3a8ab338f7a5>

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

<https://www.navymwrmidlant.com/programs/10dbfdb6-30b6-4c6f-9c73-eaa3ddbdfc42>

<https://www.militarychildcare.com>

### CHILD DEVELOPMENT CENTERS (CDC)

To find a CDC, <https://www.navymwrmidlant.com/child-youth> and click on the link.

Naval Station Norfolk – Willoughby CDC: (757) 444-3008

JEB Little Creek CDC: (757) 462-2400

JEB Little Creek CDC Annex: (757) 462-2446

When you're confident that your child is safe and in good care, everything just seems easier. That's the CDC mission – to make sure you can rest easy knowing your kids are not only well cared for, but also enjoying themselves. CDCs are open to children ages 6 weeks to 5 years, for full-time or part-time care. Our classrooms provide fun, inclusive and engaging environments, individualized learning experiences that meet the needs of each child, and great opportunities for socialization!

At CDCs, child-care is provided Monday through Friday, within established operating hours. Full-time, part-time, hourly care, and supplemental care are all offered. Hours and types of supplemental care available can vary depending on the installation.

## **NAVAL STATION NORFOLK – YOUTH CENTER**

Address: Bellinger Blvd, Bldg U-40, Norfolk, VA23511

Phone: (757) 444-8259

Hours: Monday – Friday 0500 - 1800

A mission essential program, the School Age Care program at Naval Station Norfolk is a facility-based program that provides child-care services to school age children (children in full day kindergarten through grade seven) during the school year. SAC programs provide School Year Care, which includes before and after school care, and care during school out days (e.g., teacher training days) and school year vacations (e.g., winter break, spring break). SAC programs also provide Summer Camp. Field trips and special events are offered and free to all participants. Costs for care services are based on total family income. SAC Programs are all fully accredited with the Council on Accreditation (COA). Sign-up for Child Care Services at [www.militarychildcare.com](http://www.militarychildcare.com).

### **Youth Summer Camps**

Naval Station Norfolk offers a fully developed recreation summer camp to accommodate eligible family members during summer break, mid-June to late August. Summer camps are open to eligible family members six to 12 years of age and five-year-olds that have graduated kindergarten and are going to the first grade. Camps offer a variety of age-appropriate activities that enhance cognitive, social, emotional and physical development. Activities include Boy's and Girl's Club programming, 4-H programming, swimming, bowling, golf, field trips and much more. As summer break approaches spaces will fill up quickly, so don't wait to register!

### **Youth Sports**

The youth sports program teaches the value of exercise, healthy living, competition, team building and group dynamics; signing up for youth sports is a great way to get your child involved. Kids have more fun when exercising with a group of friends or teammates. Studies show that children that receive the appropriate amount of exercise are not only healthier but also better able to focus on their schoolwork. Don't let your child become a part of the American obesity epidemic. A healthy child is a happy child. The values learned from youth sports can benefit your child for a lifetime.

### **Teen Program**

The Naval Station Norfolk teen programs build character through every day leadership and guidance in behavior and attitude. Young people of all backgrounds join together in wholesome recreation and companionship. Our professional staff provides positive adult mentors and role models to help teens succeed in school, stay healthy, learn important life skills, pursue interests in arts and sports and explore

vocational choices. Most importantly our teen program shows youngsters that someone cares and wants them to realize their full potential as productive, responsible and caring citizens. The teen program is available to youth ages 13 to 18 years of age. Pick-up takes place at various places in military housing. Time and days vary depending on what is scheduled. Please contact the Teen Coordinator directly at 757-444-8259 if you are interested in getting your child involved.

## **JEB LITTLE CREEK - YOUTH CENTER**

<https://www.navylifema.com/installation/jebclfs>

## **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.

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**

### **NAVAL STATION NORFOLK**

<https://cnrma.cnmc.navy.mil/Installations/NAVSTA-Norfolk/About/Installation-Guide/Visitor-Information/Facilities-and-Resources/Religious-Programs/Chapels/>

<https://www.facebook.com/NSNChapel/>

Naval Station Norfolk's "Flagship Chapel" offers Catholic, Protestant, Jewish, and Islamic services; Chaplains "facilitate" for those of other religious traditions finding them a chaplain or religious profession according to their faith tradition when requested. Two of the chapels are on the 2nd deck of Frazier Hall, which stands between the Protestant and Catholic chapels.

The Chapel at Naval Station Norfolk is located at the corner of Maryland and Gilbert Streets, near Gate 2, with Building C-9 behind the chapel facility.

### **JEB LITTLE CREEK – FORT STORY**

<https://www.jeblittlecreekfortstoryhousing.com/chaplain>

JEB Little Creek Chapel

Address: 1160 D Street, Norfolk, VA 23521-2399

Phone: (757) 462-7427

Email: CNI\_JEBLCFS\_Chapel.fct@navy.mil

The mission of the Joint Expeditionary Base Little Creek Fort Story Command Religious Program is to enrich morally and spiritually the relationships of all men and women to God and to one another by: providing worship, sacramental and/or ordinance rites, religious education, outreach, pastoral care and community building programs that ensure that free exercise of religion for all authorized personnel and their families.

## USEFUL SITES / LINKS / REFERENCES

### AREA NEWS

US Military Newspaper: <http://www.stripes.com/>

The Flagship: <https://www.militarynews.com/norfolk-navy-flagship/>

Virginia Pilot: <https://www.pilotonline.com>

### NAVAL STATION NORFOLK

<https://crnma.cnmc.navy.mil/Installations/NAVSTA-Norfolk/>

### JOINT EXPEDITIONARY BASE LITTLE CREEK – FORT STORY

[https://cnrma.cnmc.navy.mil/jeb\\_little\\_creek\\_fort\\_story/](https://cnrma.cnmc.navy.mil/jeb_little_creek_fort_story/)

### HEALTHCARE

Naval Medical Center Portsmouth: <https://portsmouth.tricare.mil>

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

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/>

### 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/>

### MOVING

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

### CHILDCARE

CYP Handbook: <https://www.militarychildcare.com/>

### 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%20Tvl%20Pg/Pet%20travel/AMC%20Pet%20Pamphlet%2012%20Jul%202023.pdf?ver=dzMDBcQEAX-a8g2BR80Btg%3d%3d>

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