

## **Welcome Aboard USS CHAFEE (DDG 90)! USS Chafee**

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Team Chafee is excited to have you joining us in San Diego, California.

To contact the ship, call the quarter deck at: (619) 556-3866

If you are in need of a sponsor, use the proper link provided. Sponsor Coordinator is STG1 Mason  
(sponsorship@ddg90.navy.mil)

Below is listed some important info that you should review before you transfer:

#### Sponsors

You are assigned a sponsor to give you a point of contact to help with your move. The key to a smooth transition is your sponsor, who in turn can help arrange your TLE accommodations, provide transportation from the airport, check you in to the command and provide you with general information about the community and on-station facilities. Contact your sponsor as soon as possible to make sure your move is as smooth as possible. Additionally, please ensure you update your contact information in NSIPS to aid CHAFEE's sponsor coordinator when connecting you with your sponsor.

#### Hotel reservations

It is advisable to make reservations well in advance. Your sponsor can help you, although you will be required to finalize your reservation with the hotel of your choice. Hotel accommodations are usually plentiful except during the high tourist seasons (June through August), so make your reservations early. Accommodations must be Temporary Lodging Expense (TLE) approved.

### Temporary Lodging Expense (TLE)

TLE is an allowance to help offset the cost of living in hotels during your PCS move. TLE is based on the per diem rate and reimbursable up to 14 days. TLE is not paid in advance, but is paid after filing a completed claim with receipts and endorsements. Most TLE approved hotels will allow you to pay your bill after you are reimbursed. It's still advisable to have at least \$1,500 in traveler's checks to meet immediate off-base living expenses. TLE is authorized for all command sponsored military personnel arriving on Permanent Change of Station orders pending availability of government housing, or pending completion of permanent living arrangements. While TLE is optional, it is authorized only in the vicinity of your old/new Permanent Duty Station (PDS). You will not be reimbursed for any days of temporary lodging prior to the report date endorsed on your orders. DO ensure you receive a zeroed out receipt from your hotel along with a CNA from Unaccompanied Housing.

### Advanced application for housing

You can make your initial appointment with the housing office as far as 30 days in advance of your arrival on the island. This initial appointment can be made by you or by your sponsor. Upon checking in to PSD, the Administration Office will provide you with a copy of your PCS Orders showing the time and date you reported, a copy of your detaching endorsement showing when you detached your last command and a copy of your Page 2. You will need these documents to check in to the Navy Family Housing Office.

### Large appliances

All Navy Housing units are equipped with a refrigerator, range, washer and dryer. Ranges and refrigerators are provided for use on base and in private rental housing when not provided by the landlord as part of the rental agreement. Consider bringing lawn care equipment such as lawn mowers and weed eaters, etc. These items are available for use to family housing residents through self-help stores, but may not be available at the time you want them.

### Express shipment

You are authorized an unaccompanied baggage shipment (often called an express shipment). This shipment should be limited to clothing, linens, dishes, towels, cooking utensils and other housekeeping items. You may also ship cribs, playpens, baby carriages and articles necessary for the immediate care of your children. Small radios, portable televisions, sewing machines and small appliances may also be shipped.

### Automobile shipments

Each service member is authorized to ship one privately owned vehicle at government expense to San Diego if executing a PCS from an OCONUS duty station. You must have permission from the lien holder to transport the vehicle to San Diego. If the vehicle is co-registered, you must also show that person's permission to ship the vehicle. Expect at least 30-45 days for OCONUS to CONUS vehicle shipments.

### WHEN YOU ARRIVE:

#### Airport

The local airport is San Diego International Airport located 6.8 miles (14.4 km) from Naval Base San Diego dry side. Travel time to NBSD dry side is approximately 15-20 minutes by car during non-rush hour. Your sponsor will most likely be the one greeting you at the airport and will help you get settled into your initial accommodations.

#### Uber

Approximately \$25 from the airport to NBSD dry side during the non-rush hour period.

#### Rental cars

SATO Travel office also has cooperative agreements with local commercial car rental agencies. Prices range from \$28.00 to \$58.00. For current information, call your local SATO Travel office or call the San Diego office. The minimum renter age for both is 21 years.

#### Checking in your records

Your first day on the job should be focused on turning in your service records. This starts the process of pay and entitlements. You will need to update your Page 2 and turn in your travel claim. The Administrative Office will assist you in filling out these documents.