Plan My Move Workshop

Barksdale Military & Family Readiness Center
Relocation Assistance Program

Click to Watch



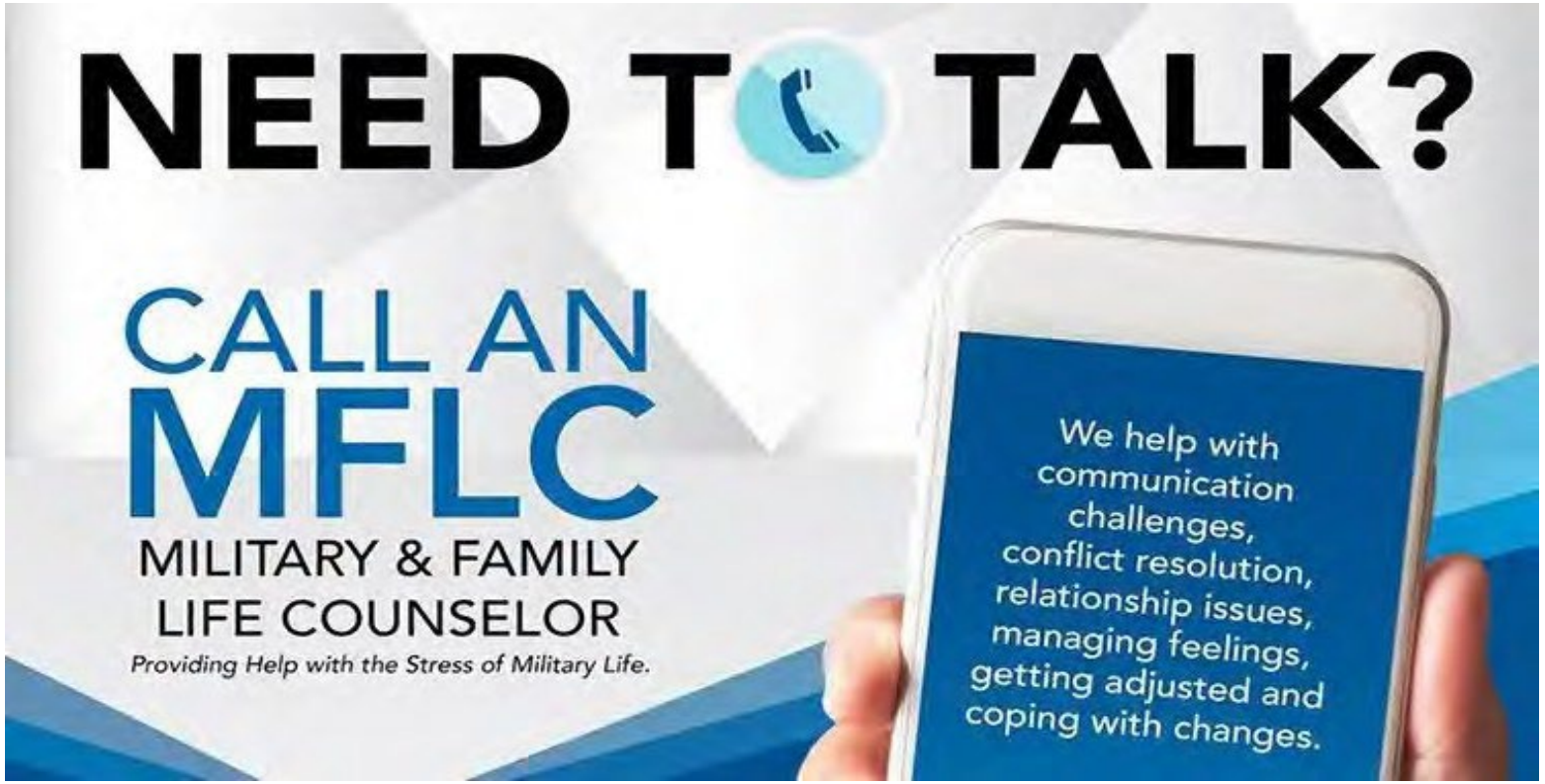
Overview

- MFRC Resources
- Childcare Assistance
- Financial Entitlements
- Personal Property/JPPSO /Claims
- School Liaison
- TRICARE
- Additional PCSing Tips/Resources
  - To include Pets and Overseas Moves

Military Family Life Counselor

Adult and youth services available

Call 318-456-8400 opt 9



Click here to learn more about the MFLC program



Mandatory Financial Readiness PCS touchpoint training available via MyVector or at the Military & Family Readiness Center

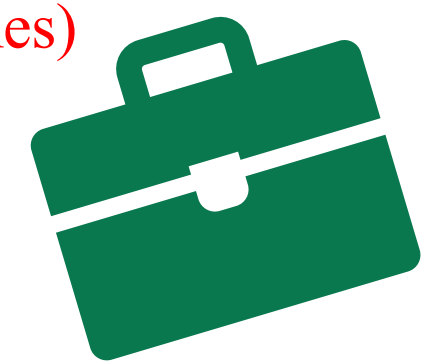
For more information, call 318-456-8400, opt 3

Employment Readiness Program

The Employment Readiness Program assists Active Duty, Reserve/Guard, Military Spouses/Dependents, Retirees, and DoD Civilians achieve short and long-term employment goals.

- Provide career assistance resources
- Information for Spouse Relicensure & Recertification reimbursement
- Provide research resources for local employment opportunities in the civilian and federal workplaces
- Conduct resume reviews (M&FRC does NOT write resumes)
- Provide monthly employment workshops
- Networking opportunities

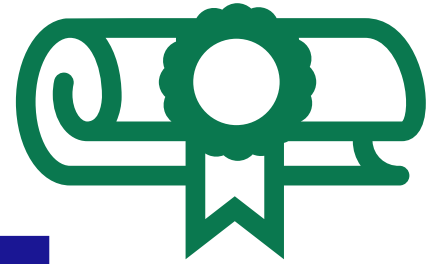


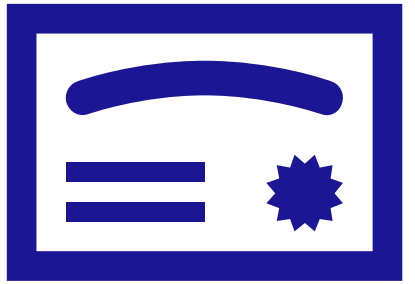


For more information, call 318-456-8400, opt 7

Spouse Reimbursement for Licensure/Certification

Reimbursement up to **$1000** for occupational state relicensing/recertification costs due to PCS/PCA for orders





For more information, call 318-456-8400, opt 7



MYCAA Scholarship

The scholarship provides up to $4,000 in financial assistance for spouses pursuing

- ❑**Associate degrees**
- ❑**Occupational certificates**
- ❑**Licenses in portable career fields**

Global Military Spouse Connection (GMSC)

The Global Military Spouse Connection (GMSC) is an active, direct-delivery partnership designed to bridge the employment gap during a military move. By collaborating with AFPC Talent Acquisition (TA), functional career field teams, and local civilian personnel offices, we establish a direct career connection to career continuity before spouses arrive at their next duty station.

- Note: GMSC delivers direct networking, priority support, and specialized career connections with local hiring managers; participation does not guarantee placement or employment positions

- Target Audience: DAF Active-Duty Military Spouses with PCS Orders
- Pilot Locations: Travis AFB, Patrick SFB, and Ramstein AB

Email: DAFMILSPOUSE@US.AF.MIL

https://afciviliancareers.com

https://afcs.experience.crmforce.mil/s/registration?eventId=a02Rw00000AsJhRIAV

Exceptional Family Member Program (EFMP)

To reach the Barksdale AFB Military and Family Readiness Center Exceptional Family Member Program team for additional assistance or questions, please call 318-456-2658



Voting Assistance Program

- Your Installation Voter Assistance Office Is Here To Help!
  - Register to Vote
  - Request Absentee Ballots
  - Notifications for Change of Address
- Forms Available
  - Federal Post Card Application (FPCA)
    - Used to register to vote (automatically requests absentee ballot)
  - Federal Write-In Absentee Ballot (FWAB)
    - In case you have not yet received your absentee ballot from your state
- Visit **www.fvap.gov** for assistance
- Or contact us at **vote6@us.af.mil** or call 318-456-8400!

Childcare Assistance

MILITARY CHILDCARE dot com

Apply for on-base childcare spaces at the Child Development Center and/or Family Childcare Providers via **militarychildcare.com**

Childcare for PCS Program

- **Air & Space Forces Aid Society**
  - Active, Air National Guard, Reserve (Title 10, USC for 15+ days)
  - 20 hours of childcare per child within 60 days of departure/60 days after arrival
  - Gaining & Losing Base (contact M&FRC at respective bases)

New PCS Travel Entitlement for Childcare



Starting October 1, 2024, if childcare isn't available within 30 days of your Date Care Needed (DCN) at your new Permanent Duty Station (PDS), you may be eligible for reimbursement of travel costs for a designated person who will care for your children. Reimbursement is provided through a congressionally authorized pilot program through 30 September 2027.

Here's how it works:

•**Reimbursement Amount:** Up to $500 for PCS between domestic locations (CONUS) and up to $1,500 for PCS to or from overseas locations (OCONUS). You may receive one reimbursement per household.
•**What is Covered:** Reimbursement can be requested for the commercial transportation expenses for a childcare provider who is at least 18 years old and not your dependent.

Eligibility:

•The sponsor serves in the Department of Air Force, Army, Coast Guard, Marine Corps, or Navy and, if married, their spouse is working, looking for work, or a student.
•You have PCS orders authorizing a move with a dependent.
•Your child(ren) have not yet entered school.
•You have requested full-day childcare at a military-operated center.
•Childcare is not available at the military-operated center until 30 days or more after the date you need care.

*Interested in applying visit https://public.militarychildcare.csd.disa.mil/mcc-central/mcchome/travel-reimbursement

BARKSDALE AFB

FINANCE

Overview

- Government Travel Card (GTC)
- PCS Entitlements
- Dislocation Allowance (DLA)
- Temporary Lodging Expense (TLE)
- Temporary Lodging Allowance (TLA)
- Common Questions/Issues
- Questions/Assistance

Government Travel Card (GTC)

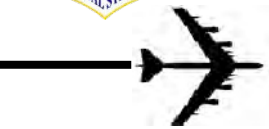
- Use to pay for authorized travel expenses
  - Common authorized expenses: airfare, lodging, gas, food, rental truck (U-Haul)
- Keep receipts for reimbursement purposes.
- Monitor your GTC! In the end you are still liable and responsible for it.
- Split disbursement is available while filing the 1351-2 at your NPDS Finance.

PCS Entitlements – Per Diem



- When utilizing POV, the authorized reimbursement for members and/or dependents is monetary allowance in-lieu of transportation (MALT) Plus
- MALT Plus is mileage + per diem
- Standard CONUS Per Diem Rate ($178/day)
- Official distance is calculated using the Defense Table of Official Distances between authorized points of travel

PCS Entitlements – Per Diem (Cont.)



- When utilizing transportation by commercial air, the authorized allowance for members is a cost reimbursement not to exceed (NTE) the constructed cost (TR cost)

- Per diem is calculated at 75% of the locality rate of the new permanent duty station (NPDS)

- Member (and dependents, if applicable) is authorized 1 travel day

PCS Entitlements – Per Diem (Cont.)

Table 5-6. Per Diem Rates for Authorized Dependents Traveling on a PCS Order			
	Conditions	**12 Years of Age* and Older**	**Less Than 12 Years of Age**
1	Dependent Travels with the Service Member	a. Per diem is calculated at 75% of the per diem the Service member receives for direct travel between the old and new PDS and authorized delay points.	b. Per diem is calculated at 50% of the per diem the Service member receives for direct travel between the old and new PDS and authorized delay points.
2	1 Dependent Travels Separately from the Service Member	100% of what the Service member would have received.	
3	2 or More Dependents Travel Separately from the Service Member**	a. Per diem is calculated at 100% for the first dependent and 75% for each of the remaining dependents traveling with the first dependent.	b. Per diem is calculated at 50% for each dependent traveling with the first dependent for direct travel between the old and new PDS.

PCS Entitlements – POV Mileage

- POV mileage is based upon the official distance between the old and new duty station
  - $0.21 per mile
  - Payable for up to 2 vehicles
    - Must have dependent of driving age drives the second vehicle

Dislocation Allowance (DLA)



- DLA partially reimburses a Service member for expenses incurred in moving a household
- Not entitled if moving into unaccompanied government housing (dorm)
- Generally, only one DLA is permitted in a fiscal year.
- DLA is a flat rate based on rank and dependency status.
  - Dependents must relocate in order to receive the With-Dependent Rate.
  - Mil-to-Mil couples are only authorized one DLA when sharing the same residence at the old duty location and new duty location.

Dislocation Allowance (DLA) (Enlisted)

DISLOCATION ALLOWANCE (DLA) RATES

PRIMARY DLA RATES
Effective January 1, 2026

Grade	Without-Dependent Rate	With-Dependent Rate
E-9	$3,147.54	$4,149.51
E-8	$2,888.97	$3,824.94
E-7	$2,468.19	$3,551.31
E-6	$2,389.42	$3,548.02
E-5	$2,389.42	$3,548.02
E-4	$2,389.42	$3,548.02
E-3	$2,355.48	$3,548.02
E-2	$2,025.26	$3,548.02
E-1	$1,870.58	$3,548.02

Dislocation Allowance (DLA) (Officer)

DISLOCATION ALLOWANCE (DLA) RATES

PRIMARY DLA RATES
Effective January 1, 2026

Grade	Without-Dependent Rate	With-Dependent Rate
O-10	$5,187.33	$6,385.58
O-9	$5,187.33	$6,385.58
O-8	$5,187.33	$6,385.58
O-7	$5,187.33	$6,385.58
O-6	$4,758.96	$5,749.63
O-5	$4,583.51	$5,542.06
O-4	$4,247.61	$4,885.43
O-3	$3,404.11	$4,041.88
O-2	$2,700.31	$3,451.28
O-1	$2,273.82	$3,085.23

Temporary Lodging Expense (TLE)



- TLE is designed to partially reimburse a Service member for lodging and meals while occupying temporary lodging in the CONUS.
- Receipts are required for reimbursement.
- Non-availability letter is required to reimburse off-base lodging.
  - If no Non-A is provided, member will be limited to the on-base government lodging rate for reimbursement.
- CONUS to CONUS PCS:
  - TLE is limited to 21 days max.
  - 21 days can be split between Old Permanent Duty Station (OPDS) or New Permanent Duty Station (NPDS)
- CONUS to OCONUS PCS:
  - TLE is limited to 7 days CONUS.
  - Member may be entitled to TLA once OCONUS.

Temporary Lodging Allowance (TLA)

- TLA is intended to partially reimburse Service members for higher than normal expenses incurred while occupying temporary lodging OCONUS.
- TLA must be filed through OCONUS Housing Management Office (HMO).
- The TLA Authority (usually delegated to the HMO) will determine the number of days authorized
  - Standard limitation ranges between 3-30 days.
  - TLA ends if the Service member fails to accept adequate permanent Government quarters or stops diligently searching for permanent private-sector housing.
- TLA is considered a military pay entitlement not a travel pay entitlement.
  - **This means TLA will pay out in a paycheck and CANNOT be split-disbursed to your GTC card!**
- For more specific information on TLA, please contact your gaining HMO/base. They will be able to give you the most up-to-date information for your area.

Common Questions/Issues

- Baggage Fees:
  - Baggage Fees are only reimbursable for the first to checked bags (per person) not to exceed 70 pounds each. Excess baggage is NOT reimbursable.
  - Most U.S. carriers authorize more 4-5 checked bags for free. (You may need to show your military ID or PCS orders)
- CONUS to CONUS: Shipping a second vehicle.
  - Shipment of a second vehicle may be authorized reimbursement not to exceed the MALT between authorized points. This must be authorized on your orders.
- Flying Commercial Air to OCONUS Location:
  - Unless authorized on your orders, you MUST book your overseas travel through TMO and MUST utilize a U.S. based carrier.

Questions/Assistance



Finance Customer Service Walk-In Hours

Monday: 0900 - 1500

Tuesday: 0900 - 1500

Wednesday: CLOSED for customer pay process

Thursday: 0900 - 1500

Friday: 0900 - 1500

CLOSED on all holidays and Wing Training/Down days.

Comptroller Service Portal (CSP)

This is the best way to communicate with Finance https://csp.cce.af.mil

Planning Your PCS Move

Barksdale AFB - Traffic Management Office

If you have any questions please contact our office at 456-3229

Overview

Step 1: Receiving assignment notification

Step 2: Passenger Movement

Step 3: Receiving your orders

Step 4: Create your shipment

- PPM
- Government Contracted Move
- POV

Closing Comments from TMO

****Keep in mind, timeline varies from member to member****

Step 1: Assignment Notification

- You will be provided an official assignment notification.

- NOTE: Assignment notification does not mean you have "orders."

Step 1: Assignment Notification

Things you can do at this time:

- Research housing options at your next location
  - ✓ https://installations.militaryonesource.mil/
- ✓ Visit Military OneSource for moving resources.
  - ✓ Basic Information for Your Personal Property
- ✓ Create/Update Defense Personal Property System profile.
- ✓ If you have a profile already, this is a good opportunity to log back in and update rank, and contact information.
- ✓ **Contact TMO Passenger Travel section & make flight reservations (order is not required)**
- ✓ You CANNOT create shipment at this time because you do not possess an authorization.

Step 2: TMO – Passenger Movement

- For flights, no orders necessary to initiate a reservation.
- Fill out Flight Request provided by Passenger Travel Section.
- Ensure your GTC is active!
- For OCONUS travel:
  - Per DTR, Part I, Chapter 103, Order of Precedence, United States Transportation Command (USTRANSCOM)-contracted airlift (e.g., Patriot Express channel airlift, AMC) **must be used** for Outside the Continental United States (OCONUS) travel unless there is a documented negative critical mission impact. Even if it is more convenient for the traveler.

Step 2: TMO – Passenger Movement

- Members are authorized 2 pets (cats or dogs) per family on AMC flight on 1st come - 1st serve basis! *See slides 54-57 for more information re: PCSing with pets*
  - The traveler is solely responsible for procuring, shipping, all the related costs, and restrictions for their pet on any non-AMC segmented flight.

- We cannot fly you to or from your leave location. Ask about Circuitous Travel.

Passenger Travel Section
318-456-3189
2LRS.Passenger.Travel@us.af.mil

If you have any questions please contact our office at 456-3229

Step 3: Receiving your orders

- Your moving process begins!
  - FYI: No movement can be done WITHOUT ORDERS.
- Review orders and ensure YOU understand your entitlements.
- (Members should receive orders NET 120 day prior to member's PDD from Barksdale AFB)
  - Verify everything is correct; basic info, destination, dependents, etc.
  - Create your shipment on DPS: PPM, HHG, NTS
    - https://dps.move.mil/cust/standard/user/home.xhtml
    - Contact our office if you have any questions in this portion.

Step 4: Types of Shipments (*Weight Entitlement)*

Table 5-37. PCS and NTS Weight Allowances (Pounds)			
	Grade	**With Dependents**	**Without Dependents**
1	0-10 to 0-6	18,000	18,000
2	0-5 or W-5	17,500	16,000
3	0-4 or W-4	17,000	14,000
4	0-3 or W-3	14,500	13,000
5	0-2 or W-2	13,500	12,500
6	0-1, W-1, or Service Academy Graduate	12,000	10,000
7	E-9	15,000	13,000
8	E-8	14,000	12,000
9	E-7	13,000	11,000
10	E-6	11,000	8,000
11	E-5	9,000	7,000
12	E-4	8,000	7,000
13	E-3 to E-1	8,000	5,000
14	Aviation Cadet	8,000	7,000
15	Service Academy Cadet or Midshipman		350

Joint Travel Regulation, Table 5-37

Step 4: Type of Shipments: *Personal Procured Movement (PPM)*

- Please visit the follow link for local moving agents: Local Moving Agents
- *Not all local agents are contracted/endorsed by the government.

UHAUL Rent truck/trailer



Bossier Location
Service: In Person/Online
Phone Number: 318-5504167
Address: 2205 Barksdale Blvd,
Bossier City, LA 71112
Hours: Mon-Fri 10AM-3PM

Shreveport Location
Service: In Person/Online
Phone Number: 318-861-1140
Address: 1050 Shreveport Barksdale Hwy
Shreveport, LA 71105
Hours: Mon-Fri 7AM-4:30PM

PODS – Container delivered to your location, flexibility to take your time packing and loading. Driver picks up container and delivers to next destination.



Service: Online
Phone Number: (877)770-7637
Website: pods.com

UPack – similar to PODS.

Container will be dropped off at location and picked up by driver.

Service: Online



Phone Number: 888-571-7422 Website: upack.com

If you have any questions please contact our office at 456-3229

Step 4: Type of Shipments: *Government Contracted Move*

- Member is authorized either Household Goods (HHGs), Unaccompanied Baggage (UB) and/or Non-Temporary Storage (NTS).

- During your TMO briefing, you will sign documentation required to book your shipment.

- TMO will submit your shipment to Joint Personal Property Shipping Office in San Antonio, Texas for your shipment to be assigned a Transportation Service Provider (TPS).

Step 4: Type of Shipments: *Government Contracted Move*

- Once your TSP is assigned, you will be contacted to confirm your dates DPS and schedule a pre-move survey, if required.
  - REMEMBER! Dates between the TSP and the member are NEGOTIABLE!!!
- Good communication with your TSP is imperative to ensure a smooth move. Your TSP is responsible for your move from start to finish, and will assign a move coordinator to be your focal point to discuss date/address changes, arranging delivery, etc.

Step 4: Type of Shipments: *Government Contracted Move*

- HHGs defined as are items associated with the home and personal effects belonging to a Service member or civilian employee and dependents on the effective date of the order or transfer. A Service member's or civilian employee's HHG may only include items that are legally accepted and transported by an authorized commercial HHG transporter.

Step 4: Type of Shipments: *Government Contracted Move*

- UB defined as items shipped by an expedited mode to a TDY or PCS location unaccompanied baggage includes personal clothing and effects, equipment directly related to the assignment, essential cooking items, light housekeeping items, cribs, playpens, and baby carriages that are required for the care of dependents. Items such as refrigerators, washing machines, and other major appliances or furniture are not unaccompanied baggage.

Step 4: Type of Shipments: *Government Contracted Move*

Transit Time

- HHG traveling to overseas: ~45-60 days
- UB traveling to overseas: ~30-45 days
- HHG traveling within CONUS: ~5-15 days

If you have any questions please contact our office at 456-3229

Step 4: Type of Shipments *Privately Own Vehicle (POV)*

- POV shipments CONUS are authorized for BLUEBARK, Wounded Warriors, or medical reasons w/letter from PCM/doctor.

- Storage **or** shipping of POV to OCONUS, must be specified on orders. A letter from our office is required for shipment/storage prior to you dropping off your vehicle at the VPC.
  - Can be stored/shipped in ANY Government approved Vehicle Processing Centers (VPC)

Los Angeles, CA	Atlanta, GA
Norfolk, VA	Baltimore, MD
Seattle, WA	Charleston, SC
St. Louis, MO	Orlando, FL
San Diego, CA	**Dallas, TX**

If you have any questions please contact our office at 456-3229

Closing Comments from TMO



- **Communication is key**
- DO NOT WAIT!!! Once you receive orders, start your move ASAP!
- Everything submitted through DPS is a request, until confirmed by Transportation Service Provider.
- **If you have specific questions/concerns, we are here to help**
- Learn more about your entitlements
  - Joint Travel Regulation (JTR)
  - AFI 24-602v4

If you have any questions please contact our office at 456-3229

Contact Information



For any further questions:

Barksdale AFB

Traffic Management Office

318-456-3229

2LRS.TMO.PersonalProperty@us.af.mil

BAFB School Liaison Program

School Liaison Officer
Jacqueline Robertson

Office Hours: Monday – Friday 0730-1630

** Appointments Available Upon Request*

Located at: Building # 4400 Col dePyssler MSG Bldg

Office Phone: (318) 456-4098

Cell Phone: (318) 564-9099

Email: BarksdaleSchoolLiaison@us.af.mil

DEPARTMENT OF THE AIR FORCE

SCHOOL LIAISON PROGRAM

Student Checklist

Barksdale AFB
Child & Youth
Education Services –
School Liaison



Moving with A School Age Student Checklist

As you transition, please use this checklist to ensure that you have all the required information to help make your dependent educational transfer smooth! Please **HAND CARRY** all documents with you.

DOCUMENTS TO GET FROM YOUR SCHOOL PRIOR TO LEAVING:

At a minimum prior to departing your current location please ensure that you follow the below information & hand carry (Reference: Interstate Compact – MIC3). If you have any issues with your losing school obtaining records contact your current installation SLO office.

1. Provide current school your official withdrawal date – request an unofficial copy of records to hand carry at this time.
2. Obtain an **unofficial** copy of all of your records (including testing, advanced placement, IEPs, BIP, 504 plans, etc.)
3. Transcript/Record Documentation Requirements (Ensure they are clearly annotated)
    a. State/Standardized or Special Program Testing
    b. Advanced Placement Courses/Dual Credit
    c. IEPs
    d. 504 Plan
    e. Gifted & Talented Testing/Classes
    f. Working outside of grade level (e.g., taking 10th grade math but in the 8th grade)
4. On the day of withdrawal – obtain an unofficial transcript/records (listed above) **with grades closed out** as of that day - (if departing during summer break – ensure copy states passed/promoted and obtain prior to office closure)
5. Other documents to obtain or have
    a. Report Card/Course History/Schedule
    b. Counselor Recommendations for Placement (optional)
    c. JROTC Records (if applicable)
    d. Listing of Academic Recognitions/Competition Participation
    e. Academic Grading System Overview - Weighted Grade System (e.g., Scale 5.0, 4.0, etc.)
6. If you are currently Overseas and enrolled in a DoDEA Non-DoD Schools Program (NDSP) School – please obtain a duplicate transcript from DoDEA that will transfer correctly into the American public system (DoDEA will pay for if you have not exhausted your funds)
7. Contact your School Liaison Office at your gaining installation if there are any issues during the transition

Needed for Registration at Your Gaining School (Varies Per School District)

- ☐ Student's Birth Certificate (Original Certified Copy)
- ☐ Student's Social Security Number
- ☐ Student's Health Record (Immunization, physical, etc.)
- ☐ Legal Documents (as needed; ex: custody/guardianship)
- ☐ Proof of Residency/Military Orders (utility bills, lease/escrow deed, housing contract)
- ☐ Parent & Student's Military ID Card (if applicable)
- ☐ Two Emergency Contacts

Prior (Losing) School Information

- ☐ Address, Phone Numbers
- ☐ Contact Information for Counselor
- ☐ Course Description Book/Grading Scale (if available for 6th grade and above)
- ☐ School Web Page (URL)

Student Checklist

Barksdale AFB Child & Youth Education Services – School Liaison



School Records

- ☐ Unofficial Copy of Cumulative Folder/Transcripts *(only the copy mailed between schools is considered official)*
- ☐ Current Schedule
- ☐ Report Cards
- ☐ Withdrawal Grades or Progress Reports
- ☐ Test Scores (Standardized or Special Program Testing, etc.)
- ☐ JROTC Records

Special Programs Records as Appropriate:

- ☐ Individual Education Plan (IEP)
- ☐ Individual Accommodation Plan (504)
- ☐ Behavioral Intervention Plan (BIP)
- ☐ Gifted & Talented Program Description and Information
- ☐ English as a Second Language (ESL) or Bilingual Education
- ☐ Functional Behavioral Assessment (FBA)
- ☐ At-Risk or Other Action Plans for Classroom Modifications

Other Documents and Examples:

- ☐ Writing Samples and Other Work Examples
- ☐ Activities Records (co-extracurricular)
- ☐ Community Service or Service Learning
- ☐ Other Work or Performance Examples
- ☐ Academic Recognitions and Competition Participation

You may need the following documents on the date of your appointment with a counselor or registrar. (Requirements Vary Per District-Check with your School Liaison)

- ☐ Proof of Residency – Stating Physical Address
- ☐ Acceptable documents for proof of residence:
  - Light or Water Bill
  - Landline Phone Bill (certain districts will accept)
  - Property tax statement
  - Lease agreement or Buyers Contract
  - Intent to Reside Letter (on base housing within 30 days)
  - TLF (On base)/Fam Camp Receipt (On base schools only)
  - TLF (Off base) Receipt (must register in attendance zone for hotel/living arrangements)
- ☐ Student Birth Certificate (original certified copy)
- ☐ Student Social Security Card
- ☐ Student Immunization record (up to date)
- ☐ Identification of Parent/Guardian (Picture ID)
- ☐ Withdraw paperwork from previous school
- ☐ Recent student report card
- ☐ Student Unofficial Copy of Records to Include Testing
- ☐ Student Records (grades 6-8) Student Transcript (grades 9-12)
- ☐ Proof of Wounded Warrior Status (if using for Pre-K Determination – VA Status Letter)
- ☐ Other special documents if applicable (Custody Agreement, Power of Attorney, etc.)



Moving?

Talk to your SLO before you GO!

Please complete the below information and return to the
Barksdale School Liaison, Mrs. Jacqueline Robertson
Email: BarksdaleSchoolLiaison@us.af.mil
Phone: 318-456-4098 Cell (318) 564-9099

Name:_____ **Today's Date:**_____

New Duty Location:_____

Estimated Date of Arrival at New Duty Station:_____

Spouse Name:_____

Dependent Information

Name:_____ **Current Grade/Age:**_____

Name:_____ **Current Grade/Age:**_____

Name:_____ **Current Grade/Age:**_____

Name:_____ **Current Grade/Age:**_____

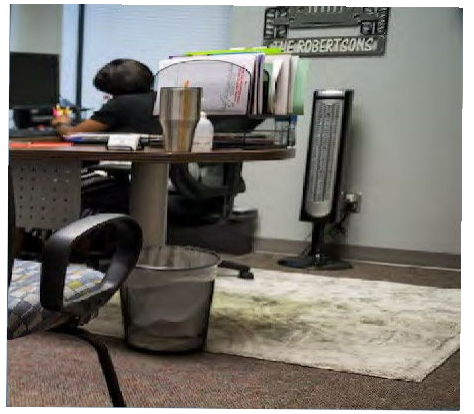
Interested School Options at New Duty Location:

Public ☐ **Private** ☐ **DoDEA** ☐ **Charter** ☐

Homeschool ☐ **Virtual** ☐ **Magnet** ☐ **Other:**_____

Please list any questions, comments, or concerns you have regarding your transition to a new school system:

Please let me know if you would like to have someone at your gaining base contact you about the Youth Sponsorship Program before you leave Barksdale AFB.



Student Focused

Partnership Driven

BAFB School Liaison Program

Questions? Call

School Liaison Officer
Jacqueline Robertson

Office Phone: (318) 456-4098

Cell Phone: (318) 564-9099

Email: BarksdaleSchoolLiaison@us.af.mil

DEPARTMENT OF THE AIR FORCE

SCHOOL LIAISON PROGRAM

Let's Geaux!

Moving With TRICARE (1 of 2)

Before You Move

- ❑ Don’t disenroll from TRICARE Prime or TRICARE Select.
- ❑ Contact your current regional contractor to begin transferring enrollment.
- ❑ Verify DEERS information.
- ❑ Fill prescriptions.
- ❑ Get copies of medical and dental records.
- ❑ Make sure you have your current PCM’s phone number.
- ❑ Coordinate special care needs.

Moving With TRICARE (2 of 2)

On the Road

- ❑ For urgent care, no referral is required for non-ADSMs.

– Note: If you're an ADSM, you need a referral for any nonemergency care you get from a civilian provider.

- ❑ For emergency care, no referral is required; call 911 or go to the nearest emergency room.

After You Move

- ❑ Update DEERS.
- ❑ Finish transferring TRICARE Prime or TRICARE Select enrollment, if applicable.
- ❑ If you're enrolled in the TRICARE Dental Program, provide your new contact information to United Concordia.

Contact Information

Regional Contractors

- **TRICARE East Region**
  Humana Military
  800-444-5445
  www.tricare.mil/east
- **TRICARE West Region**
  TriWest Healthcare Alliance
  888-TRIWEST (888-874-9378)
  www.tricare.mil/west
- **TRICARE Overseas Region**
  International SOS Government Services, Inc.
  www.tricare-overseas.com/contact-us

Dental Contractor

- **TRICARE Active Duty Dental Program**
  United Concordia Companies, Inc.
  CONUS: 866-984-2337
  OCONUS: 844-653-4058 (using country-specific access codes)
  www.addp-ucci.com
- **TRICARE Dental Program**
  United Concordia Companies, Inc.
  CONUS: 844-653-4061
  OCONUS: 844-653-4060
  www.uccitdp.com

Resources

- TRICARE Website: www.tricare.mil



- TRICARE Publications: www.tricare.mil/publications
- milConnect: https://milconnect.dmdc.osd.mil/

Additional PCSing Tips/Resources

Pets

- ❑ Update shot records within 1 year of travel
- ❑ Check airline restrictions
- ❑ Check country/base breed restrictions
- ❑ Check quarantine and detention requirements

- ❑ Call the BAFB Veterinary Clinic at **318-456-3923** to discuss steps on how to obtain a health certificate within 5 days of travel
  - ❑ **NOTE:** ao Nov 2023, the BAFB Vet Clinic does not have a Vet, therefore the above health certificate needs to be obtained elsewhere

PCS Pet Policy Effective Jan 1 2024

PER DIEM, TRAVEL, AND TRANSPORTATION
ALLOWANCE COMMITTEE
4800 MARK CENTER DRIVE, SUITE 04J25-01
ALEXANDRIA, VA 22350-9000

June 20, 2023

MEMORANDUM FOR: MILITARY ADVISORY PANEL

SUBJECT: UTD for MAP 02-23(R), "Pet Expenses Due to a Permanent Change of Station"

1. Purpose: This item implements Sec 624 of FY 2023 NDAA which amends 37 U.S.C. 453 and authorizes reimbursement of costs related to the relocation of a pet that arise during a permanent change of station (PCS). Under this new policy, a Uniformed Service member may be authorized reimbursement of up to $550 for a PCS within the continental United States and up to $2,000 for a PCS to or from a location outside the continental United States to cover expenses directly related to pet transportation, such as pet shipping and quarantine fees. This policy will be effective January 1, 2024 and published in the Joint Travel Regulations on that date.

2. This revision was approved at the by the Chair, Per Diem, Travel, and Transportation, Allowance Committee.

3. These changes are scheduled to appear in the Joint Travel Regulations, dated January 1, 2024.

4. This revision is effective on January 1, 2024.

HADDIX.DONNA.K.1049336539

Donna K. Haddix
Chief, Policy and Regulations Division

Attachment:
Joint Travel Regulations Revisions

cc:
Defense Travel Management Office
U.S. Coast Guard Pay and Personnel Center

Joint Travel Regulations Revisions

050107. Pet Expenses Due to a PCS

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050107. Pet Expenses Due to a PCS

A. Eligibility. A Service member on a PCS order may be authorized reimbursement for the costs related to the relocation of one household pet that arises from a permanent change of station. A household pet is a cat or a dog, owned for personal companionship. A Service member is responsible for following rules for importing and exporting a pet to and from the United States in order to be eligible for reimbursement. Denial of entry could result in denial of reimbursement.

B. CONUS. A Service member may be authorized the reasonable and substantiated cost of mandatory microchipping, boarding fees, hotel service charges, licensing fees at the new PDS, and pet shipping fees if the member flies rather than drives, or the pet is shipped separately from the member. Reimbursement for the actual cost of all expenses is limited to $550 per PCS move.

C. OCONUS. A Service member may be authorized the reasonable and substantiated cost of mandatory microchipping, quarantine fees, boarding fees, hotel service charges, licensing fees at the new PDS, testing titer levels for entry, and pet shipping fees if the member flies rather than drives, or the pet is shipped separately from the member. For transoceanic travel, use of Government or Government-procured transportation must be used if available or reimbursement for transportation costs is not authorized. Reimbursement for the actual cost of all necessary expenses described above in connection with the movement of a pet is limited to $2,000 per PCS move.

PCS Pet Policy Effective Jan 1 2024 Cont.

Changes Effective 2024. On January 1, 2024, the following pet transportation allowances will apply:

1. Eligibility. A Service member on a PCS order may be authorized reimbursement for the costs related to the relocation of one household pet that arises from a permanent change of station. A household pet is a cat or a dog, owned for personal companionship. A Service member is responsible for following rules for importing and exporting a pet to and from the United States in order to be eligible for reimbursement. Denial of entry could result in denial of reimbursement.

2. CONUS. A Service member may be authorized the reasonable and substantiated cost of mandatory microchipping, boarding fees, hotel service charges, licensing fees at the new PDS, and pet shipping fees if the member flies rather than drives, or the pet is shipped separately from the member. Reimbursement for the actual cost of all expenses is limited to $550 per PCS move.

3. OCONUS. A Service member may be authorized the reasonable and substantiated cost of mandatory microchipping, quarantine fees, boarding fees, hotel service charges, licensing fees at the new PDS, testing titer levels for entry, and pet shipping fees if the member flies rather than drives, or the pet is shipped separately from the member. For transoceanic travel, use of Government or Government procured transportation must be used if available or reimbursement for transportation costs is not authorized. Reimbursement for the actual cost of all necessary expenses described above in connection with the movement of a pet is limited to $2,000 per PCS move.

PCS Pet Policy Effective Jan 1 2024 Cont.

For reimbursement of pet related PSC costs, submit all related receipts to the finance department at your gaining location

Air & Space Forces Aid Society

- AFAS Standard Assistance is intended for a variety of unexpected emergency financial situations that any Airmen or Guardian could face. Standard Assistance can also help in the form of an interest-free loan with
  - Pet PCS Transportation to/from an Overseas assignment
  - Initial rent expenses (i.e., first/last month rent and security deposit)
- If interested, visit Standard Assistance | Air Force Aid Society | AFAS

DoD Approves Reimbursement for Transportation or Shipment of Breast Milk During PCS

On May 24, 2024, the Department of Defense approved a new policy to cover the transportation or shipment of breast milk for Service members during a Permanent Change of Station (PCS). Service members who are breastfeeding their child up to 12 months old and who are on PCS can be reimbursed up to $1,000 for commercial shipping, excess baggage fees, and dry ice or regular ice.

This policy supports the Secretary of Defense's "Taking Care of Our People" initiative by reducing a financial burden Service members historically incurred out-of-pocket.

Authorization must be included on the PCS orders prior to any expenses being incurred by the Service member. Receipts must be submitted for all expenses, regardless of the amount (the "$75.00 rule," which allows most expenses to be claimed without receipt for amounts under $75.00, does not apply).

The new policy will be published in the Joint Travel Regulations (JTR) on June 1, 2024. For more information, see the JTR.

Overseas Moves





Research

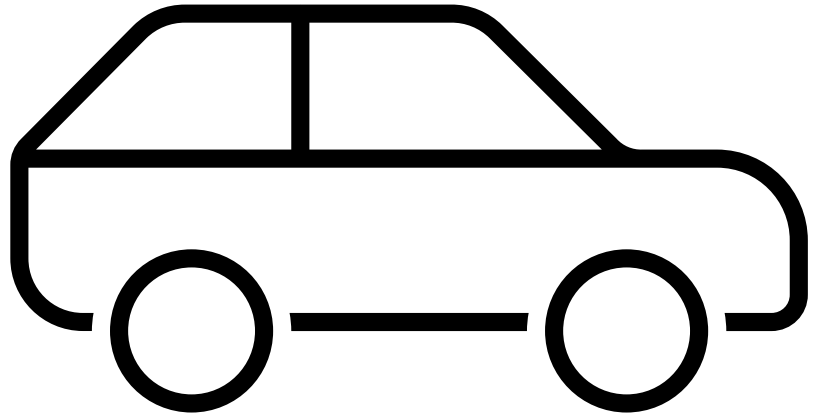
- ❑Location
- ❑Language
- ❑Currency
- ❑Gestures
- ❑Transportation
- ❑Dress
- ❑Rules of Politeness

Passports

- No-fee passports are required for most, but not all overseas locations. Members are encouraged to review the FCG and reach out to the Passport office to verify requirements.
- Members cannot apply for no-fee passports within 15 days; they must have authorized orders before trying to apply. The Dept of State will not accept applications that do not include authorized orders. Most times, it takes longer than 15 days.
- Eight-week processing time, if a visa is required could be longer.
- Passports not received within 30 calendar days of RNLTD then a delay of RNLTD must be requested.
  - If mil to mil, both members can request a delay of RNLTD
- Active duty & family members are encouraged to apply for tourist passports, as the no-fee passports are not authorized for leisure travel.
- Driving to AK….a passport is required to enter Canada.
- For more information contact Barksdale Passport Agent DSNs: 781-1750/781-4129

Driving Abroad

- Update stateside driver's license before leaving, i.e., check to make sure it won't expire
- International driver's license
  - Installation website should provide requirements for obtaining
- First vehicle will be shipped, 2nd vehicle shipped at owner's expense



Legal Office

The Legal Office provides legal assistance and claims services for active-duty members, retired military members and their families. The judge advocates are licensed attorneys who assist eligible individuals on personal civil legal matters.

334 Davis Ave W
Barksdale AFB, LA 71110
318-456-2562

https://aflegalassistance.law.af.mil

Online Resources

Plan My Move/MI Demo

https://planmymove.militaryonesource.mil/

- Checklist provided based on family situation, i.e. moving with kids, pets, shipping a vehicle etc

https://installations.militaryonesource.mil/

- Provides an overview of bases to include mission, check in procedures, major units and squadrons

Online Resources Cont.



Big Moving Adventure - kids help Muppet friend make move-related decisions, such as which toys to pack and which to take in backpack

American Housing Referral Network (AHRN) – ahrn.com – rental search, property photos and pictures, realtor/landlord info

The presence of the following apps/sites does not constitute endorsement by the DoD, USAF, or M&FRC

Online Resources Cont.

Great Schools – greatschools.org

iExit - what's coming up in real time on the interstate – communicate which exits have what you need

My TSA – real time operating status; airport delay info/allowable items, etc.

The presence of the following apps/sites does not constitute endorsement by the DoD, USAF, or M&FRC

Online Resources Cont.

Gas Buddy – locate cheap gas

Around Me – allows you to find out about your surroundings

Sit or Squat –cleanliness of public facilities

The presence of the following apps/sites does not constitute endorsement by the DoD, USAF, or M&FRC

Questions?

Call (318) 456-8400

Congratulations on your upcoming PCS!