

BEFORE YOU ARRIVE

02/06/08: Updated by YNCS Arlene McConville, ISC Honolulu
(with help from YNCS Derek Foster and Mr Bob Sullivan)

Aloha

You have your orders in hand, now what? If you are returning to the islands, welcome back. If this is your first time here, E Komo Mai! (that means: *You Are Welcome!*)

The ISC Honolulu Work-Life TRM (Transition and Relocation Manager) has tried to anticipate your questions and concerns about your move here. She has compiled this comprehensive *U. S. Coast Guard - Hawaiian Islands, Relocation Handbook* to reduce your "uncertainty" about what to expect. In addition to the other materials in your Welcome Aboard Package, your unit specific information, and your unit sponsor, the Housing, Work-Life, Transportation, and other ISC staffs are available to help guide your move to Hawai'i.

Welcome Aboard Message

You should receive a detailed Welcome Aboard message from your new unit, which will include the name of your sponsor. Call the unit if you don't receive one within 10 days of your orders issue date. If your ship is deployed, call ISC Honolulu at (808) 842-2025.

Read and follow all requirements of your orders and the Welcome Aboard message. Call the unit if there is anything you aren't sure of.

Overseas Interview

An overseas interview and screening checklist is contained in Exhibit 4-H-2 of the PERSMAN to assist in the overseas screening process of you and your dependents. If you believe an overseas assignment could cause a hardship for you or your family, your duty is to raise the issue. Getting the issue resolved or, sometimes, getting your orders changed will save you and your family a lot of stress. If you have doubts about a health, educational, or financial situation, discuss it with your own command, your sponsor, and/or your prospective command.

Entry Approval / Command Sponsorship

All members must obtain official entry approval from the receiving unit's Servicing Personnel Office (SPO). Entry Approval is necessary for the transportation of your dependents, household goods (HHG), and privately owned vehicle (POV). Your unit must send a "Request For Entry Approval" message to your new unit's SPO after you have completed all Welcome Aboard message requirements.

TOPS HHG Processing

Most Coast Guard units are now processing HHG shipments under the DoD sponsored Transportation Operational Personal Property Standard System (TOPS). Contact your transportation Office to confirm the exact procedures to get your HHG packing and shipping arranged. ISC Honolulu uses the TOPS Program

and functions as a satellite operation of the Joint Personal Property Shipping Office (JPPSO) at Pearl Harbor.

Remember that you need to have been granted entry approval before processing any HHG, Unaccompanied Baggage, and/or POV shipments.

Unaccompanied Baggage

Erroneously called, "Express Shipment," unaccompanied baggage transportation is authorized by an expedited mode when necessary to enable the member to carry out assigned duties or to prevent undue hardship to the member and/or dependents.

When an "unaccompanied baggage" shipment is requested and authorized for PCS, unaccompanied baggage will be transported (no furniture items) not to exceed 500 lbs.

To receive items normally shipped in your unaccompanied baggage to Hawai'i on time, you can:

- ship the unaccompanied baggage **at least** 60 days in advance of your arrival, so it will be here when you arrive. Note: unaccompanied baggage does not have an RDD (Required Delivery Date) like a normal HHG shipment, so shippers are not required to get your unaccompanied baggage delivered by a certain date; **OR**

- request a "Partial Delivery at Destination" from your local transportation Office. This **request must be annotated in block 13 of your HHG shipment's Government Bill of Lading (GBL) prior to shipment.** Your transportation Office should inform you to keep these items separate from your HHG shipment and to write the corresponding "Item Number" of each line entry on the HHG Descriptive Inventory form for early partial delivery at your Hawai'i destination.

Most overseas HHG shipments are classified Code 4, which requires packers to pack and seal HHG items in wooden crates at the pick-up site (your home). All items selected for "Partial Delivery at Destination" should be packed in one crate, at the top of the crate, which you should record so you can confirm the correct crate delivery of your "Partial Delivery at Destination" items.

Moving your HHG for the first time can sometimes be frustrating. To prepare:

- Get a copy of *It's Your Move*.
- Make a personal appointment with the transportation Office (if at all possible) to counsel you on your overseas transportation entitlements. If personal counseling is not possible, call and get "overseas transportation entitlements counseling" over the phone. Many transportation officers use form DD-1797, the Personal Property Counseling Checklist, for counseling.
- Be sure to read *The Claimant's Guide to HHG Claims*, which includes critical information on how to get ready for the movers, receive your HHG, process damage claims, and requirements for movers to inventory and pack. The complete guide is included in **Appendix B** of this handbook.

- Ask your local transportation office questions if you are not sure of something.

- **Don't Ship Too Much!**

Most apartments and houses in Hawai'i are smaller than on the mainland. Although you are authorized to ship up to your maximum HHG weight allowance, in most instances you will not have room for it all.

You should take a serious inventory of your HHG. Moving is a great opportunity to decide whether you want to keep an item, give it to friends or family, sell it, or donate it to charity.

You are entitled to put part or all of your HHG in Non-Temporary Storage at origin (your current duty station) at Government expense. If you are uncertain about putting your HHG in non-temporary storage, remember that you can always retrieve part or all of your stored HHG once you get here, by requesting the transportation office to send it to Hawai'i.

Note: the **retrieval of Non-Temporary HHG** items must be initiated within 180 days of the start of the storage period, otherwise, you will be charged storage/removal expenses to remove any items (JFTR regulations).

Permanent storage in Hawai'i with Non-Temporary Storage is expensive and in most cases will not be authorized at Government expense.

Personal self-storage facilities are more expensive in Hawai'i than on the mainland (\$150/month for a small unit is typical)

Special Power of Attorney

If you might be deployed during your last 60 days at your departing unit or the first 60 days at your new unit, you should get a *special power of attorney* for your spouse (or designated representative). Call your command's servicing legal office or talk to your unit XO for more information. Your power of attorney should mention all those items your spouse might need to do if you get deployed soon after your arrival, such as:

- ship and receive HHG
- ship and receive a vehicle
- enter Coast Guard-owned or leased housing
- collect TLA payments
- set up a bank account
- other special requirements

Temporary Lodging Allowance (TLA)

The **purpose of TLA** is to partially reimburse an individual for above normal expenses incurred

- during the occupancy of temporary lodgings while awaiting assignment to Government quarters or while looking for on-the-economy rental housing; and
- for cost of meals taken during use of temporary lodgings outside the continental U.S.

You must keep all lodging receipts to get reimbursed for lodging. The meals and incidentals portion will be paid without any receipts.

TLA is authorized for the following members when quarters are not available upon arrival:

- members with command-sponsored dependents
- unaccompanied members and geographic bachelors if UPH berthing is unavailable

Verify your TLA eligibility with your new unit and/or the ISC Honolulu Transportation Officer. Members arriving without their dependents are considered unaccompanied for TLA purposes, even though their tour is designated accompanied.

Only 65% TLA is authorized for unaccompanied members—whether single or married.

TLA Hotels

Deciding on a hotel is easy. **Appendix A** lists all the TLA approved hotels, and there are many! DoD MWR operates a very nice hotel on the beach in Waikiki called the **Hale Koa**. Many Coast Guard members stay and love it there. Due to the popularity of this hotel you should make reservations as early as possible. A drawback is that rooms with kitchen facilities are not available. Waikiki is about a 30-minute drive to Sand Island, 20 minutes to the District or Pier 4 offices, and 45 minutes to Air Sta-

tion Barbers Point or COMMSTA. Another benefit to staying at the Hale Koa, or nearby, is that the Hale Koa has a great Exchange, a Barber Shop/Hairdresser, a Florist, an MWR activities office, and several restaurants—all at military prices. Note: If you try to book the Hale Koa, and it's filled (or, maybe, just some of the nights you want are filled), make reservations at another hotel and request to be wait-listed at the Hale Koa (just don't forget to cancel the first reservations if you end up at the Hale Koa).

Other Waikiki hotels Coast Guard members have used and liked include the **Hilton Hawaiian Village** (next to Hale Koa), the **Aston, Outrigger, and Ohana** Hotels. The Hilton Hawaiian Village also has a separate facility called the Hilton Lagoon Apartments, which offer studio, one- and two-bedroom apartments within the TLA rates.

Some members with children like the far end of Waikiki with proximity to Kapiolani Park, the Aquarium, and the Honolulu Zoo.

The **Queen Kapiolani** Hotel is a good option.

A popular hotel within a short walk to the District Office, Pier 4, and the boat shuttle to Sand Island is the **Executive Center** Hotel. Advantages are location close to work, availability of rooms with kitchen facilities, and proximity to Restaurant Row and Aloha Tower shops. A disadvantage is its downtown, business district location. Barbers Pt AIRSTA is about 30 minutes away.

Two airport hotels that many DoD members stay at are the **Honolulu Airport Hotel** and the **Best Western Plaza Hotel**. Both hotels are located next to Nimitz Highway in an industrial section. It's about a 10-15 minute drive to the District Office and Sand Island, 30 minutes to Barbers Point, and 7 minutes to the Navy Pearl Harbor exchange and commissary complex. The disadvantages are the industrial location and a non-resort type atmosphere.

All other hotels listed in Appendix A are inspected and approved for TLA stay. You can always move to a different hotel if you are dissatisfied, although the better ones could be booked.

Accompanied TLA

If you will be eligible for TLA after your PCS check-in, you should make advance reservations at an approved TLA hotel. Refer to the **Reporting Aboard Section** for TLA rates, and to **Appendix A** for a list of TLA approved hotels.

If you anticipate a hotel stay beyond two to three days, you might want to select a hotel with kitchen facilities. Eating restaurant meals all the time sounds great, but it loses its appeal fast--especially if you have children.

OAHU Temporary Lodging Information for UPH / BEQ / BOQ

For all units attached to ISC Honolulu, D14 Staff, and Sector:

USCG ISC Honolulu Kukui Hall UPH (808) 842-2975/2970, (E1 - E6 personnel only)

For USCG Air Station Barbers Point:

AIRSTA Housing Representative (808) 682-2615

For USCG COMMSTA:

Pearl Harbor BEQ/BOQ Front Desk/Central Reservations (808) 421-4500

NCTAMS EASTPAC BEQ (808) 622-1792 (Wahiawa)

Unaccompanied TLA

All unaccompanied afloat members are provided immediate berthing aboard ship. If the unit is underway, then follow the TLA requirements for ISC Honolulu.

All unaccompanied members assigned ashore will be authorized TLA only when adequate Unaccompanied Personnel Housing (UPH) is not available. The Coast Guard has one UPH facility located on Oahu. Call ISC Honolulu's Kuku Hall at 842-2975. If they can assign you temporary berthing, you don't need any other TLA reservations.

Maui, Kauai, Hawai'i

Call your unit for UPH arrangements. Most neighbor island units utilize one of the three-bedroom family houses as shared bachelor quarters, in addition to leased housing. TLA will only be authorized for unaccompanied members if quarters aren't available.

Members Married to Members

Members married to members who do not have children or other dependents are treated as bachelors for TLA authorization. At least one member must be assigned ashore to be eligible for TLA. These members should advise the UPH staff that they are in a member married-to-member status.

Application for Government Housing

Regardless of your housing intentions, you are required to fill out the CG-5267 form and the Determination form, MLCPHSG-003. The Housing Office monitors the message board and e-mails informational links of the island to arriving members with the 2 required forms to fill out and send back to housing within 10 days of e-mail receipt.

Refer to the **Family Housing Section** of this handbook for further information regarding how to apply for privatized and available Government-owned housing. Unaccompanied members should refer to the **Unaccompanied Housing Section** for permanent housing options.

Government-Owned Housing Overview

All members reporting to units in PACAREA are required to obtain a release from mandatory assignment to government quarters prior to receiving BAH per MLCPCINST 11101.11. CG personnel and dependent(s) seeking release from mandatory assignment to use their local Basic Allowance for Housing (BAH) entitlement should contact the ISC Honolulu Housing office for further guidance and assistance. Please see the Family Housing section for further information to submit the required housing forms.

On 1 October 2004, Coast Guard Housing on Oahu at KKH Red Hill was privatized. Army Hawai'i Family Housing (AHFH) is the housing privatization contractor who maintains and operates KKH / Red Hill Housing. This housing site is considered satisfactory by most families. The KKH Red Hill location is more convenient if your spouse works downtown; however, the city of Kapolei (near Air Station Barbers Point) is growing, and there are some employment opportunities in the Aiea and Pearl Harbor areas. AHFH will not provide housing assignments prior to arrival and signing into your gaining command. TLA hotel arrangements should be made in advance. Please refer to the Family Housing Section.

On-the-Economy Rental Housing Overview

There are nice, safe places to live on Oahu within the civilian community. Air Station Barbers Point members usually look near Makakilo, Kapolei, or Mililani. If you have school-age children, Mililani schools receive high satisfactory ratings from residents, and the housing rental costs are not excessive.

District area civilian rental locations vary quite a bit. Hawai'i Kai is popular, as is Mililani, Aiea Heights, Foster Village, and the Windward side towns of Kailua and Kaneohe. The Windward side is less congested, is close to some great beaches, and has some good schools.

How much will it cost? For exact costs refer to the **Housing Section** for rental rates. BAH allowances are considerable, yet rental rates may exceed housing allowances, depending on location, size, and market conditions. The rental market is tight this year. It is recommended to start looking for potential rentals as soon as possible should you decide to reside within the civilian community.

Learn more at:

<http://classifieds.honoluluadvertiser.com>

<http://starbulletin.com/classifieds/index.html>

<http://www.rentalsillustrated.com/>

<http://hawaii.dodreferral.com>

Money

How much money you should bring depends if you are single or married. In general, if you are:

- unaccompanied and provided berthing afloat or ashore, \$300 to \$500 should be sufficient.
- unaccompanied but in a TLA hotel status, \$500 to \$1000 should be sufficient.
- accompanied in a TLA status, bring up to \$2500.
- a Government charge card is required for all personnel E-4 and above.

Traveler's Checks provide an extra measure of safety. Most people, however, rely on the ATMs, and don't carry a large amount of cash.

BAH Cash advances are authorized and available upon arrival to Hawai'i. Mutual Assistance loans are available to help defray initial move-in costs (e.g., security deposit). A personal credit card is very useful during PCS travel (just try your best to pay off the debt in full each month). Out-of-state checks can be cashed at military exchanges on Oahu. Please see the **Finance Section** on the next page for additional information on Government credit cards.

Privately Owned Vehicle

Only one vehicle can be shipped at Government expense. Obtain and read *Shipping Your POV* from your transportation Office.

Cars are more expensive in Hawai'i. If you have a car, you should probably ship it here. The main problem with owning a car in Hawai'i is the insurance cost. Check with your present insurance provider to see if you can afford the higher rates. You can always sell the car here if things don't work out.

A car is especially important for

AIRSTA Barbers Point and COMMSTA personnel, as no berthing is available at the unit.

POV Shipping Ports

Your Welcome Aboard message states that the designated outbound shipping port for your POV is:

Oakland VPC
1301 Canal Blvd
Richmond, CA 94804
Phone: **1-800-704-2444**
510-231-6831

If your permanent duty station is not near Richmond, CA, select the closest shipping terminal. You can also bring your car to a different shipping terminal, but be sure to consult your transportation Office first. Your orders must state the port you will ship your vehicle from.

Alternate terminals

Carson, CA	(800)887-3344 (310)549-8277
Tacoma, WA	(800)597-1833 (253)272-1712
Edison, NJ	(800) 877-269-3702 (732)339-0591
Baltimore, MD	(800)631-5751 (410)631-5751
Ellenwood, GA	(800)965-9155 (404)363-4449
Charleston, SC	(800)747-9223 (843)805-6667
New Orleans, LA	(800)721-9632 (504)246-2102
Orlando, FL	(800)758-5998 (407)854-8771
Pontoon Beach, IL	(800)275-3706 (618)931-2888
Lake Dallas, TX	(866)438-2046 (940)497-1036
Portsmouth, VA	(800)810-7480 (757)465-4127

Always call the POV processing facilities first to verify what you need to bring. Keep all your papers with you; don't leave any papers with the vehicle.

Take the following things to the shipping terminal:

- registration **or** title
- six copies of your orders
- drivers license
- extra keys
- ID card
- power of attorney if someone beside the active-duty member is dropping off the POV.

Warning: Shipping Your POV states that you can leave certain items with your car such as basic tools, fire extinguishers, first-aid kits, jumper cables, child car seats, etc. **Insist that all these items are listed item-by-item on your DD-788**, otherwise you will not be able to claim them if they get misplaced or stolen during transit.

Shipping a brand new vehicle is authorized to Hawai'i; most POV processing facilities require bill of sale instead of title or registration.

You can't ship a second POV through the military transportation system. You are, however, entitled to **drive** a second vehicle from your permanent duty station to the closest West Coast shipping terminal. You will be paid mileage and MALT, if applicable. You can pay to ship the vehicle from the West Coast to Honolulu or use **Opportunity Lift** (see next page).

Approximate cost from Oakland, Long Beach, or Seattle / Tacoma is \$948. Shipping to the islands of Kauai, Maui, and Hawai'i costs approximately \$1000 plus (these are Horizon Lines rates, Matson is usually slightly higher).

Matson: 800-462-8766
Horizon Lines: 877-678-7447

OPPORTUNE LIFT

The Navy has a program called "OPPORTUNE LIFT" that may allow you to ship a second vehicle at low or no cost. It is offered "space available" only. There is also a chance that your vehicle shipment could be delayed due to operational requirements that may divert the Navy ships to other areas. For information, call the Opportune Lift - West Coast Coordinator, at: Pearl Harbor (808) 473-0692.

Leased POV Shipments

Leased vehicles require a written release from the leasing company to be shipped to Hawai'i, otherwise the terminal will not accept it for shipment. Once your vehicle arrives in Hawai'i, you must present a notarized, limited power of attorney from the leasing company specifically permitting you to register the vehicle (Hawai'i DMV regulation). In addition, you will **not** be entitled to a non-resident military registration rate since you are not the legal owner of the vehicle.

Vehicle Insurance

Be prepared for higher insurance costs—call your insurance company and verify rates for Hawai'i no-fault insurance. You will need your no-fault insurance card to get your vehicle registered, safety inspected, and to obtain a military sticker.

If your present insurance company won't cover you in Hawai'i, you

should switch to an insurance company that does issue Hawai'i no-fault policies while you are still at your present duty station. Coast Guard members under 25 have a difficult time obtaining affordable insurance. Be sure to ask what your Hawai'i insurance rates will be and don't hesitate to shop around.

Pets

Pet quarantine rules have changed several times in the past few years. See this handbook's **Pet Section** for more details.

In addition, if you are unable to obtain CG-owned or privatized housing (which **allows only two** pets), it may be more of a challenge finding a rental property that accepts pets. Search the Hawai'i Humane Society's website for pet friendly rentals: www.hawaiihumane.org/programs/index.htm.

If you are considering accepting assignment to AHFH housing at Red Hill, please note: AHFH strictly prohibits **Pit Bulls** or any Pit Bull breed combination dog from residing in their housing

Spouse Employment

Employment opportunities for spouses are available. Refer to the **Spouse Employment Section** of this handbook for more information.

Firearms

Recommend firearms remain on the mainland or at the home of record. If you plan on bringing your firearms, you must immediately register them with the City & County Of Honolulu Police Chief. Failure to do so can lead to large fines and/or imprisonment. Contact ISC Transportation Office for assistance (808) 842-2019/2020.

Children and Education

If you have children, make sure you hand carry their:

- birth certificates
- health records
- report cards

See the **Schools Section** for complete health requirements and comprehensive school information.

Travel of Student Dependent

Reference: JFTR Article U5243.

Contact the ISC Transportation Office at (808)842-2017/2018 about student dependent travel.

Finances

Government Citibank cardholders, who qualify for TLA, may use these cards for hotels and meals. ALCOAST 065/00 states, "PCS travelers who qualify for temporary lodging allowance (TLA) and are Citibank MasterCard holders may use their Government travel card to pay for hotels and meals while assigned temporary quarters. Personnel who do not have the Citibank MasterCard may apply for one before departing the old unit."

Do not use or take advances against your Citibank MasterCard, if you are enroute over 21 days. In these cases, you will be issued tickets and advances against the Coast Guard.

Once you arrive, your card may be used for TLA purposes, but **ONLY** if you are authorized TLA. Managing your bank (or credit union) account during a move doesn't have to be a problem. There are many options, but the paycheck direct deposit system, automatic tellers (cash machines), and credit cards have changed the financial management picture.

Most members with **Direct Deposit** do not close their bank account before they transfer. They just do a change of address (often using their new unit until they obtain a new home address), so their paycheck is deposited into their account, which they can draw on during their move if they have an ATM card or a checking account. Many accounts can also be managed online.

Most **ATM cards** can be used anywhere in the 50 states. Many banks have automated toll-free phone lines to verify deposit amounts and account balances from any phone. Ask your bank about adding this capability to your account, if you don't already have it. Once you settle in here, you can close your mainland account and open a local one in Hawai`i. Your direct deposit will also have to be changed. Many members continue using their mainland bank (or credit union) because it's reliable, and many members open a second local account to keep extra cash reserves available, until they settle.

Bank listings are easy to find on the Internet or in the yellow pages. One of the Credit Unions Coast Guard members join on Oahu is the **Honolulu Federal Credit Union**, with several locations, including:

Federal Building (808)524-4961
Airport Branch (808)422-7979

A California Federal Credit Union serving mostly CG members (many by mail) is **SEAWEST Federal Credit Union** (800)626-6600.

Newspapers, etc.

Island of Oahu and State of Hawai`i

The Honolulu Advertiser
The Honolulu Star-Bulletin
c/o Honolulu Newspaper Agency
605 Kapiolani Blvd.
Honolulu, HI 96813
(808)538-6397

White and Yellow Phone Books
Verizon Directories Corp
(800)888-8448

Chamber of Commerce of Hawai`i
1132 Bishop Street, Suite 402
Honolulu, HI 96813
(808)545-4300

Hawai`i Visitors Bureau
2270 Kalakaua Ave., Suite 801
Honolulu, HI 96815
(808)924-0224

Hawai`i Business Data Base Inc.
1164 Bishop St., Suite 1502
Honolulu, HI 96813
(808)526-2287
Comprehensive reports on over
35,000 Hawai`i based businesses.

Pacific Business News
1833 Kalakaua Ave.
Honolulu, HI 96813
(808) 955-8100

Island of Hawai`i

Hawai`i Tribune - Herald Ltd.
355 Kinoole St.
Hilo, HI 96720
(808)935-6621

Hawai`i Island Chamber of
Commerce
106 Kamehameha Ave.
Hilo, HI 96720
(808)935-7178

Island of Maui

Maui News
100 Mahalani
Wailuku, HI 96793
(800)827-0347

Haleakala Times
P.O. Box 1080
Makawao, HI 96768
(808)871-7711

Maui Chamber of Commerce
250 Alamaha, Suite N16A
Kahului Maui, HI 96732
(808)871-7771

Island of Kauai

The Garden Island
3137 Kuhio Hwy
Lihue, HI 96766
(808)245-3681

Chamber of Commerce of Kauai
2970 Kele St., Suite 112
Lihue, HI 96766
(808)245-7363

Mailing Address

Where to send your mail during your PCS transfer depends on your situation. It is strongly recommended that you continue to use the assigned unit mailing address as your temporary mailing address until permanent housing accommodations can be arranged. Remember, receiving personal mail at your assigned unit is authorized for only 60 days (unless you live in UPH bachelor quarters) after you obtain permanent housing, in conjunction with a PCS transfer.

Car Rentals

The best rates usually are available in advance.

Alamo	1-800-462-5266
Avis	1-800-321-3712
Budget	1-800-527-0700
Dollar	1-800-800-4000
Hertz	1-800-654-3011
National	1-800-227-7368
Thrifty	1-800-367-2277

Enterprise Rent-A-Car, located at Hickam AFB military passenger terminal, rents vehicles to military members at rates well below those offered by other companies. Call (800)RENTACAR or (808)422-6915. Requirements: 21 years or older; valid driver's license; major credit card; or, if paying cash, proof of employment other than ID card.

Always read the contract closely and know exactly what you are obligating yourself to pay.

Check with your current insurance provider to **see if you're covered** for rental cars under your existing policy. If so, this **will save you a great deal of money**, rather than paying the rental company for insurance.

Water Shuttle

A shuttle operates between Sand Island & Pier 4. When the shuttle is inoperative, a van will operate between the two sites. For accuracy, the Aloha Tower Clock (visible

from both piers) is the official time-piece for the launch. Limited to CG personnel on a first-come, first-serve basis. Includes CG active duty & accompanied dependents, CG civilian employees, CG Reservists and Auxiliarists on-duty, CG contractors (accompanied by CG personnel), and anyone that the COTR determines to have official business. Final decision on determining the order of passenger arrivals rests with the Vessel Operator.

A Special Note to Cape May Recruit Training Graduates

Congratulations! You made it through bootcamp and have your PCS orders. Here are some hints to help you make your first move in the Coast Guard:

- Don't get into debt and buy an expensive car, stereo, etc., before you get here (there are plenty of stores here). Hawai'i insurance rates can run from \$1200 to over \$2400 a year for a new car with a young driver.
- Call your sponsor or new unit administrative office and let them know your plane arrival date and time.
- If a unit representative doesn't meet you at the airport, give them a call to see if they can pick you up. If your ship is underway, call ISC Honolulu at 842-2025/2051. You are authorized to take a taxi from the airport if necessary (about \$25 cash). There is no bus service to ISC Honolulu.
- Traveling in uniform is not authorized. Contact your sponsor or unit for the uniform for reporting aboard.
- You can call the Hawai'i Work-Life Staff **toll free** at 1-800- 872-4957 ext.# 314 if you get stuck and need to pass a message to your new unit.

For AIRSTA Barbers Point

Personnel: If no one meets you at the airport, call 682-2750 for guidance.

Suggestions from Recent Recruit Training Graduates

Here are some comments and suggestions provided by recent recruit graduates assigned to one of the 378' WHECs in Honolulu:

- Bring cold weather clothes. JARVIS and RUSH deploy to Alaska.
- If you are unaccompanied, don't bring too much personal stuff. You will be living aboard at first and you don't have a lot of extra storage space.
- Be prepared to work hard, especially during in-port, dock-side maintenance periods.
- You'll be aboard with a lot of other people; lock up your personal valuables.
- Bring (or buy) your favorite music and books before you go on a deployment.
- This is a very expensive place!
- Develop inexpensive (and non-alcoholic) hobbies. Doing fun new things reduces the anxiety of being a long way from home.
- Be careful with your credit cards and bills. Being on deployment isn't an excuse to forget paying your bills. You can't wait for the bills to reach you underway, try to prepay your upcoming bills before you leave on patrol. Overdue bills can ruin your credit.
- Bring your car if you have one. If not, you can buy a used one from someone leaving Hawai'i.
- Traveling in uniform is not authorized. Contact your sponsor or unit for the uniform for reporting aboard.
- Learn quickly what SA and FA ratings do (for future job options)
- Don't put off taking your advancement courses; your hard work will pay off in the end.

Getting Married Enroute to Your New Duty Station

It's not a good idea to get married after graduation and/or departure from your old unit and immediately take your new spouse with you to Hawai'i. There are a lot of difficulties facing a new couple, such as:

- getting housing,
- transportation,
- setting up a household,
- first time away from family
- your travel orders will not include your new spouse if you get married after graduation and your new spouse does not have command sponsorship.

If you get married, it's best to not bring your spouse with you immediately. You can get everything arranged properly after you report aboard to your new Hawai'i unit.

Will the Coast Guard pay to send my new spouse to Hawai'i?

According to JFTR Article U5200-B3(f), dependents are not entitled to any travel entitlements and TLA to an OCONUS PDS when the dependents are not command sponsored prior to travel commencement. Basically, if your overseas screening and/or entry approval did not include your new spouse, he/she will need command sponsorship before arrival at your new unit.

- Immediately inform your new unit administration of the situation. Your new command will normally assist you to obtain the required approvals.
- Without command sponsorship, you will not be eligible for family housing and some entitlements (i.e. TLA, OCONUS COLA with dependent).

To get command sponsorship and entry approval for your spouse (regardless if travel entitlements are provided) you must have a copy of your marriage certificate.

Have a safe trip to Hawai'i!

Before You Move Checklist

12 Weeks Before You Move

- ❑ Begin scouting housing options. Since most members cannot afford a househunting trip to Hawai'i, use your sponsor (and this Handbook) to assist you in gathering information. Members should contact the housing office to complete forms and obtain housing information.
- ❑ Have pets checked by vet and vaccinations updated. Obtain copy of records. Refer to the **Pets Section** of this Handbook for Hawai'i quarantine rules.
- ❑ Make an inventory of possessions and their value. Photographs or videotapes may be helpful.
- ❑ Let your clubs or organizations you are leaving.
- ❑ Take care of necessary medical, optical, or dental appointments. Obtain copies of records or find out how to have them forwarded later.
- ❑ If you are going TDY in advance of PCS, have a limited power of attorney or letter of authorization drawn up.
- ❑ Go through closets, storage, and drawers to sort clothes and other items to give away or sell.
- ❑ Make sure stickers from previous moves have been removed from furniture.
- ❑ Begin a PCS binder to hold important papers needed while traveling. (See below under important papers.)

8 Weeks Before You Move

- ❑ If planning to vacation enroute, make hotel/motel reservations.
- ❑ Take care of auto maintenance and repairs.
- ❑ Contact your insurance company concerning auto, home, and household goods. Find out about coverage on your possessions in transit, storage, and

about high-value items.

- ❑ Close out any local charge accounts.
- ❑ Don't place any more mail order purchases.
- ❑ Check expiration dates on major credit cards.
- ❑ If in a private lease, advise your landlord/agent of your upcoming transfer with projected check-out date.
- ❑ Make an appointment with the **Transportation Office** to get counseled on your overseas shipping entitlements, and arrange for packing and shipping of your HHGs and POV.

4 Weeks Before You Move

- ❑ Finalize arrangements with your Transportation Office to ensure that the packing and pickup dates are confirmed. Remember that you are entitled to store a portion of your household goods in permanent storage on the mainland at Government expense.
- ❑ Notify schools of your move. Arrange to pick up records or ask for the procedure for sending records to the new schools.
- ❑ Ensure all your dependents are properly listed on the Defense Eligibility Enrollment Reporting System (DEERS) and that ID cards will not expire during your move.
- ❑ Make a list of important phone numbers.
- ❑ Decide what goes with you, what to sell, store, or give away. Remember, charitable donations can be claimed as Federal Income Tax deductions. If pets will travel separately from your family, make arrangements.
- ❑ If you have more than one shipment, know weight limits of each, decide contents and begin separating.

If in Government-owned or leased housing make arrangements with your housing representative for a pre-termination inspection and final move-out inspection

2 Weeks Before You Move

- ❑ Reconfirm moving dates with Transportation Office.
- ❑ Back up your important files if you own a computer. Place floppy disks in protective cases before packing in cartons.
- ❑ Dispose of flammable liquids.
- ❑ Make a list and begin setting aside items to travel with you. Contact your PERSRU for direct deposit information.
- ❑ Close out safety deposit box.
- ❑ Set aside cleaning materials to use after packing and loading.
- ❑ Return all library books and other borrowed items.
- ❑ Retrieve all loaned out items.
- ❑ Retrieve any developed film, dry cleaning, or other items.
- ❑ Renew and pick up any necessary prescriptions.
- ❑ Separate professional books, papers, and equipment. These items will be weighed and listed separately on your shipping inventory.
- ❑ Make a list of things to do before the movers arrive. Clear up outstanding accounts.
- ❑ Send change of address cards and leave forwarding addresses with the post office.
- ❑ Begin serious packing of items you won't need over the next two weeks.
- ❑ Arrange disconnect date with local utility companies.

The Final Week

- ❑ Your HHG moving company should have contacted you at least 5 days prior to your packing date for a pre-move survey of your HHGs.
- ❑ Keep household inventory list on hand to carry as part of your personal luggage.
- ❑ Pick up outpatient medical records to hand carry. Confirm childcare arrangements for moving day.
- ❑ Clean and dry refrigerator and freezer. Allow to dry one or two days with the doors open.
- ❑ Remove light bulbs from lamps.

Moving Day

- ❑ Get ready early for the movers.
- ❑ Be available for movers from 0800 to 1700, but they are authorized to work until 2100 (9 p.m.) during the May - September summer transfer season.
- ❑ Make sure cash, jewelry, important documents, and other valuable items are secure. If safe, you may want to lock valuables in your car trunk.
- ❑ Useful items to have on hand: markers, coffee, cold drinks, and snacks for yourself and the movers.
- ❑ Verify that the mover's inventory is detailed, complete, and accurate. Don't accept any "miscellaneous" labels or entries, especially for valuable items.
- ❑ Make sure condition of belongings is accurately noted. If anything is marked "scratched, dented, or soiled," also note the location.
- ❑ Keep the Transportation Office phone number on hand. If any problems or questions arise, call—don't argue with the carrier or their representative.
- ❑ Confirm arrival date and time with moving company.
- ❑ Make final inspection to be sure nothing is forgotten. Look through closets, attic, basement, yard, and garage.
- ❑ Complete necessary cleaning prior to your final inspection. Leave home only after the moving truck is on its way.

Important Papers

Most personnel have documents they cannot afford to lose. We suggest that the following items be put aside with your other valuable items in your car trunk (assuming your car is kept in a safe area)--just do not pack them in your household goods.

Hand-carry to your next unit:

- ❑ Passports, ID cards, & immunization records
- ❑ Official birth, marriage, divorce, adoption, death certificates, wills, and other securities
- ❑ Social security cards
- ❑ Car titles and, where necessary, shipping papers
- ❑ Sales receipts for furniture and other high value items
- ❑ Insurance papers
- ❑ Official orders
- ❑ Medical and dental records
- ❑ School records
- ❑ Employment records and references
- ❑ Pet records
- ❑ Personal articles that can never be replaced
- ❑ Appraisals for jewelry and other high value items
- ❑ This Relocation Handbook

Any items you don't need for actual check-in could also be sent registered mail to a safe location, such as your parents' house.