

# PCS/TDY HANDBOOK

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## 1. Introduction

The Pre-Commissioning (PRECOM) training pipeline is long and will take many of us to various training commands and locations. As a result, PRECOM Sailors will have an extensive travel claim to file as they report to the ship. This booklet explains the basics of travel and entitlements and your responsibilities when traveling on official orders. Your understanding of this process will speed the liquidation of your travel claim by helping you avoid many of the most common travel pitfalls. This booklet will cover the travel topics listed in the table of contents. For each topic, minimum guidelines are addressed. It is unlikely that any two travel claims will be alike; if you have any questions contact the Ship's Office immediately. A few minutes spent now in understanding travel entitlements can save you time and possible money later.

## 2. Orders

A word about your original orders - protect them! This includes ALL order modifications issued to your Original Order. Your Original Orders and all modifications must be provided upon check-in. They are the only readily available records of endorsements and advances made to you. If they are lost, the office settling your claim will have to contact all the disbursing offices and commands you may have been serviced by in order to verify endorsements and advances. This is a time-consuming task and will cause major delays in processing and paying your claim. Also, recommend personnel print all advances received from their my pay account and retain with their orders.

## 3. Accounting Classification Codes

For accounting purposes, every personnel assignment is given an Accounting Classification Code (ACC). On your orders, you will notice this field for the detaching command, the ultimate command, and each intermediate. Personnel assigned to New Construction duty are normally assigned under either Accounting Category Codes (ACC) 106 or 352. The ACC that is written in your orders assigning you to a Pre-Commissioning Unit/Detachment will determine entitlements for pay, travel, per diem, household goods and family housing assignment policy. Listed below, you will see the various regulations and entitlements that are determined by the ACC that is written in your PCS orders.

### A. ACC 352 - Temporary Duty In Connection With Conversion and Fitting Out (TEMDFCO):

1. New construction training under six months. Personnel assigned ACC 352 to the PCU/PCD are generally assigned for less than 6 months prior to Ship Custody Transfer (SCT) and may be eligible for per diem. Advance per diem is normally paid in no more than 30 day increments. You will be paid 100% of your estimated lodging cost plus 100% of the Meal & Incidental Expense (M&IE) rate for that time period. The amount payable for per diem is determined by the availability of Government Quarters/Messing. Per Diem is not payable when you are on leave, TAD or underway. Entitlement to per diem stops on SCT.
2. Effective 17 September 2002, the Compensation and Policy Coordination Branch at Naval Personnel Command (N130), has approved payment of per diem to Direct Accession Personnel (DAC's) assigned ACC 352 at the construction site, i.e. Pascagoula, MS ONLY!

3. **Direct Accession Personnel (DAC's)** assigned to ACC 352 at the PCU's **are not** eligible for per diem.

DAC's are personnel who have not had an initial permanent duty station and are still proceeding through the training pipeline, i.e. Recruit Training Command to 'A' School to Precommissioning Detachment to Precommissioning Unit Pascagoula, MS, and finally to their Ultimate Duty Station being USS RALPH JOHNSON, Homeport: San Diego, CA, ACC 100 (For Duty). Reviewing the PCS Accounting Data on individual's orders can easily identify DAC's. When you review the accounting data on the individual's orders and see the following 17\_1453.2250, they are DAC's. (2250 in the accounting data identifies DAC's as well.)

4. ACC 352 personnel **are not** authorized to move dependents to the construction site (the PCU) and **are not** eligible to be placed on the Family Housing List at the military base in the vicinity of the construction site.

ACC 352's are authorized to move dependents/household goods to the **designated homeport of the vessel after it has been commissioned as promulgated by the official homeport message from the CNO.**

5. **Family Housing Assignment Policy at the Ultimate Homeport of the Ship:** The control date will be the date of detachment from the last permanent duty station **or**, the date of the official naval message from the CNO designating the ship's homeport, **whichever one is later.**

6. **Geographic Bachelor Travel (GOB):** Personnel assigned in a 352 status **are not** authorized Geographic Bachelor Travel (GOB) **until** 31 days after Ship Custody Transfer (SCT) and then every 60 days thereafter. This entitlement ends on the date the ship departs the construction site (Sail away).

7. **Privately Owned Vehicle (POV):** If either of the following two scenarios fits your situation, then we recommend that you DO NOT drive your POV to the PCU:

1. Your Last Permanent Duty Station (LPDS) is in the same geographical area as the Official Homeport of the Ship as announced by CNO OR,
2. You have been TDY in the same geographical area as the Official Homeport of the Ship as announced by CNO.

If you fall into either of these situations, you have **NO ENTITLEMENT** to get your POV back to the homeport of the ship i.e. travel pay, travel time or a one-way return plane ticket back to the PCU. You will bear the expense of getting your vehicle back to the ship's homeport entirely out of pocket including the use of leave to get your POV back to the ship's homeport.

8. **Other pay entitlements:**

1. **Career Sea Pay (CSP)** - Career Sea Pay (CSP) does not start until Ship Custody Transfer (SCT), the date the ship is officially turned over to the U.S. Navy.
2. **Family Separation Housing (FSH)** - ACC 352 married members may be authorized FSH.
3. **Basic Allowance for Housing With Dependents (BAH-D)** – BAH entitlement is based on the zip code of your last permanent duty station.
4. **Basic Allowance for Housing Without Dependents** – BAH-S has always been a very contentious issue for sailors assigned to new construction. Rules/regulations concerning Sailors entitlement to BAH-S during the precommissioning process is explained on the attached BAH Determination Matrix.

B. **ACC 106** - For Duty In Connection With Commissioning and Fitting Out (FORDUCFO):

1. New construction for use when member will be assigned in one place for six months or more. Member cannot be transferred until he/she completes six months in this status. ACC 106 does not allow for payment of per diem, but does allow shipment of Household Goods (HHG) and movement of dependents.
2. Will be assigned to either the construction site, referred to as the Pre-Commissioning Unit (PCU) or to the Pre-Commissioning Detachment (PCD) located in San Diego, CA, or Norfolk, VA.
3. Entitled to move dependents and household goods at government expense to the PCU or PCD location. 106's are also eligible to get on the Family Housing List for the military base in the vicinity of this location.

4. Should married crewmembers elect not to move their families to the construction site here at Pascagoula, MS, government quarters may be available. Geographical Bachelors will normally be berthed at the Combined Bachelors Quarters (CBQ) located at the Lakeside Support Facility approximately 5 miles from the shipyard.

5. Family Housing Assignment Policy at the Ultimate Homeport of the Ship:

a. Personnel assigned to the PCU - The control date will be the date the Housing Office receives your application, after the official naval message from the CNO is released designating the ship's homeport.

b. Personnel assigned to the PCD - The control date will be the date the Housing Office receives your application, or the date of the official naval message from the CNO is released designating the ship's homeport, whichever one is later.

6. Geographical Bachelor Travel (GOB):

Personnel who elect not to move their dependents to the construction site - PCU only, will be eligible for Geographic Bachelor (GOB) Travel beginning on the 31<sup>st</sup> day after reporting onboard the PCU with subsequent visits every 60 days thereafter. Commonly referred to as (Return to Homeport - RTH). Note: This entitlement is from the construction site (PCU) to the address shown for the member's dependents on his/her Record of Emergency Date (Page 2) or Homeport. Either the member (sponsor) or eligible family member listed as dependents may travel. The member can save accrued GOB entitlements so that 2 or more family members may travel together. (If 2 family members traveled together, the entitlement would occur on the 91<sup>st</sup> day after the member reports and every 120 days thereafter.) This entitlement is for round trip transportation only. No per diem, lodging, tolls or miscellaneous expenses are authorized. In most circumstances leave or special liberty will be used in connection with GOB travel. Entitlement to GOB travel stops on the date the ship departs the construction site.

7. Personnel assigned ACC 106 are not eligible for per diem at the PCU or PCD.

**8. Other pay entitlements:**

- a. Family Separation Housing (FSH) - No entitlement to FSH because your dependents were entitled to be moved at government expense. Mil to mil is entitled to FSH if the couple were residing together before being separated by reason of military orders.**
- b. Basic Allowance for Housing (BAH) – For ACC 106 personnel relocating dependents to the PCU, BAH entitlement is based on the local ZIP (39567). For GOB's, they can submit a request to N130 via their COC to retain their BAH at the dependents location.**
- c. Career Sea Pay (CSP) - Career Sea Pay (CSP) does not start until Ship Custody Transfer (SCT), the date the ship officially is turned over to the U.S. Navy.**
- d. Special Duty Assignment Pay (SDAP) – SDAP begins at SCT for all eligible personnel (i.e. IDC, FC's, TOP Snipe).**

**9. Personnel assigned to the PCU will receive a new set of PCS orders 4 to 6 months prior to Ship Custody Transfer (SCT) transferring them from the PCU to USS RALPH JOHNSON, Homeport San Diego, CA, ACC 100 (For Duty) effective on the date of SCT. These orders are the member's authorization to move dependents and household goods to the ship's homeport as promulgated by the official homeport message from CNO. In the case of single members and GOB's who have a vehicle at the PCU, they are entitled to drive their POV to the new homeport and are also entitled to a return airplane ticket back to the PCU.**

**10. Personnel assigned to the PCD will receive a new set of PCS orders 6 to 8 months prior to SCT transferring them from the PCD to the PCU in ACC 352 (Temporary Duty In Connection With Conversion and Fitting Out) for less than 180 days and ultimately to USS RALPH JOHNSON, Homeport: San Diego, CA, ACC 100 (For Duty) effective on the date of SCT.**

**11. Personnel assigned 106 to the Pre-Commissioning Unit (PCU) ONLY. Sea Duty Commencement Date (SDCD) is for rotational purposes only, and will start on the date of reporting to the PCU.**

C. **ACC 100 - For Duty (FORDU)**: Use when ship delivers, all personnel will be assigned ACC 100 the day the crew moves aboard (Ship's Custody Transfer). This ACC also provides for shipment of HHG's and movement of dependents to the homeport for those who were in ACC 106 at the building site.

#### **4. Endorsements**

One of the biggest problem areas in PRECOM travel claims are the endorsements. An endorsement can be either a stamp or a sticker on your orders, a written memo or a letter.

Endorsements typically include:

1. Reporting Date and Time
2. Detaching Date and Time
3. Advances/Partial Settlements
4. Availability/Non-Availability of Government Quarters and Messes

Less common, but still required if applicable, is a local mileage authorization letter or orders endorsement for personnel who must commute if quarters are not available, or must use their personal vehicle on official business. This endorsement is not available in the immediate San Diego area.

The importance of obtaining endorsements cannot be overstated. For example, failure to have a non-availability of quarter's endorsement for staying in a hotel will result in the member being paid only as if they stayed in government quarters. As is the case with lost original orders, most of these endorsements can be obtained through messages, phone calls, and faxes, but again, this is time consuming and will delay processing and payment of your claim.

#### **5. Lodging and Reservations**

When on Temporary Duty en route (TDY) or Temporary Additional Duty (TAD) many members will be traveling by privately owned vehicles (POV). Personnel reporting in a TDY status will not normally be able to make lodging reservations in advance. Most major training sites have rooms set aside in the BEQ/BOQ for personnel reporting in a TDY status.

Personnel reporting TAD and traveling by POV will need to make all lodging reservations for the TAD site through SATO at 1-800-576-9327. Otherwise, when traveling commercially, the PSD/SATO Travel Office that provides your tickets should make your reservations for you. If government quarters are available, a reservation will be booked as appropriate and a confirmation number provided. If adequate government quarters are not available then a certificate of non-availability (CNA) number will

be recorded on the itinerary, and the SATO will arrange for commercial lodging.

## **6. Receipts**

Receipts also frequently cause confusion among travelers. The receipt requirements for travel claims are:

1. **ALL lodging and lodging related receipts (Ensure you have receipts covering your entire period day by day).**
2. **ALL transportation receipts for long distance travel only, i.e. airline, bus, and rail tickets.**
3. **ALL receipts for miscellaneous expenses of \$75 or more (cabs, local bus, traveler's checks, baggage handling, bridge tolls, etc.). If in doubt about whether or not you need a receipt, get one! Keep in mind that ORIGINAL receipts are required. "Stationary store" receipts, copies, and credit card charge receipts are not acceptable.**

In the event you lose your receipts, you should first make an attempt to get another copy of the lost receipt (faxed copies are acceptable). If this is impossible, a lost receipt statement must be completed. The statement requires your full name, address, and phone number, as well as dates and rates of the service provided. Remember, lost receipt statements will not be accepted if it is possible for you to still obtain a receipt. As with lost original orders and endorsements, obtaining this information and verifying it takes time. This time is money, your money, so don't lose your original receipts.

## **7. Per Diem Basics**

The purpose of per diem is to offset the cost of lodging, meals, and incidental expenses incurred while performing travel duty or temporary duty away from the permanent duty station. Per diem is not payable in the following instances:

1. **While TAD in the area of the permanent duty station;**
2. **While on TAD performed at a location to which the member commutes from permanent quarters;**
3. **While on a period of leave or proceed time authorized on orders;**
4. **While on "NO-COST" TAD orders;**
5. **While TAD aboard a ship when both quarters and mess are available, and;**
6. **While on a ship during acceptance trials when both quarters and mess are available.**

These are the situations most likely to affect PRECOM Sailors.

**Other situations of non-entitlement can be found in the Joint Federal Travel Regulations (<http://perdiem.hqda.pentagon.mil/perdiem/>).**

**Per diem rates vary by locality and by the availability of Government quarters and mess. Proper endorsements are CRITICAL in order to be properly paid. Failure to obtain endorsements will cause problems in obtaining advances and can result in large over/under payments.**

**Per diem rates consist of two portions: lodging, and meals and incidental expenses (M&IE). As stated previously, lodging rates vary widely by locality.**

**If government quarters/mess is available, your M&IE rate is \$13.85 per day. Only the host activity can approve locality per diem or proportional meal rate (PMR).**

**Wallops Island is a "mission-essential" messing activity; COMRATS will stop and no per diem for meals will be paid. The only expense reimbursed is lodging.**

**Note the lodging rates are the maximum allowed. If your cost is less, you are entitled to your cost only, as supported by original receipts. The M&IE rates are paid as stated, regardless of your actual costs. Receipts are NOT required for meals. Several reminders regarding lodging:**

- 1. Lodging costs are not reimbursable when staying with friends or relatives, whether or not any payment is made;**
- 2. If sharing a room with another service member or Government employee, you will be reimbursed one half the double occupancy rate. If the person sharing the room is not a service member or Government employee, you will be reimbursed at the single room rate. You are required to provide the single room rate as a receipt or statement from the lodging facility;**
- 3. Members on TDY or TAD who rent a furnished or unfurnished apartment, house, mobile home, travel trailer, etc., are authorized the following items when computing lodging costs:**
  - 1. Rent of apartment, house, mobile home, travel trailer, etc.;**
  - 2. Rental charge for parking space for a mobile home, travel vehicle or camping vehicle;**
  - 3. Charges for rent of appropriate and necessary furniture, such as stoves, refrigerators, chairs, tables, beds, sofas, televisions, and vacuum cleaners;**
  - 4. Cost of connection, use, and disconnection of utilities including electricity, natural gas, water, fuel oil, and sewer charges;**
  - 5. Dumping fees;**
  - 6. Shower fees;**

7. Cost of maid fees and cleaning charges;
8. Monthly telephone use fees (not including installation and long distance charges), and;
9. If ordinarily included in the price of a hotel or motel room in the area concerned, the costs of special user fees such as cable TV charges.

**NOTE: THE ABOVE ITEMS WILL BE PRORATED TO A DAILY RATE. THIS TOTAL DAILY RATE IS LIMITED TO THE MAXIMUM LODGING RATE FOR THE LOCALITY.**

Detailed Per Diem information can be found at <http://www.dtic.mil/perdiem/>

## **8. Mileage Allowances and Flat Rate Per Diem**

Mileage Allowance in Lieu of Transportation (MALT) Plus Flat Rate Per Diem is authorized for PCS travel between permanent duty stations via temporary duty stations by POV. This is not to be confused with local area travel, nor with regular per diem, as previously discussed.

Members are granted MALT at \$0.23 per mile for the entire authorized travel distance. Mileage between duty stations can be found in the Defense Table of Official Distance (DTOD).

Flat rate per diem is \$140 per day and is payable for each day of authorized travel time. POV travel time is computed by dividing the mileage between the two duty stations by 350 miles and rounding up any remainder of 51 miles or more. For example, the official distance from Norfolk, VA to San Diego, CA is 3150 miles. The MALT Plus computation is:

Travel time:	3150/350 =	9 days
Flat Per Diem:	9 days @ \$140	\$1260.00
MALT:	3150 x \$0.23	<u>\$724.50</u>
TOTAL DUE:		\$1984.50

Travel by commercial means (air, bus, rail) is reimbursed at a rate not to exceed the government's scheduled ticket cost, plus the M&IE (discussed earlier) portion of per diem prorated on a 75% daily basis.

Only one day of travel time is allowed for travel by commercial air in the continental U.S. (CONUS). Travel time for commercial surface transportation is calculated by dividing the official mileage by 40 to get the number of hours, then dividing the number of hours by 18, rounded up. Travel by a combination of modes is known as "mixed modes" and in an entirely different computation. Due to its complexity it won't be discussed here.

PSD will assist you if you must file this type of travel claim.

## **9. Family Member Travel**

Generally, family members are authorized reimbursement for travel from your last permanent duty station directly to your next permanent duty station. Travel to intermediate duty stations is not funded for your family members. Remember, all family member travel entitlements are based on current Page 2 entries in your service record, so be certain it is updated.

Reimbursement is as follows:

**a. By POV:**

**1. When traveling with family members:** If traveling in one POV, the member will be entitled to \$0.23 per mile for the official distance traveled (MALT). The amount of travelers in the POV has no bearing in the amount of MALT paid. Flat rate per diem is authorized for each day of travel time, at a rate of \$105.00 per day for each family member age 12 and over, and at \$70.00 per day for each family member under age 12. If traveling in two vehicles, the driver of the second vehicle is entitled to \$0.23 per mile for the official distance traveled. Flat Rate per diem entitlements remain the same. Entitlement for any additional vehicles over two are under special circumstance only. Check with the personnel office if you have any questions about more than two vehicles.

**2. When NOT traveling with the service member:** If, for acceptable reasons, the family members must travel to the new duty station in advance of the member, after the member, or to another authorized location, they have a slightly different set of entitlements. Acceptable reasons include (but are not limited to): completion of school terms, sale of property, settlement of personal affairs, or shipment of household goods. Rates payable are identical to those in the previous paragraph, with the exception of the driver. The driver will receive the full Flat Rate per Diem of \$140 per day and \$0.23 per mile.

**3. By commercial transportation:** Normally, a CTO/NAVPTO/SATO ticket is provided, otherwise, reimbursement is authorized for the ticket, not to exceed the Government's cost. Family members 12 and over are entitled to 75% of regular per diem and those under 12 to 50%. Travel time is computed in the same manner as the member's.

**b. By mixed modes:** Like the member's mixed mode travel, it is rather complex. If you have questions, ask your Personnel Office.

## **10. Dislocation Allowance (DLA)**

The purpose of Dislocation Allowance (DLA) is to partially reimburse a member for the expenses incurred in relocating a household due to PCS orders. DLA is authorized for all married members, but single members are eligible for DLA only if government quarters are not used at the new permanent duty station. Temporary assignment to government quarters for less than 60 days while searching for off-base quarters does not void the entitlement.

<b>A. Primary DLA Rates (Table 5G-1) PRIMARY DLA RATES</b>		
<b>Table 5G-1</b>		
<i>Effective 1 January 2015</i>		
<b>Grade</b>	<b>Without-Dependent Rate</b>	<b>With-Dependent Rate</b>
O-10	\$3,667.21	\$4,514.29
O-9	\$3,667.21	\$4,514.29
O-8	\$3,667.21	\$4,514.29
O-7	\$3,667.21	\$4,514.29
O-6	\$3,364.37	\$4,064.71
O-5	\$3,240.32	\$3,917.97
O-4	\$3,002.85	\$3,453.76
O-3	\$2,406.54	\$2,857.40
O-2	\$1,908.97	\$2,439.89
O-1	\$1,607.48	\$2,181.12
O-3E	\$2,598.64	\$3,070.86
O-2E	\$2,209.12	\$2,770.74
O-1E	\$1,899.63	\$2,559.96
W-5	\$3,050.86	\$3,333.69
W-4	\$2,709.36	\$3,056.23
W-3	\$2,277.16	\$2,800.08
W-2	\$2,022.38	\$2,575.96
W-1	\$1,692.84	\$2,227.82
E-9	\$2,225.15	\$2,933.49
E-8	\$2,042.36	\$2,704.05
E-7	\$1,744.90	\$2,510.61
E-6	\$1,579.45	\$2,319.83

E-5	\$1,456.73	\$2,086.38
E-4	\$1,267.30	\$2,086.38
E-3	\$1,243.29	\$2,086.38
E-2	\$1,009.85	\$2,086.38
E-1	\$900.49	\$2,086.38

## **11. Temporary Lodging Expense (TLE)**

Temporary Lodging Expense (TLE) is designed to help reimburse a member for temporary lodging obtained prior to detaching from the last permanent duty station, or within the vicinity of the new permanent duty station while house hunting is performed. TLE is based on the cost of lodging you procure, the local per diem rate, the number of family members staying in the room and the availability of cooking facilities. The entitlement will not exceed \$290.00 per day. A maximum of 10 days is authorized for transfers within CONUS. *NOTE:* Lodging receipts are required. When member/dependent(s) stay with friends/relatives, lodging cost is not authorized but the TLE meal portion is payable.

## **12. Advances and Settlements**

An advance is an estimated payment of travel entitlements or per diem made before those entitlements are earned. The key word to remember is that it is an ESTIMATE of the amount the member will be entitled to. The amount actually earned could be more or less than the advance, so you must carefully track your advances. After arriving at the new permanent duty station, you must file a travel claim. This claim will cover all travel from the last permanent duty station to the new permanent duty station. Your actual entitlement will be computed based on your claim and supporting documents, and any advances paid will be deducted. Any remaining amount will be paid to you. Conversely, any negative amount is an overpayment and will be collected.

In effect, an advance is a "loan". This loan does not become a "grant" or entitlement until the travel is complete and the travel claim is filed. Failure to file a travel claim within 10 days of reporting PCS can result in collection of advances paid.

As a rule, PCS allowances (MALT Plus, flat rate per diem, family member's travel, and DLA) are advanced 100%. Regular per diem, however, is typically advanced at 80% of the estimated entitlement, in a maximum of 30-day increments.

Overpayments and shortages stem from many causes. Most frequent is failure to obtain necessary receipts, endorsements, or improper completion of the travel claim. Another significant but less common cause is drawing an advance for family member's travel and DLA, then not moving the family members.

Recently, and a little bit closer to home, several members of previous PRECOM units were substantially overpaid (\$100,000) due to being incorrectly advanced for TEMDU at Wallops Island. Please be aware that Wallops Island is a "mission-essential" messing activity and that COMRATS will stop and no per diem for meals will be paid. The only per diem payable is lodging costs and \$2.00 for incidental expenses. Also, any "No Cost" orders (usually house-hunting leave), underway time (on another ship), or leave periods reported on your travel claim will result in a loss of all per diem entitlements for those days.

On board PRECOM unit, the member will be interviewed in all cases of any potential overpayment to ensure all possible entitlements have been considered. All personnel found to be overpaid will be notified in writing by the Disbursing Officer. The letter will list options to resolve the overpayment, most likely a one-time pay checkage.

### **13. Geographic Bachelor Travel**

This travel is authorized for members separated from their family while PERMDU (ACC Code 100 or 106) to the construction site (PCU). The entitlement allows for one round trip airline ticket between the construction site and either the homeport or the family member's residence as shown on the member's Page 2. Travel to any other location voids the entitlement. Either the geographic bachelor or the family member can travel. The trips are earned on or after the 31st day of Permanent Duty (PERMDU), and every 60 days thereafter. Also, reimbursement is not to exceed the government's cost for the ticket. As such, it is strongly recommended that you have the ticket issued, rather than purchase it on your own.

### **14. Family Separation Housing (FSH)**

Family Separation Housing (FSH) was formerly known as Family Separation Allowance (FSA). Members ordered TEMDU or PERMDU at a location to which family member travel is not authorized may be entitled to FSH. For PRECOM this will most frequently occur for member TEMDU to the PRECOMDET in San Diego, or TEMDU to the PRECOM UNIT as family members are not authorized to TEMDU stations. The separation must be over 30 days, and the current rate is \$250.00 per month.

### **15. Basic Allowance for Housing (BAH)**

The rules governing Basic Allowance for Housing (BAH) are actually fairly straightforward for new construction units:

1. **While TEMDU:** BAH is based on your last duty station, regardless of the location of the TEMDU station or length of TEMDU.
2. **When PERMDU:** BAH is based on the new permanent duty station rate.
3. See attached BAH Determination Matrix for specific cases.

## **16. Career Sea Pay (CSP)**

Your Sea Duty Service Counter and Career Sea Pay will commence at Ship Delivery (Ship Custody Transfer).

## **17. Disbursing at the PCD**

At the detachment, PSD Naval Station will maintain your pay record. They will hold your records and will be your main point of contact for all disbursing issues. If you are in a per diem status, you will fill out a per diem request form on a monthly basis. You will also need to get a lodging intent form from your lodging location. This form states you intend to stay at the lodging location for the next month (or shorter period of time) and states the room rates for that time. Once you have your lodging intent and your per diem request you will turn them to the PCD Admin office.

## **18. Disbursing at the PCU**

Upon reporting to the PCU, your service record and original records will be maintained by the Personnel Office. If you are assigned to the PCU as PERMDU, the Personnel Office will help you with the final liquidation of your travel claim. Personnel who are assigned to the PCU as TEMDU will have their per diem account maintained by the PRECOM Unit's disbursing clerks and per diem will be paid on a 30-day basis.

## **19. Ship's Delivery and Travel Entitlements**

Ship's Delivery is the cut-off date for all per diem entitlements. For TEMDU personnel assigned to the PCD or PCU, the TDY period ends upon delivery, and all travels are considered completed. At this point, the Disbursing Officer will begin the long process of liquidating all remaining travel claims. As delivery approaches we will be providing more information on how this will affect your pay. One point to remember is that TEMDU personnel are not entitled to travel from the construction site to the new homeport. This means that if you are TEMDU to

the PCU you are not entitled to move your personal vehicle or baggage to homeport until delivery and you are reported onboard in ACC 100. Keep this in mind as delivery and Sail Away approach.

Location	County	Full Locality Rate 100% TDY length is 30 days or less			75% Flat Rate TDY length is 31-180 days			55% Flat Rate TDY length is 181 days +			Effective date
		Lodging	M&IE	Max Per Diem	Lodging	M&IE	Flat Rate per diem	Lodging	M&IE	Flat Rate per diem	
Naval Base San Diego	San Diego County	153	64	217	114.75	48	162.75	84.15	35.20	119.35	10/01/15
Pascagoula	Jackson County	89	51	140	66.75	38.25	105.00	48.95	28.05	77.00	10/01/15

## 1. Critical Information

Look at your orders and determine what your accounting data is for your current location. It is crucial for you to understand what you are entitled to depending on your accounting code and location. The PCS/TDY handbook link will go through each of the different accounting codes. If you have questions do not hesitate to contact your PSD or us to help explain.

To help make your life easier, read the Frequently Asked Questions (FAQ) page and the [PCS/TDY Handbook](#). The FAQ page provides answers to common questions asked by newly reporting personnel. The PCS/TDY Handbook contains very important information about your pay and entitlements during a Permanent Change of Station (PCS) or Temporary Duty (TDY). Knowing this information is critical to the well being of you and your family. If you have any questions about any part of your orders or the pre-commissioning process, don't hesitate to contact the Precom Detachment.

## 2. Contact Information

Mailing Address:

Your Rate/Name

PCD RALPH JOHNSON DDG 114

3380 STURTEVANT ST BLDG 57

SAN DIEGO, CA 92136

Telephone:

Detachment #: (619) 556-6945

### **3. Where to Report**

If you arrive in the area between 0600 and 1400 Monday through Friday, report to the Pre-commissioning Detachment (PCD). Check in at the Admin office located on the second deck of Bldg. 57, located on the wet side of 32nd street naval base across from the PSD/Legal Services Office.

After hours report to the CBQ Central Assignments front desk (Phone 619-556-8672 / 73). The barracks will not endorse your orders; you must report to the Pre-commissioning Detachment the following workday. The uniform of the day is required when reporting aboard during working hours. If you require travel assistance, you must contact the PCD in advance to let us know your travel intentions. We are here to assist you.

TSC San Diego's website is located at:

<https://www.npdc.navy.mil/tscsd>

### **4. Uniform**

The uniform of the day is the Navy Service Uniform for E6 and below and Service Khaki for E7 and above. The working uniform is NWU's for All Hands. Uniform of the day is typically required for schools.

### **5. Daily Routine**

Normal working hours at the PCD are from 0800 to 1500.

Quarters held daily at 0800. Personnel will carryout the plan of the day in support of commissioning RALPH JOHNSON. Physical training is highly supported.

### **6. San Diego Info**

Information on getting to San Diego and area information is contained on the Navy Region Southwest Web Site at:

<https://www.cnic.navy.mil/sandiego/OperatingForcesSupport/index.htm>

## **7. Getting Around in San Diego**

PCD RALPH JOHNSON will provide shuttle service as required to transport personnel between the PCD Building and Schools. For information on other ways to get around in San Diego, please refer to the Navy Region Southwest Web Site:

<https://www.cnic.navy.mil/sandiego/OperatingForcesSupport/index.htm>

## **8. Housing and Lodging**

Bachelor Housing: Combined Bachelor Quarters (CBQ) are located at Naval Station San Diego. More information on Bachelor Housing in San Diego can be found on the Naval Station Web Site at:

<https://www.cnic.navy.mil/sandiego/fighters/CombinedBachelorHousing/index.htm>

Housing Welcome Center: The Navy Housing Welcome Center is the central resource for community housing. The Housing Referral Office (HRO), part of the Welcome Center, maintains up-to-date listings on available rental and sales units in the community. OPNAVINST 11101.21 directs all military personnel to report through the Housing Referral Office (HRO) prior to negotiating any agreement for community housing. This requirement was established to assist you, on an individual basis, in locating suitable nondiscriminatory housing within a reasonable price range and to advise you in advance of those places where occupancy by military personnel is not authorized or recommended. Housing information can be found on the NAVSTA San Diego Web site at:

<https://www.cnic.navy.mil/CNRSW/OperatingForcesSupport/OperatingSupport/index.htm>

Temporary Family/Bachelor Housing: The Housing Referral Office also maintains listings on temporary accommodations for occupancy during house-hunting trips or for brief periods (motels, trailers, efficiencies, and apartments are available for weekly or monthly rentals, including utilities). AVAILABILITY IS LIMITED.

## **9. Household Goods**

The Personal Property Office is located in Bldg. 3376, Naval Station San Diego next to Military Family Housing up the hill from the commissary. For information on household goods shipments, call (619) 556-MOVE(6683). More information can be found at the following web site:

<http://www.cnrswhousing.navy.mil/mfh/persprop.htm>

## 10. Medical/Dental

### *Active Duty And Dependent Care*

Medical care is available at Naval Station San Diego and Balboa Naval Hospital for active duty personnel, military retirees, and their dependents.

Dental care for active duty military personnel is available at the Dental Clinic, Naval Station San Diego.

## 11. Fleet Family Support Center

**FFSC San Diego** provides numerous information and referral services. These include crisis intervention and after-hours Navy Relief assistance. In addition, relocation and spouse employment assistance are also available.

The FFSC's Hours of operation are from 0800 to 1600, Monday through Friday. Telephone (619) 556-7404, AUTOVON 526-7404.