



DEPARTMENT OF THE ARMY
229TH MILITARY INTELLIGENCE BATTALION
DEFENSE LANGUAGE INSTITUTE FOREIGN LANGUAGE CENTER
431 RIFLE RANGE ROAD
PRESIDIO OF MONTEREY, CA 93944-5011

Welcome to the 229th Military Intelligence Battalion and the Defense Language Institute Foreign Language Center (DLIFLC). DLIFLC offers the best foreign language training in the world. Students face a demanding academic program and our cadre balances academic and military requirements to help our mission: Provide the Army ready Soldier linguists.

We have appointed a local sponsor to assist you during your transition; expect an email or phone call from your sponsor soon. If you are not in the local area, please visit the following website, <http://www.monterey.army.mil/About/newcomer.html>, to obtain a copy of the Monterey Peninsula Military Newcomer's Welcome Guide. This is a very informative booklet about the local area (maps included) and should answer most of your basic questions.

Clark Pinnacle operates our local housing offices in La Mesa and Ft. Ord. The on-post housing waiting list varies in length; you should sign into housing quickly upon arrival. For more information you may contact their office at (831) 242-7979 or visit their website at, http://www.monterey.army.mil/Housing/housing_main.html.

The California Medical Detachment (CALMED) provides medical and dental services. Visit the Tri-Care office (located on OMC at the General Stilwell Community Center) to attend a Tri-Care briefing and to sign up with a medical provider when you arrive. You must sign up for a medical provider to receive medical benefits for your family members. For more information, you may reach them at (831) 242-6834.

Please visit the DLIFLC webpage to find more information about in-processing, transportation, housing and other installation services at <http://www.monterey.army.mil/>. If you need further information please contact the Battalion S1, located in Building 616 Taylor Hall during duty hours at (831)242-3531, email at usarmy.pom.usag.mbx.dhr-sponsorship-program@mail.mil.

Once again, welcome to the 229th Military Intelligence Battalion. Soldiers First!


MATT RUAN
CSM, USA
Command Sergeant Major


DERRICK C. LONG
LTC, MI
Commanding



DEPARTMENT OF THE ARMY
229TH MILITARY INTELLIGENCE BATTALION
DEFENSE LANGUAGE INSTITUTE FOREIGN LANGUAGE CENTER
431 RIFLE RANGE ROAD
PRESIDIO OF MONTEREY, CA 93944

March 29, 2016

Future Soldier-Linguist:

We would like to welcome you to the Defense Language Institute Foreign Language Center (DLIFLC)—the best language training organization in the world. You are joining an organization that not only has a very challenging and unique mission, but one that has a long and colorful heritage. You are going to be assigned to an exceptional unit that performs its mission better than any other, and a unit that takes immense pride in all of its accomplishments. We assure you this experience will be academically challenging; however, this assignment will also be a personally and professionally rewarding experience.

When you arrive at Monterey Regional Airport, contact the Bravo Company CQ at (831) 242-5224 in order to arrange transportation. These instructions as well as a phone card can also be found near the baggage claim at the Monterey Regional Airport. If you sign in after-hours, you will sign in at the Bravo Company CQ on the third floor of Building 622A. You may not be directed to your gaining company until the next duty day. All personnel are expected to report in ACUs. By the order of the DLIFLC Commandant, the Class B uniform is worn every Thursday so you must have your uniform ready for wear upon your arrival. Although your orders may indicate an assignment to Bravo Company, you will be re-assigned to another company upon arrival, based on your target language.

We encourage you to visit the DLIFLC websites (www.monterey.army.mil, <http://new.dliflc.edu/>, and <https://gloss.dliflc.edu/>). There you can find information regarding life at DLI and online learning resources. We also encourage you to contact your gaining company before your arrival; their information can be found below. They will be able to help you understand what to expect upon arrival and how to prepare for language training before you even arrive.

SOLDIERS FIRST!



MATT RUAN

CSM, USA
Command Sergeant Major



DERRICK C. LONG

LTC, MI
Commanding

229th Military Intelligence Battalion Points of Contact

Alpha Company – Modern Standard Arabic, Iraqi Arabic

Primary: CQ – (831) 242-5224

Bravo Company – Russian, French, Spanish, Serbian-Croatian, Portuguese

Primary: CQ – (831) 242-5224

Alternate: SSG Seale – (831) 242-7945

Charlie Company – Modern Standard Arabic, Levantine, Egyptian Arabic, Sudanese, Iraqi Arabic

Primary: CQ – (831) 242-5456

Delta Company – Korean, Chinese Mandarin, Japanese, Tagalog

Primary: CQ – (831) 242-5645

Alternate: SSG Kennedy – (831) 242-5310

Foxtrot Company – Persian Farsi, Urdu, Pashto, Dari, Indonesian, Turkish

Primary: SFC Stover – (831) 242-6645

Alternate: CQ – (831) 242-5645



Presidio of Monterey 229th Military Intelligence Battalion website:

http://www.monterey.army.mil/Tenant_units/229th_mibn.html

Welcome to the 229th Military Intelligence Battalion and the Defense Language Institute Foreign Language Center (DLIFLC).

MISSION STATEMENT

The 229th Military Intelligence Battalion (DLIFLC) facilitates the production of qualified warrior linguists and sustains Soldiers and their Families to support the operational force.

COMMANDER'S PRIORITIES

- Develop Leaders
- Mental, Physical, Moral Fitness (Discipline)
- Teamwork

VISION

We Will

- Produce expert linguists for the Army who are:
- Soldiers First.
- Intelligence Professionals second to none.
- Balance military and academic training; maximize the potential for Soldier success in DLIFLC's culturally based language education and training.
- Promote the Warrior Ethos, lifelong learning, combat readiness, and the welfare of Soldiers and their Families.
- Empower agile and adaptive leaders to lead with initiative, courage, and discipline.
- Engage the community positively as contributing citizens and neighbors.

HISTORY OF 229TH MILITARY INTELLIGENCE BATTALION



The 229th Military Intelligence Battalion was originally constituted in the Regular Army as the 29th Military Intelligence Battalion in Panama on 1 April 1985. The battalion was subordinate to the 193rd Infantry Brigade, whose primary role was the defense of the Panama Canal. SIGINT, HUMINT and ground surveillance assets comprised the battalion. In June 1986, the battalion was placed in a reinforcing role in the 470th Military Intelligence Group, INSCOM, strengthening the overall management of Army Intelligence assets in the theater.

The battalion distinguished itself during Operation Just Cause in 1988-89, earning the Army Superior Unit Award for exceptionally meritorious performance of duty while in support of the United States Army South, the United States Southern Command, and the Joint Task Force-Panama. During the campaign, the unit consistently provided timely and accurate intelligence required to formulate and implement contingency plans, policies and operations critical to national security and United States interests in the highly volatile Latin American region.

On 16 October 1990, the battalion was re-affiliated with the 470th Military Intelligence Brigade, INSCOM. The unit inactivated in Panama on 17 October 1991. The 29th Military Intelligence Battalion (CEWI) was re-designated as the 229th Military Intelligence Battalion on 7 December 1995. On 15 March 1996, the 229th Military Intelligence Battalion assumed its mission from Troop Command, DLIFLC & POM.

NEWCOMER INFORMATION

DLIFLC offers the best foreign language training in the world. Students face a demanding academic program and our cadre balances academic and military requirements to help us achieve our mission: Provide the Army ready Soldier linguists.

Please note the Battalion Commander's priorities and vision stated above. These ideas are the foundation of how our team supports our mission.

Keys to success in Foreign Language education and success as an Intelligence professional are a strong grasp of English and awareness of important issues affecting national security. If you do not already do so, I urge you to begin your own program of

study that includes serious news publications and the sorts of books that challenge you to understand concepts and vocabulary at college levels. These efforts can only benefit you as you prepare to join us at DLIFLC.

There are six companies in the battalion, consisting of a Reception and Integration Company for Soldiers coming from Basic Training, four Phase V+ Initial Entry Training Companies, and a Careerist/Staff Company.

If you would like assistance with your transition, you can contact the Battalion S1, located in Building 616 Taylor Hall during duty hours at (831) 242-5617, DN 768-5617.

If you not within the local area, be sure to check out the “Monterey Area Guide” provided as an unofficial link from the Presidio of Monterey’s incoming personnel site. The link can be found along with other important information on the Presidio of Monterey Newcomer’s webpage: www.monterey.army.mil/About/newcomer.html. This is a very informative booklet about the local area (maps included) and should answer most of your basic questions.

Housing: If accompanied (all ranks) or unaccompanied E6s or above, you are required to coordinate with the Housing Services Office servicing your new duty station before you make arrangements for renting, leasing, or purchasing any off-post housing. The Housing Services Office (HSO) is located in Bldg. 4250, General Jim Moore Blvd., Ord Military Community, Seaside, California 93955. The phone number is (831) 242-7979. The hours of operation are Monday – Friday 0745-1645, closed weekends and federal holidays. Contact the HSO via email @usarmy.pom.106-sig-bde.mbx.pres-dpw-housing@mail.mil. For additional information and resources on services the HSO provides, please utilize the following link: <https://www.housing.army.mil/ByInstallation/Default.aspx?baseId=365>.

The Education Office can advise you on how to pursue and Associate of Arts degree from DLIFLC. They also provide information on many educational opportunities available for you and your Family. You can contact their office at (831) 242-5325, DSN 768-5325. The DLIFLC website also maintains an Associate of Arts degree Frequently Asked Questions (FAQ) list at: <http://www.dliflc.edu/aadegreefaq2.html>. You may also want to browse the DLIFLC website at <http://www.dliflc.edu> for more information specifically referring to the foreign language training program here.



**Welcome to Marine Corps Detachment
Presidio of Monterey**

PRESIDIO OF MONTEREY MARINE CORPS DETACHMENT WEBSITE:

[HTTP://WWW.TRNGCMD.MARINES.MIL/UNITS/WEST/MCCES/MARDETPRESIDIOOF
MONTEREY.ASPX](http://www.trngcmd.marines.mil/units/West/MCCES/MARDETPresidioofMonterey.aspx)

[HTTPS://WWW.TRNGCMD.USMC.MIL/MCCES/DLI/DEFAULT.ASPX](https://www.trngcmd.usmc.mil/MCCES/DLI/default.aspx)

MISSION STATEMENT

To provide command, control, and administrative functions as are necessary for the discipline, morale, welfare, and academic success of personnel assigned to the Marine Corps Detachment, Presidio of Monterey. Coordinate and facilitate language training for Marines attending the Defense Language Institute in order to provide linguistically-proficient Marines to the operating forces and supporting establishment.

Marine Corps Detachment (MCD) Welcome

Welcome to the Marine Corps Detachment (MARCORDET), Presidio of Monterey, CA.

MARCORDET Presidio of Monterey is under the command of the Marine Corps Training and Education Command (TECOM) located in Quantico, VA and is administratively responsible for over 700 Marines attending training at Naval Postgraduate School and the Defense Language Institute, Foreign Language Center (DLIFLC). DLIFLC is the premiere language training institution in the nation with standards that surpass all other undergraduate and graduate level language study programs in the United States. The world class faculty of the Naval Postgraduate School (NPS) trains the best and brightest military officers from all services, the U.S. Government Agencies and Allied Nations with on real world military and defense issues. NPS provides its students with the intellectual know how and practical skills to improve defense technologies, systems, and programs. Officers attending Naval Postgraduate School will spend 18 to 36 months in Monterey, depending on their curriculum.

CHECKING IN

All Marines attending training at either Naval Postgraduate School and/or Defense Language Institute are assigned to the Marine Corps Detachment, Presidio of Monterey and will report to Commanding Officer, MARCORDET Presidio. The Marine Corps Detachment is prepared to receive new-joins 24 hours a day. Normal working hours are from 0730-1630 Monday-Friday. During this time, check-in will be conducted at the Detachment S-1. After normal working hours and during the weekend and holidays, check-in with the Detachment Duty NCO located in the Marine Corps Detachment, Building 629B. If you experience any problems you can reach the Duty NCO at 831-242-6855. Uniform for check in is Service "A" for all personnel.

New Joins

The link to the MARDET Presidio of Monterey Marine Corps Communication-Electronics School is:

<http://www.trngcmd.marines.mil/Units/West/MCCES/MARDETPresidioofMonterey/NewJoins.aspx>.

This link contains information on the following Orientation documents:

- Marine Orientation Packet.
- MCD SAPR UVA Poster
- MCO P1020.34G W CH-1-5, Uniform Regulations
- MCWP 6-11 Leading Marines
- MCRP 6-11D Sustaining the Transformation
- Family Care Plan (Marine Corps Order & Plan Form)
- Marines Social Media Handbook

There are also links to: Things to Do While At MCD POM; Presidio MWR Services; Army Community Services; Fleet & Family Services; and Outdoor Recreation & Leisure Travel Services.

Housing

Single and unaccompanied Corporals and below will reside in barracks aboard the Presidio of Monterey. Officers and Staff NCOs may reside at the Ft. Ord Military Community housing, La Mesa Navy housing, or in the local community.

Defense Language Institute Assignments

The language assigned to a Marine is based on the individual capabilities of the Marine and the needs of the Marine Corps. Marines attending DLI will be assigned to one of three training companies.

- Alpha Company: Arabic
- Bravo Company: East Asian/Korean/Mandarin Chinese/Tagalog
- Charlie Company: Central Asian/Dari/Farsi/Pashtu/Urdu
- Officers are assigned to the Detachment HQ



MISSION

TO DEVELOP FLEET-READY SAILORS WHO POSSESS THE BASIC FOREIGN LANGUAGE SKILLS NECESSARY TO SUPPORT THE NATION'S WAR-FIGHTING AND INTELLIGENCE OPERATIONS

VISION

WE ARE PROFESSIONALS COMMITTED TO SUCCESS THROUGH EXCEPTIONAL LEADERSHIP, SUPPORT, MENTORSHIP, INSTRUCTIONAL EXPERTISE AND CONTINUAL PROCESS IMPROVEMENT



GOALS

- Exemplify and uphold the highest standards.
- Seize ownership and accountability for CIDD Monterey's success and mission accomplishment.
- Perpetuate the continuum of personal and professional development.
- Honor and enrich our naval heritage daily.

GUIDING PRINCIPLES

- Our customer's success is the best measure of our success.
- We set the standards that we expect our customer to follow.
- We treat each customer facility, without prejudice, and make objectively-based decisions.
- We keep our customers informed.
- We are there when our customer needs help; academically, professionally, and personally.
- We make the best use of our customer's time beyond that spent in language class, from check-in to check-out.
- There is a best language for each customer, and we work together to find the best choice, consistent with the Navy's requirements.
- We accept responsibilities for our own actions. We do not penalize the collective for the actions of an individual.
- We balance our customer's privacy and privileges with the needs of community living. Whenever we can, we bias the scales towards the individual.
- We develop leaders by empowering the Chain-of-command.
- Our customer would leave Monterey feeling good about his or her experience; personally, academically, and militarily. If so, we should understand why, if not, we should understand why not.

Checking In

When you arrive at the DLIFLC proceed to the CIDD quarterdeck located in Building 629A on Caffrey Court. The quarterdeck is manned 24 hours a day, 7 days a week. Bring your orders with you so that they may be stamped and you will receive further instructions. You are required to be in uniform if checking in during normal working hours.

Housing/BQs

Where will I live?

This is a common question plaguing students before transfer to CIDD Monterey.

***** There currently is no berthing for Geographical Bachelors. *****

Single Sailors E-3 and below will be required to reside in the barracks on the Presidio of Monterey (POM). You will reside ashore if you are staff, student officer, staff enlisted (E-4 and above), student Fleet returnees (E-4 and above).

Each Sailor has a minimum of 72 to 90 square feet space in the barracks rooms. The furniture for each Sailor consists of:

- 1 Locker – 42"W x 74"H x 24"D with 1 shelf 42"W x 22"D
- 1 Single bed with storage, 2 – 28"W x 7"H x 20"D
- 1 Desk – 3 drawers
- 1 Desk chair

What not to bring:

- TV (provided in all lounges)
- Personal furniture of any kind (not authorized)
- Large amounts of clothing (no space)

Single Students (E-4 and above) have the option of receiving BAH and reside off-post or to live in single room.

Single Officers (Students and Staff) have the choice of receiving BAH and reside off-post or reside in the DLI BOQ (depending on availability).

NOTE: Single officers desiring to stay in the BOQ should call the Reservations Office in advance to check for room availability. BOQ rooms are extremely limited so expect to live off-post.

All students and staff desiring temporary lodging should call 60 days in advance to make a reservation.

Ten days TLA (Temporary Lodging Allowance) is authorized.

IHG Army Hotels Presidio of Monterey – (831) 654-1199, for more information visit the IHG Army Hotels Presidio of Monterey page at:
<http://www.ihg.com/armyhotels/hotels/us/en/presidio-of-monterey/zypra/hoteldetail>.

Cars and Bicycles

For Barracks students the parking is extremely limited on the POM. There is limited open parking around the barracks building. Public transportation is available -
http://www.monterey.army.mil/Bus/bus_program.html

There is limited bicycle storage (outside). It is not suited for long-term storage, because of the damp climate in this area. If you plan to bring a bicycle, please contact BEQ and we will try to find a storage solution for you.

New Students Information

Uniforms:

Students are required to have Class A Uniforms (or other service equivalent) for in-processing, awards ceremonies, and other special occasions. The Class B Uniform (or other service equivalent) is generally worn in numerous variations at Defense Language Institute (DLI) for class on Thursdays. Due to the generally cool weather in the area, it is advisable to bring a uniform waist jacket or sweater. The BDU/fatigue uniform (or other service equivalent) is worn for in-processing and to class Monday through Wednesday and Friday. Current policy on BDU/fatigue wear, crests and patches, and seasonal uniforms may be obtained from your assigned unit. Due to the varied uniform policies for all the services, students should check with their service representatives or assigned units for changing policy or special instructions.

Reporting In:

Army: Army personnel reporting to POM, MUST bring their complete 201 FILE (Military Personnel Record Jacket).

All Soldiers arriving from BCT should report to B Company, Bldg 622, third floor, immediately upon arrival.

All Careerist personnel and incoming cadre may contact the 229th Military Intelligence Battalion S1 in Bldg. 616 (Taylor Hall), or by telephone at DSN 768-5617/5589 or commercial (831) 242-5617/5589 between 0730 and 1630 or the Battalion Staff Duty Officer by telephone at (831) 238-4781 between 1630- 0730 for specific instructions.

Air Force: Air Force personnel may contact the 311 TRS (AETC) Charge of Quarters in Bldg 627, or by telephone at DSN 768-5115/7169 or commercial (831) 242-5115/7169 for specific instructions.

Navy: Navy personnel may contact the Center for information Dominance Detachment (CIDD) at DSN 768-7135 or commercial (831) 242-7135 for specific instructions.

Marines: Marines should report to the Marine Detachment at Bldg 629B. During duty hours report to the ADMIN section. During non-duty hours report to the Marine DNCO. The uniform for reporting in is Alphas. Telephone numbers for ADMIN are (831) 242-5407 or DSN 768-5407; the DNCO (831) 242-6855 or DSN 768-6855.

- Army 229th Military Intelligence Battalion:
http://www.monterey.army.mil/Tenant_units/229th_mib.html
- Air Force 517th Training Group:
http://www.monterey.army.mil/Tenant_units/517th.html

- Navy Center for Information Dominance Detachment: http://www.monterey.army.mil/Tenant_units/cidd.html
- Marine Corps Detachment: <http://www.tecom.usmc.mil/MCIS/dli/home.html>

Vehicles:

The USAG Presidio of Monterey (POM) is a closed post. New Installation Access Control Measures have taken effect as of 19 DEC 14. This involves 100% hands-on ID check or DBIS scan at all DLIFLC gates. Security Personnel will require physical access to DBIDS or CAC (Common Access Cards). No access will be permitted if no ID is presented. At the gate, personnel reporting for training will present proper ID and copy of orders assigning them to the POM/DLIFLC. Guard Security will issue a temporary vehicle pass and direct all personnel accordingly. Required documentation for POVs includes valid state driver's license, vehicle registration, and proof of insurance. Entry will be prohibited for all persons not having provided documentation.

Command Language Program Support

By regulation, military organization with military language professionals assigned are required to appoint a Command Language Program Manager (CLPM) who is tasked with assisting military linguist personnel in maintaining their language capabilities. The CLPM is responsible for reporting the status of language training and readiness to the commander, and is also frequently faced with trying to convince commanders to allow more time for enhancement training so that assigned linguists can reach higher levels of proficiency.

To aid CLPMs in their efforts of managing linguist training programs, DLIFLC offers several CLPM certification courses in Monterey each year. The Command Language Program office can also provide this training to units via Mobile Training Teams (MTT) and is prepared to provide assist visits to CLPMs worldwide.

Students scheduled to attend the CLPM Courses (00ZZ) must report on class start date at 0745 to the Aiso Library, 543 Lawton Street, Bldg 617 on the Presidio. Training is conducted in the conference room – turn left after entering the main library entrance. CLPM Course students do NOT need to report to Staff Duty upon arrival to DLIFLC. Preferably, students will be billeted at IHG Army Hotels, Bldgs. 366 & 367 on the Presidio and walk to class. If unable to obtain lodging on DLIFLC, allow yourself time to park as parking is at a premium. Student (open) parking is usually available in one of the lots down from the Post Office building. Do not park in spaces designated for Staff and Faculty.

Please bring all relevant Command Language Program materials to include continuity books, SOPs, training plans, databases, and linguist 330s. Students are highly

encouraged to bring a laptop computer in order to work on their actual unit programs and course projects. Wi-Fi is available in the classroom.

Uniform is in accordance with Service requirements. ACU or equivalent is acceptable. Dining facilities are available at both the Presidio of Monterey and the Naval Postgraduate School.

Do not plan to fly out of Monterey before 1700 on Friday, the last day of the course (2000, if flying out of San Jose or San Francisco).

SCHEDULE OF RESIDENT CLPM COURSES FOR FY15:

20-24 OCT 2014
26-30 JAN 2015
20-24 APR 2015
13-17 JUL 2015

For more information on scheduling a course please go to ATTRS and select school code 215.

USEFUL LINKS AND CONTACT:

More CLPM guidance can be found on milSuite. Please make sure to be using Internet Explorer browser in order to access milSuite.

Independent study language resources can be found here:

<http://www.dliflc.edu/additionalstudy.html>.

To find additional information about Defense Language Proficiency Testing please check the DLPT FAQs page at <http://www.dliflc.edu/dlptfaq.html>.

For more information contact DLIFLC's Command Language Program office at (831) 242-6209/5041/6965, or via e-mail by using our Contact Us page at <http://www.dliflc.edu/contact.aspx> and selecting CLPM from the drop down list, or send written inquiries to:

Command Language Program
Building 614, Rm 251
1759 Lewis Road
Monterey, CA 93944

Defense Language Proficiency Test (DLPT)

The Defense Language Proficiency Test is the DoD's tool of measure for language ability. Your DLPT test score determines whether you become a linguist and what level of Foreign language Proficiency Bonus (FLPB) you receive upon graduating. You

cannot take a DLPT unless you are in class. Additionally, DLPTs are only offered during certain weeks in pre-scheduled sessions as determined by DLIFLC, therefore you cannot simply test during class break or exodus.

The following additional information is provided:

Army Finance In-processing: Tuesday, 1330 at the Weckerling Center, Bldg 326, POM, DSN 768-5282 or commercial (831) 242-5282.

Air Force In-processing: Mandatory Briefing for all AF personnel Wednesday 0730-0930, Tin Barn, Bldg 518, DSN 768-7484/5580 or commercial (831) 242-7484/5580.

Navy Finance In-processing: Conducted locally at CIDD, DSN 768-5770 or commercial (831) 656-5770.

Marine Finance In-processing: Monday-Friday, 0730-1630, MCD Bldg 626B, DSN 768-5328/5407 or commercial (831) 242-5328/5407 and off-duty commercial (831) 242-6855.

Reserve Forces/National Guard Component Liaison: Senior TRADOC Liaison NCO, Bldg 622, second floor, POM (DSN 768-5202 or commercial Allied Liaison Office, Bldg 326, Weckerling Center, POM, DSN 768-5110 or commercial (831) 242-5110.

Foreign Area Officer Course (00XX): Officers should report during duty hours to the FAO Office at Bldg 326, Weckerling Center, DSN 768-5110 or commercial (831) 242-5110.

Student Life

Defense Language Institute Foreign Language Center (DLIFLC) students attend class in military uniform of their corresponding branch of service and conduct physical training to meet the standards of their services. The military service commanders ensure their Service Members both Active, Reserve, and National Guard components learn the Warrior Tasks and Drills necessary to complete their military mission. Because the core mission is language acquisition, DLIFLC students spend five days a week, seven hours per day in class learning their target language, with two to three hours of homework each night.



As a joint-service institute, DLIFLC strives to balance the demands of military training with the requirements of language education. While the service commanders ensure their service members, Active, Reserve, and National Guard components learn the warrior ethos, values, discipline, and necessary skills, the Institute is obligated to support their efforts through resourcing, planning, and coordination. Special events and command ceremonies are enriched through the involvement of all the services represented.

Though students spend five days a week, seven hours per day in class, with two to three hours of homework each evening, they still find time to volunteer. DLIFLC is proud of its students' community involvement, ranging from giving blood to the local community hospital, cleaning up local beaches, taking part in the Monterey Special Olympics, and helping disabled veterans partake in the annual Wheelchair Salmon Derby. DLIFLC does the utmost to prepare its emerging warrior-linguists, Soldiers, with confidence in the contemporary operating environment. While the faculty ensures they are capable and relevant in their linguistic abilities, the cadre of the service units makes certain they are combat ready.

Military Duties and Support

All military students attending DLIFLC are assigned to a Presidio of Monterey military unit for their respective service component. These units provide administrative and logistical support to students, and may also offer support programs for family members. As assigned members to these military units, DLI students may incur additional military training or duty obligations as established by their respective service component.

Prospective students should contact these units for any military-specific issues or questions. These units are listed below, with links to their page on the Presidio of Monterey website.

US ARMY: STUDENTS ARE ASSIGNED TO THE [229TH MILITARY INTELLIGENCE BATTALION](#).

US AIR FORCE: STUDENTS ARE ASSIGNED TO THE [517 TRAINING GROUP](#).

US NAVY: STUDENTS ARE ASSIGNED TO THE CENTER FOR INFORMATION DOMINANCE UNIT (http://www.monterey.army.mil/tenant_units/cidum.html).

US MARINE CORPS: STUDENTS ARE ASSIGNED TO THE US MARINE CORPS DETACHMENT (<https://www.trngcmd.usmc.mil/MCCES/DLI/default.aspx>).

*U.S. Army Garrison
Presidio of Monterey*

***Relocation Assistance
Plan***

Table of Contents

Relocation Assistance Coordinating Committee (RACC)
2015

Chapter 1 – Overview	5
Goal	5
Major Resources Utilized	5
Chapter 2 - Installation Relocation Assistance Plan (IRAP) Direct Support Components.....	6
Military Service Members	6
Pre-Arrival Support	6
Military One Source	6
The Presidio of Monterey Home Page	6
Sponsorship Program	6
Youth Sponsorship Program.....	7
Billeting	7
Arrival Support.....	7
In-Processing Procedures	8
Army.....	8
Air Force.....	8
Marines.....	8
Navy.....	9
Pre-Departure Support	9
Out-Processing Briefing.....	9
Waiting Family Program.....	9
Transition Assistance Program.....	9
Civilian Members	9
Pre-Arrival Support	9
Military One Source	10
The Presidio of Monterey Home Page	10
Civilian Personnel Advisory Center.....	10
Sponsorship Program	10
Chapter 3 – Training for Relocation Service	11
Training Schedule.....	11
Relocation Assistance Program Schedule	11
Joint Services In-processing Briefing (JSIB)	11
Out-processing Briefing	11
Waiting Family Program.....	11
Family Readiness Group Briefings.....	11
Sponsorship Training	11
Relocation Counseling	12
Chapter 4 – Evaluation Plan	12
Joint Services In-processing Briefing Evaluation	12
Chapter 5 –Out-processing	13
Separating Service Members.....	13
Transition Center	13
Levy Service Members	13
All Departing Service Members	13
Chapter 6 – Functions and Elements of Relocation Assistance.....	14
Army Community Service - Relocation Readiness Program.....	14
Elements and functions of relocation assistance provided:	14

Loan Closet	14
Welcome Packets	14
Relocation Assistance Coordinating Committee (RACC)	14
Military INSTALLATIONS	15
Smart Moving Classes	15
Foreign Born Spouses Assistance	15
Sponsorship Assistance	15
Joint Service In-Processing Briefings (JSIB), New Student/Spouse Orientations.....	15
Out-Processing Briefing.....	16
Waiting Family Program.....	16
Army Community Service - Exceptional Family Member Program	17
Elements and functions of relocation assistance provided:	17
Helpful Regulations.....	18
Army Community Service – Outreach Program.....	19
Elements and functions of relocation assistance provided:	19
Army Community Service – Army Emergency Relief and Financial Readiness Program	20
Elements and functions of relocation assistance provided:	20
Army Emergency Relief.....	20
Emergency Assistance Program	20
Emergency Food Voucher Program	20
Personal Financial Readiness for First Termers.....	21
Family Subsistence Supplemental Allowance (FSSA)	21
Financial Readiness Program	21
Consumer Advocacy Program	21
Army Community Service - Employment Readiness Program	22
Elements and functions of relocation assistance provided:	22
Employment Readiness Program:	22
Resource Information:	22
Job Search Assistance:	22
Career Counseling:	22
Private Sector Job Bank:.....	22
Child, Youth and School Services	23
Elements and functions of relocation assistance provided:	23
Child, Youth and School Services	23
Parent Central Services	23
Monterey Road Child Development Center (MRCDC)	23
School Age Services.....	23
Middle School Teen (MST) program, SKIES and Youth Sports	24
Child, Youth and School Services - School Liaison Officer	25
Monterey Peninsula Unified School District (MPUSD).....	25
Presidio of Monterey (POM).....	25
Elements and functions of relocation assistance provided:	25
DoDDS and Local Public School Systems.....	25
Public Schools Serving Military Housing Areas.....	26
Charter Schools and Private Schools.....	27
Civilian Personnel Advisory Center	28
Elements and functions of relocation assistance provided:	28
Civilian Personnel Advisory Center	28
Other Services/Information:	28
Defense Finance and Accounting Services	29
Elements and functions of relocation assistance provided:	29

Permanent Change of Station (PCS) Travel Voucher:	29
Temporary Lodging Expense (TLE):	29
Out-Processing	30
Dependent Travel.....	30
Advance Travel.....	31
Dislocation Allowance (DLA)	31
Housing Services Office	32
Elements and functions of relocation assistance provided:	32
Main Base Housing consists of:	32
Government Privatized Housing On Base	32
Bachelor Housing	32
Off Base Housing	32
Human Resources – Army Continuing Education Service	33
Elements and functions of relocation assistance provided:	33
Contact Information and Hours of Operation	33
Active Duty Service Member Continuing Education Defense	
Language Institute Foreign Language Center (DLIFLC) Associate of Arts Degree Program	33
Professional Counseling Services	33
Local Schools.....	33
Functional Aptitude Skills Testing	34
Tuition Assistance	34
Veterans Administration (VA) Education Benefits Programs	34
Department of Defense Student Loan Repayment Program	34
Federal, State and Private Financial Aid.....	34
Testing Center	35
Multi-Use Learning Facility.....	35
Useful Links.....	35
Human Resource - Military Personnel Division	36
Elements and functions of relocation assistance provided:	36
Personnel Services:	36
Military Health Clinic.....	37
Elements and functions of relocation assistance provided:	37
Military (Army) Health Clinic	37
Religious Support Office	38
Elements and functions of relocation assistance provided:	38
Chapel Programs and Services	38
Retirement Services Office	39
Elements and functions of relocation assistance provided:	39
Services	39
Temporary Military Lodging	40
Elements and functions of relocation assistance provided:	40
Temporary Lodging - IHG Army Hotels.....	40
Transportation Management Office	41
Elements and functions of relocation assistance provided:	41
Official Travel.. ..	41
Household Goods.....	42
Support Services.....	43
TRICARE/TRICARE West Region.....	43
Elements and functions of relocation assistance provided:	43
United Healthcare Military & Veterans TRICARE Service Center	43
Newcomer Briefing	43

Chapter 1 – Overview

Goal

Our goal is to reduce or eliminate problems arising from frequent moves by providing relocation support and assistance that is accessible, effective, and responsive to the needs of the Military Family and Civilians.

The target audience:

- ❑ All first-term Service Members (inbound and outbound).
- ❑ Service and Family members with their first overseas assignment.
- ❑ Family Members facing an unaccompanied tour.
- ❑ All Department of Defense Civilians.

Areas of Concern:

- ❑ Lack of awareness of available resources prior to arrival.
- ❑ High housing costs in the Monterey Peninsula.
- ❑ Lack of pinpoint assignments.
- ❑ Large numbers coming to Presidio of Monterey from Basic Combat Training (BCT).

Major Resources Utilized

- ❑ Military One Source
- ❑ Army Community Service Welcome Packet CD
- ❑ Army Community Service Home Page
- ❑ Presidio of Monterey Home Page
- ❑ Housing Services Office (HSO)
- ❑ The Parks at Monterey Bay Web Site
- ❑ United Healthcare Military and Veterans Tricare website.
- ❑ Transportation Office.
- ❑ Military Pay Office.
- ❑ Military Personnel Division.
- ❑ Civilian Personnel Advisory Center.
- ❑ Presidio of Monterey School Liaison Officer.
- ❑ Pre-Departure Installation Relocation Readiness Programs.
- ❑ Temporary Lodging: IHG Army Hotels; Navy Lodge, and CBQ.

Chapter 2 - Installation Relocation Assistance Plan (IRAP) Direct Support Components

Military Service Members

Pre-Arrival Support

The Goal is to provide inbound Service Members and Family Members with the information needed to make informed decisions and to reduce anxieties that may be associated with relocating.

Advantages in coming to this area:

- ❑ Abundance of local scholastic opportunities for Spouse and Sponsor.
- ❑ Opportunity to experience a joint service installation.
- ❑ Centrally located to mountains, ocean, and desert areas of California.

Areas of Concern:

- ❑ Lack of ability to get information to Service Members and Families coming from Basic Training, National Guard and Army Reserve.
 - ❑ Information is gained through Soldier initiative.
 - ❑ Lack of awareness of available relocation assistance.
 - ❑ Short notice PCS orders from BCT.

Military One Source

Information to assist Service Members and Family Members in making informed decisions prior to transition may be found by opening the MilitaryINSTALLATIONS link found on the Military OneSource site. The Presidio of Monterey sublink can be found after clicking on “View List of Installations” on the search page. Military OneSource is accessible through the Internet; the Presidio of Monterey Army Community Service (ACS) Relocation Readiness Program website link; and relocation assistance programs located on military installations worldwide. The ACS Relocation Readiness Program Manager is responsible for ensuring the Presidio of Monterey information contained in MilitaryINSTALLATIONS is current and accurate.

The Presidio of Monterey Home Page

The Presidio of Monterey website home page may be found at <http://www.monterey.army.mil>. This website includes links to the ACS homepage; the Defense Language Institute and its major units and organizations; the master calendar of events; and other items of interest.

Sponsorship Program

The ACS Relocation Readiness Program Manager provides sponsorship training for both individuals and units upon request. eSPONSORSHIP information is disseminated to all service branch components.

Youth Sponsorship Program

Child, Youth and School Services coordinates the Youth Sponsorship Program. Information on the program may be accessed through the Presidio of Monterey Directorate of Family and Morale, Welfare & Recreation Home Page (<http://www.pom-fmwr.com/fmwr/index.php/family/child-youth-a-school-services-cyss/middle-school-a-teen-program>.) The youth sponsorship program is through the Middle School and Teen Program.

Billeting

Billeting information may be found on the Presidio of Monterey Army Lodging site at <http://www.ihg.com/armyhotels/hotels/us/en/presidio-of-monterey/zypra/hoteldetail>. Reservations for PCS or TDY may be made up to one year in advance. Reservations may be made by calling the InterContinental Hotels Group (IHG) Reservations Hotline at 877-711-8326. Pets are allowed only in Building 354 based on availability and additional pet charges and cleaning fees apply. There are no kennels on post. Families with pets may wish to make their own arrangements for pet boarding.

The Naval Postgraduate School offers newly renovated rooms in the historic Del Monter Hotel, now Hermann Hall, the university's main administration building. The Combined Bachelor Quarters (CBQ) prioritizes reservations of military and DoD civil service on TAD or PCS orders. Space-A rooms will be offered at 1500 daily, for the current night only. Reservations can be made at 831-656-2060 or 831-656-2069. More information can be found at the website at <http://www.nps.edu/Services/NGIS/>.

The Navy Lodge-Monterey is located in the La Mesa Village housing community. The property offers rooms with fully-equipped kitchenettes, microwaves, dining tables, cable TV, DVDs, and other amenities such as free daily in-room coffee, free local telephone calls, complimentary Breakfast-To-Go, in-site laundry facilities, and playground and picnic grounds. The Lodge offers a limited number of pet friendly rooms at a nominal fee. The Navy Lodge is located at 1100 Farragut Road, Monterey, CA 93940. Contact the facility at 8731-372-6133 or 800-NAVY-INN, or you may make a reservation online at <http://www.navy-lodge.com/>.

Arrival Support

Our goal is to provide the supportive assistance Service Members and their Families need to feel welcome, important and self reliant in their new environment.

Advantages of Area:

- ☐ Great quality of life at Presidio of Monterey.
- ☐ Positive, dedicated permanent party population.
- ☐ Strong command support for Families.
- ☐ Availability of on-post Privatized Housing.

Areas of Concern:

- ☐ High cost of living area.
- ☐ Shortage of affordable off-post housing.
- ☐ Lack of information provided to Service Members at Basic Combat Training.
- ☐ Low Spouse participation in newcomer programs.

After unit in-processing, all Service Members must attend the Joint Service In-Processing Brief (JSIB), which is mandatory for all newly assigned Military Members of all ranks and services. The JSIB is conducted to provide a one-stop in-processing station to ensure Military Members process with all installation/community level agencies. JSIB is conducted every Tuesday. The JSIB consists of briefings and in-processing stations. The JSIB briefing includes Military Personnel Division (for Army personnel only-personnel records will be collected); U.S.Army Health Clinic (medical records will be collected); Education Center; Associate of Arts Degree Program; Army Community Services; Morale, Welfare & Recreation; Finance (for Army personnel only); Safety Briefing; Inspector General; Equal Opportunity; Anti-Terrorism/Force Protection; Legal Assistance; The Parks at Monterey Bay (Family Housing); and Dental Clinic (dental records will be collected).

ARMY:

IF YOU ARE REPORTING DIRECTLY FROM BASIC TRAINING (FORT JACKSON, SC AND FORT LEONARDWOOD, MO) REPORT TO B COMPANY.

All careerist Soldiers arriving during duty hours (0900-1700), report to Taylor Hall, Bldg. 616, 2nd Floor, Room 212 (229th MI Bn S-1), 831-242-7814. All careerist Soldiers arriving after duty hours WITHOUT pinpoint orders, report to the respective Company's CQ to which your language is assigned. All careerist Soldiers arriving after duty hours WITH pinpoint orders, report to the respective Company listed below:

A Co – Arabic-Iraqi
Bldg. 622A, - CQ 831-242-5224

B Co - All Soldiers coming from Basic training, Spanish, French, Portuguese,
Italian, Russian, Hebrew, German, Serbo-Croatian
Bldg. 622, 3rd Floor, - CQ 831-242-5224

C Co - Arabic
Bldg. 630A, - CQ 831-242-5645

D Co - Japanese, Chinese, Thai, Tagalog, Indonesian, Korean
Bldg. 834, - CQ 831-242-5645

E Co - SFCs and above; all Officers
Bldg. 830, - CQ 831-242-5645

F Co - Persian Farsi, Pashtu, Urdu, DTRA Students
Bldg 830, - CQ 831-242-5645

BN Staff Duty (24 Hrs): 831-402-4839

AIR FORCE: If you are reporting to the 311th or the 314th Training Squadrons, check in with the Commander's Support Staff located in Bldg. 627, Rm 147 between the hours of 0700 – 0900 Monday - Friday. If you need more information or help to get to the Presidio of Monterey please call DSN: 768-5115 or (831)242-5115. For incoming staff members, if you did not receive a sponsor package and would like to request one, please call 768-5875 or 5730.

MARINES: All Marines attending training at either Naval Postgraduate School and/or Defense Language Institute are assigned to the Marine Corps Detachment, Presidio of Monterey and will report to Commanding

Officer, MARCORDET Presidio. The Marine Corps Detachment is prepared to receive new-joins 24 hours a day. Normal working hours are from 0730-1630 Monday-Friday. During this time, check-in will be conducted at the Detachment S1. After normal working hours and during the weekend and holidays, check-in with the Detachment Duty NCO located in the Marine Corps Detachment, Building 629B. If you experience any problems you can reach the Duty NCO at 831-242-6855. Uniform for check in is Service "A" for all personnel.

NAVY: Both staff and students follow the same check in process. When arriving at the base proceed to the CIDU quarterdeck located in Building 629A Rifle Range Rd. The quarterdeck is manned 24 hours a day 7 days a week. Bring your order with you so that they may be stamped, and you can receive further instruction. You are required to be in uniform if checking in during normal working hours.

Pre-Departure Support

Our Goal is to ensure relocating and transitioning Service Members have the information needed to make informed relocation related decisions prior to departing the Presidio of Monterey Military Community.

Out-Processing Briefing

Out-Processing Briefings are conducted on the second Thursday of each month for all Army Service Members leaving the Presidio of Monterey within a 45 day window. The briefings are designed to streamline the procedure of out-processing all the agencies on the checklist. Attendance at the briefing facilitates pre-clearing for departing Service Members. Topics covered include: clearing military housing, clearing public schools, ACS and Military Personnel Division. Information on new duty stations and on the advantages of registering Family Members for the Waiting Family Program is made available.

Waiting Family Program

This is a database of Families with sponsors on extended TDY, attending follow-on training at Goodfellow AFB or Ft Huachuca, or sponsors who are deployed or geographically separated due to an unaccompanied tour of duty or repatriation. Registration or notification is required. The program provides personalized assistance and close monitoring of Family Members to ensure resolution of problems, provide necessary information, and make referrals to the appropriate agency or other resource.

Transition Assistance Program

The Presidio of Monterey Transition Assistance Program Office provides a variety of services, tools, and assistance to active duty military service personnel, their Family Members, Retirees, Reservists, and RIF-affected civilian DOD Employees as they exit the military and re-enter civilian life. Point of contact is the Military Personnel Office at 831-242-6691/6695.

Civilian Members

Pre-Arrival Support

The goal is to provide inbound Civilian Members with available information needed to make informed decisions about the area.

Military One Source

Information helping Civilians make informed decisions prior to moving to the Presidio of Monterey may be found under Military Installations, Presidio of Monterey. Military One Source is accessible through the Internet; the Presidio of Monterey Home Page, A-Z Site Map, Army Community Service (ACS), Relocation Program; and relocation assistance programs located on military installations worldwide. The ACS Relocation Readiness Program Manager is responsible for ensuring the information contained in Military Installations is accurate and up to date.

The Presidio of Monterey Home Page

The Presidio of Monterey home page may be found at <http://www.monterey.army.mil>.

This web site includes links to the ACS Home Page, The Defense Language Institute and its major units and organizations, the Monterey Military News, master calendar of events and other items of interest.

Civilian Personnel Advisory Center

The goal of the Civilian Personnel Advisory Center (CPAC) is to provide the full range of civilian personnel services to the Mission, Garrison and tenant activities. This office is responsible for developing, promoting, and monitoring civilian personnel policies to meet the needs of management, supervisors, and the workforce of the Defense Language Institute, Foreign Language Center and Presidio of Monterey.

Sponsorship Program

If a newly-selected civilian employee requests a sponsor, the CPAC will request that the selecting supervisor assign a sponsor from within his/her organization. The sponsor's responsibilities include sending a sponsor package and welcome letter, answering questions about the post and community, and helping the new employee get settled in the organization and the community.

Chapter 3 – Training for Relocation Service

Training Schedule

Trainee	Course	Frequency
Relocation Readiness Program Manager	Joint Services/Agency/ERC Relocation Training Conference	Annually
POM Relocation Service Providers	Relocation Service Providers' Training	Annually

Relocation Assistance Program Schedule

Joint Services In-Processing Briefing (JSIB)

This is a mandatory weekly briefing for all new students. It is given each Tuesday at the Tin Barn. Briefers include: Army Community Service, the Education Center, the Chaplain's Office, TRICARE, CalMed Medical Facility, Fire and Safety Awareness, Outdoor Recreation, Child, Youth & School Services, Transportation, Dentac, Housing, Legal, Police and other Garrison Agencies. Participants are required to sign in.

Out-Processing Briefing

This briefing occurs on the second Thursday of each month. It prepares Service Members for clearing and out-processing from their units and the Presidio of Monterey. Speakers include Military Finance, ACS, Military Personnel, Housing, School Liaison Officer, Transportation and the National Guard. During the ACS segment, information available on the Military One Source / Army Installations website is discussed. Pre-printed packets for Goodfellow AFB and Fort Huachuca are made available. Service Members are asked to fill out the Waiting Families forms if their Family Members would like to be contacted. Finance Brief Materials are provided for all lower enlisted. The Out-processing Brief is mandatory for all Army personnel.

Waiting Family Program

This program is for Family Members whose sponsors are on extended TDY, attending follow-on training at Goodfellow AFB or Ft Huachuca, deployed, are geographically separated due to an unaccompanied tour of duty or repatriation. Information is gathered at Out-processing Briefings and Levy Briefings. Registration or notification is required. Provides personalized assistance to Family Members to ensure resolution of problems, provide necessary information, and make referrals to the appropriate agency or other resource.

Family Readiness Group Briefings

ACS Staff members attend Family Readiness Group Meetings and provide information on programs of benefit to Family Members. Upon request, the Relocation Readiness Program Manager attends FRG meetings and provides eSPONSORSHIP and FRG Training.

Sponsorship Training

Sponsorship Training is offered by the Relocation Readiness Program Manager upon unit request. Sponsorship counseling is also offered by request to individuals.

Relocation Counseling

On an appointment basis, the Relocation Readiness Program Manager will counsel individuals about their upcoming destinations, entitlements, benefits and provide information about the destination.

Chapter 4 – Evaluation Plan

Evaluations, questions, and comments are collected through the ICE process. Any comments received are handled within five days of receipt and until satisfaction is reached.

Joint Services In-Processing Briefing Evaluation

Joint Services In-Processing Briefing attendees are asked to complete an evaluation of briefing's content, recommendation for changes in the format, and whether or not it met the needs of the newcomer. The link for this survey is at: <http://www.myarmyonesource.com/inprocessing>.

Findings are to be reviewed by the RACC (Relocation Assistance Coordinating Committee) with recommendations for changes in format or content, and then forwarded to the ACS Director and the Garrison Commander. The Relocation Readiness Program Manager tracks the results and provides trend analysis to the RACC. The analysis and recommendations are included as part of the RACC minutes.

Chapter 5 –Out-Processing

Separating Service Members

Transition Center

Service Members who are being retired, discharged, separated, transferred to another service or component, or released from active duty must report to the Transition Center as soon as they receive their installation Clearance Record from MPD to ensure they received the mandatory briefings below:

- ❑ Army Career and Alumni Program (ACAP) Briefing: mandatory for all separating Service Members. MONDAY and THURSDAY, 1300, Bldg. 616, Rm 115. Call 831-242-6695 for information.
- ❑ DD Form 214 Review/Briefing: Required for all Soldiers who are being separated or departing from Active Duty. Attendance should be at least two weeks prior to departure date. Briefing is conducted TUESDAY and WEDNESDAY, 1300, Bldg 616, Rm 115. Call 831-242-6695 for information.

Levy Service Members

If you are going overseas, chances are you and your Family Member will require issuance of No Fee Passports. To apply for No Fee Passports, contact PCS Passport POC Ted Osborne to schedule an appointment to get the applications and information on what you will need to apply. The departing Service Member should email him at: tsosborn@nps.edu They should let him know when they will travel and what country they will be assigned to. He will respond via email and set up an appointment once they have all required documents.

All Departing Service Members

If you are within thirty (30) days of your report date and you have not received your PCS orders, contact the following:

- | | |
|-------------------------------|-------------------|
| ❑ Permanent Party (Officers) | 831-242-4737 |
| ❑ Permanent Party (Enlisted) | 831-242-7212/5693 |
| ❑ Students | 831-242-5693 |
| ❑ Foreign Area Officers (FAO) | 831-242-4737 |

Chapter 6 – Functions and Elements of Relocation Assistance

Army Community Service - Relocation Readiness Program

Point of Contact:	Ronald J. Kegley
Phone:	831-242-7661
FAX:	831-247-7662
E-mail:	ronald.j.kegley.civ@mail.mil
Location:	Bldg. 4260, Ord Military Community
Web Site:	http://www.pom-fmwr.com/fmwr/index.php/family/acs

Elements and functions of relocation assistance provided:

Loan Closet

Offers temporary loans of small household items and other relocation items. Loaner kits (necessary kitchen items), appliance packs (toasters, irons and coffee makers), mats and futons are available for use by in-coming and out-going Service Members and their Families. Car seats, portable cribs and strollers are also available. Temporary furniture is limited to folding tables and folding chairs.

Welcome Packets

A welcome CD providing general and specific installation information on the Presidio of Monterey and DLIFLC to individuals who are moving to the Monterey area is available at the ACS front desk. There is also an Information packet that includes brochures and booklets pertaining to events, programs, and services in and around Monterey. There are also area maps, installation telephone rosters and an assortment of other items regarding the availability of a variety of facilities and services at the Presidio of Monterey. This same information may also be accessed by going to: <http://www.pom-fmwr.com/fmwr/index.php/family/acs/relocation>.

Relocation Assistance Coordinating Committee (RACC)

Committee comprised of installation relocation service providers, charged with monitoring, evaluating, and changing the relocation service delivery system. Community members who have identified problems or have suggestions related to the Presidio of Monterey relocation process are encouraged to contact a RACC member at the above number to have their concerns brought to the RACC's attention.

MilitaryINSTALLATIONS

Contains a considerable amount of pertinent information helping Service and Family Members and Civilians make informed decisions prior to moving to the Presidio of Monterey may be found under MilitaryINSTALLATIONS, Presidio of Monterey. Military INSTALLATIONS is accessible via the Internet through the Military OneSource site; the Presidio of Monterey Home Page, A-Z Site Map, Army Community Service (ACS), Relocation Program; and Relocation Assistance Programs located on military installations worldwide. The ACS Relocation Readiness Program Manager is responsible for ensuring the information contained in MilitaryINSTALLATIONS is accurate and up to date. The weblink to the MilitaryInstallations site ifor Presidio of Monterey is:

http://www.militaryinstallations.dod.mil/MOS/f?p=132:CONTENT:0::NO::P4_INST_ID,P4_INST_TYPE:460,INSTALLATION.

Smart Moving Classes

Pre-move information classes are available to help Service Members and their Families prepare for their PCS move from the Presidio of Monterey. These classes are designed to reduce the stress factors associated with relocating and ensure Families and Sponsors are knowledgeable about the relocation process. The Smart Moving Class is available on a monthly basis and are offered on the second Thursday of each month.

Foreign Born Spouses Assistance

Foreign-born Spouses may learn or enhance their English skills through ESL (English as a Second Language) classes or workshops. The classes are offered at Monterey Peninsula Unified School District Adult School at <http://www.montereyadulthoodschool.com>. An existing MOU (Memorandum of Understanding) requires initial contact for the service through ACS and then referral to the MPUSD Adult School. Foreign-born Spouses may also attend citizenship classes at MPUSD as well as request assistance through the Immigration and Naturalization Service at <http://www.uscis.gov/portal/site/uscis>. The Naval Post graduate School has ESL classes on the Installation and welcomes any foreign-born Spouses whose Sponsor attends NPS. They also provide social interaction such as potluck lunches.

Sponsorship Assistance

Classes and counseling sessions are available for unit and individual training. Relocation Readiness Program staff assist unit sponsors with eSPONSORSHIP. The training informs potential Sponsors of their duties and guides them to tailor their assistance to meet the needs of individuals. Service Members must request a Sponsor through their gaining Unit.

Joint Service In-Processing Briefings (JSIB), New Student/Spouse Orientations

JSIB is held weekly at the Presidio of Monterey for all new Service Members. ACS Relocation Readiness Program staff presents a slide show of available services. An offer is made to those who are returning from OCONUS and/or deployment to attend classes on re-entry and post-deployment at ACS. ACS hosts a quarterly Newcomer's Welcome Fair and attends the quarterly Naval Postgraduate School New Spouse Orientation.

Out-Processing Briefing

This briefing is mandatory for all Army personnel and occurs on the second Thursday of each month. It prepares Service Members for clearing and out-processing their units and the Presidio of Monterey. Speakers include representatives from the Housing Office, Military Finance, ACS, Military Personnel, Battalion S-1 and National Guard. During the ACS segment information available on the Armyonesource website is discussed and pre-printed packets for Goodfellow AFB and Fort Huachuca are made available. Service Members are asked to fill out the Waiting Families form if they want their Family Members contacted by an ACS staff member during a lengthy TDY or PCS when they embark on an unaccompanied tour and Family remains here at POM.

Waiting Family Program

This is a database of Families whose Sponsors are on extended TDY, attending follow-on training at Goodfellow AFB or Ft Huachuca, deployed, or who are geographically separated due to an unaccompanied tour of duty. Registration in the program is required. Waiting Families are provided personalized assistance by ACS staff and close monitoring to ensure resolution of problems, provide necessary information, and make referrals to the appropriate agency or other resource.

Army Community Service - Exceptional Family Member Program

Point of Contact: Ms. Linda Moseley

Phone: 831-242-7960/7976

FAX: 831-242-7662

E-mail: linda.b.moseley2.civ@mail.mil

Location: Bldg. 4260, Ord Military Community

Hours of Operation: 0745-1645, Mondays, Tuesdays, Thursdays and Fridays. Closed for administrative work on Wednesdays.

Web Site: <http://www.pom-fmwr.com/fmwr/index.php/family/acs/efmp>

Elements and functions of relocation assistance provided:

The Presidio of Monterey Exceptional Family Member Program (EFMP) is a mandatory enrollment program that is based on public law and Department of Defense mandates. An Exceptional Family Member (EFM) is defined as any Family Member (child or adult) possessing a physical, emotional, developmental, or intellectual disability that requires special treatment, therapy, education, training, or counseling.

Service Members who have Family Members enrolled or requiring enrollment in the Exceptional Family Member Program (EFMP) are identified and referred to the ACS EFMP by ACS staff, Military Personnel Division, Housing Office and Medical Treatment Facility staff. ACS EFMP provides assistance to active duty Family Members who have special physical, emotional, intellectual, medical or educational needs, ensuring accessibility to community resources and supportive guidance. Offered services include:

Pre-Arrival Support – Coordination with ACS EFMP personnel to provide contact information for Military and Civilian Families with special needs. In the event that a Service Member has been given a “Services Non-Available” determination prior to arriving on the Presidio, or he/she has not received a determination prior to arrival, special needs care cannot be guaranteed to the Family.

- ❑ Enrollment - The EFMP Coordinator is available to offer forms and guidance in the enrollment process.

- Conducting Inclusion Action Team (IAT, formerly SNAP meetings).

- ❑ Comprehensive Case Management (Housing, Medical, Educational, Personnel, Transition, Information and Referrals).

- ❑ PCS Coordination – Assistance with accessing housing, special education and medical services.
- ❑ Program Briefings – Troop and command awareness briefings are offered.
- ❑ Advocacy (Rights/Responsibilities/Solution Resolution).
- ❑ Respite Care.
- ❑ Support groups and recreational activities.
- ❑ Special Needs Education for Families: Workshops for Families who have special needs - Information and awareness workshops are offered in specific areas such as physical, educational and emotional disabilities.

- ❑ Parenting Classes - Classes are offered to help parents deal more effectively with their children with special needs.
- ❑ Information and Referral - Information and referral to agencies in the community that provide services to Families with special needs is provided.
- ❑ Coordination of Recreational Services - Coordination with local recreation services for special needs Families.
- ❑ School and Special Education Advocacy - The EFMP Coordinator provides information on special education rights and responsibilities and is available to accompany parents to IEP/IFSP meetings.
- ❑ Respite Care – Eligible Families may qualify for up to 40 hours per month of care.

Helpful Regulations:

Army Regulation 608-75
Air Force Instruction 40-701
OPNAVINST 1754.2C
Marine Corps Orders P1754.4A
COMDTINST 1754.7B

Army Community Service – Outreach Program

Point of Contact: ACS Director or Reception Desk

Phone: 831-242-7652/7660

FAX: 831-242-7662

E-mail: kevin.a.moore50.civ@mail.mil
lorraine.a.hennessy.civ@mail.mil

Location: Bldg. 4260, Ord Military Community

Web Site: <http://www.pom-fmwr.com/fmwr/index.php/family/acs>

Elements and functions of relocation assistance provided:

Service Members and their Family Members are provided Welcome Packets at the La Mesa Family Housing Welcome Center upon arrival there. Those who are not greeted at the Housing Services Office are contacted and invited to come in to ACS to receive a Welcome Packet. Service Members and Family Members in Company B, 229th Military Intelligence Battalion are given Welcome Packets at their first Family Readiness Group meeting. All other service branches are invited at the Joint Services In-processing Briefing to visit ACS for a Welcome Packet CD.

Included in the Welcome Packet CD:

- ☐ Maps
- ☐ Brochures and pamphlets about the Monterey Community
- ☐ Fliers from:
 - Education Center
 - FMWR
 - Child and Youth School Services
 - Self Help
 - ACS
 - United Healthcare Military and Veterans Tricare Service Center
 - Child Development
 - Army Families Publication
 - Difficult to find phone numbers
 - Current classes
 - Supervision of Children

Army Community Service – Army Emergency Relief and Financial Readiness Program

Point of Contact: Mr. Cliff Thornburg

Phone: 831-242-5501

FAX: 831-242-7662

E-mail: clifford.o.thornburg.civ@mail.mil

Location: Bldg. 4260, Ord Military Community

Web Site: <http://www.pom-fmwr.com/fmwr/index.php/family/acs>

Elements and functions of relocation assistance provided:

Army Emergency Relief

Army Emergency Relief (AER) provides emergency financial assistance to active duty Service Members and their dependents; ARNG and USAR Service Members on active duty for more than 30 days and their dependents; Retirees and their dependents; and surviving spouses and orphans of Service Members who died while on active duty or after retirement. Assistance is provided in the form of interest-free loans, grants, or a combination of both.

If an emergency arises that cannot wait until the next business day (usually emergency travel), contact the American Red Cross at 1-877-272-7337 or visit the Army Emergency Relief website at <http://www.aerhq.org/dnn563/>.

Emergency Assistance Program

This program provides interest free loans or grants to eligible Military Members and their Families who experience a financial emergency due to non-receipt of pay, lost/stolen funds, emergency travel, funeral expenses, transportation, medical, rent, utilities, or other basic necessities. Army Emergency Relief (AER) assistance includes; Navy Marine Corps Relief Society (NMCRS), Air Force Aid Society (AFAS) and Coast Guard Mutual Aid Society (CGMAS).

Emergency Food Voucher Program

The POM Emergency Voucher Program is designed to provide Service Members and their Families with food for approximately three to four days, on an emergency basis to prevent privation or increasing financial hardship. The Service Member will need to provide a Leave and Earnings Statement (LES) and budget if none had been made.

Personal Financial Readiness for First Termers

If the Presidio of Monterey is a Service Member's first duty station, it is mandatory that he or she attend Personal Financial Readiness Training on a Saturday determined by the unit, or schedule an individual counseling appointment with program personnel.

Family Subsistence Supplemental Allowance (FSSA)

FSSA is a program to increase the Service Member's Basic Allowance for Subsistence (BAS) and to remove them from the Food Stamp Program. The Army Emergency Relief Officer will pre-screen individuals to determine eligibility for the FSSA program.

Financial Readiness Program

Financial counseling is available to assist with budget development, credit and debt management and a variety of financial planning areas (insurance, retirement, tax, relocation, savings/investing, goal setting, etc.). Financial classes and workshops are also available to Military units and community organizations.

Consumer Advocacy Program

The program offers a wide range of consumer topics and information beneficial in becoming an educated consumer. ACS Consumer Advocacy staff serve as a central information and resource point for eligible Military beneficiaries. Various program areas available include Consumer Rights & Responsibilities, Consumer Complaints & Resolution, Consumer Resource Handbook, and Local Consumer Resources.

Army Community Service - Employment Readiness Program

Point of Contact: Ms. Kevin Moore

Phone: 831-242-7652

FAX: 831-242-7662

E-mail: kevin.a.moore50.civ@mail.mil

Location: Bldg 4260, Ord Military Community

Web Site: <http://www.pom-fmwr.com/fmwr/index.php/family/acs/employment-readiness>

Elements and functions of relocation assistance provided:

Employment Readiness Program: The Employment Readiness Program (ERP) provides services to Military Spouses, Active Duty Military, Active Reserve and national Guard, Wounded Warriors, Retirees, DoD Civilians, and all Family Members.

Resource Information: Up-to-date resource information on available local, national and international employment opportunities, job market trends, and education resources.

Classes and seminars on self-assessment and career exploration, resume writing, interviewing techniques, dressing for success, networking, and entrepreneurship.

Resume critiques career counseling and individual career assessments. Job fairs and other hiring events. Information computers with internet access and resume writing software.

Job Search Assistance: Guidance on resume writing and interviewing techniques. Services include employment referrals, career and employment counseling and coaching, access to the Internet and use of computers, workshops and seminars, assistance with resume and USAJobs, and use of a resource library.

Career Counseling: Provides positive individual skills assessment counseling. Coordinator provides support and encouragement to Family Members in family member job search and career development efforts by increasing access to employment information and assisting them in their career planning. Information on reaching educational goals through traditional and non-traditional means is provided if career goals require further education.

Centralized Job Bank: This is a listing of web sites containing Federal job announcements; local, state and contract Non Appropriated Funds (NAF) positions; AAFES; Monterey Peninsula Unified School District (MPUSD).

Child, Youth and School Services

Point of Contact: Ms. Lela Casillo Chief, Child, Youth and School Services

Ms. Traci Gibson Family Child Care
Ms. Camilla Jones Central Registration
Ms. Latoya Jackson Monterey Road Child Development Center, 0-4 yrs
Ms. Dorrie Coman Porter Youth Center, Kindergarten to 18 Yrs

Phone: 832-242-5454 Chief, Child, Youth and School Services (CYSS)
831-242-7197 Parent Central Services
831-583-1054 Monterey Road Child Development Center
831-242-7823 Porter Youth Center

FAX: 831-242-5630 CYSS fax

E-mail: lela.m.casillo.naf@mail.mil

Location: CYSS Administrative Office - Bldg. 4260 Ord Military Community
Monterey Road Child Development Center – Bldg 7693
Porter Youth Center – Bldg 4260

Web Site: <http://www.pom-fmwr/cyss>

Elements and functions of relocation assistance provided:

Child, Youth and School Services – The Presidio of Monterey Child, Youth and School Services provides a diverse program of activities for eligible military connected youth, ages 6 weeks - 12th grade. Programs are designed to promote leisure and social skills; life skills, citizenship, and leadership. Additionally, the program offers mentoring, intervention and support services. To participate in the programs offered by Child, Youth and School Services, each participant must be a registered user. Registration packets are available on the Presidio of Monterey website or in the CYSS Central Registration Office. Appointment is needed for registration. Please call 831 242-7765.

Parent Central Services – Offers referrals for childcare on and off post. Family Child Care FCC services families who want a home environment for childcare. Central Enrollment Registration is for all CYSS programs. This office is also responsible for parent education, short-term alternative childcare options, and volunteers for all CYSS programs, family special events and the Teen Baby Sitters list. It provides general information on childcare programs, waiting list, enrollment, parent support and education.

Monterey Road Child Development Center (MRCDC) - Offers child care options such as Full Day Care, Part Day Pre-School, Hourly Care and Special Needs care. MRCDC serves families with children 6 weeks to 5 years old, includes Infant, Pre-toddlers, Toddlers and Pre-School and Strong Beginnings (pre-K program).

School Age Services - Offers childcare options such as; Before and After school, Hourly, School Vacation Camps, Summer Camp, half day and school closure. It also serves families with children kindergarten to fifth grade.

Middle School Teen (MST) program, SKIES and Youth Sports – The Porter Youth Center Middle School Teen program offers a variety of social, leisure; physical and developmental activities for middle school and teen youth. The sports program offers soccer, basketball, track, t-ball and baseball. Instructional classes (SKIES) are also offered for all ages, call for additional information on current classes – 242-7765. The MST program is the youth sponsorship program for the Presidio of Monterey.

Child, Youth and School Services - School Liaison Officer

Monterey Peninsula Unified School District (MPUSD)

Point of Contact: Mr. Isai Ogarrio-Martinez, Administrative Assistant to the Superintendent

Phone: (831) 645-1203

FAX: (831) 649-4175

E-mail: imartinez@mpusd.k12.ca.us

Location: Monterey Peninsula Unified School District
700 Pacific Street
Monterey, CA 93940-2864

Web Site: <http://www.mpusd.k12.ca.us/districtsite/home>

Presidio of Monterey (POM)

Point of Contact: Ms. Elaine Vrolyks, School Liaison Officer

Phone: (831) 242-6904 DSN 768-6904

FAX: (831) 242-5630

E-mail: elaine.l.vrolyks.naf@mail.mil

Location: Bldg. 4260, Ord Military Community

Web Site: <http://www.pom/fmwr/slo>

Elements and functions of relocation assistance provided:

DoDDS and Local Public School Systems

There are no DoDDS Schools on the Presidio of Monterey (POM), the Ord Military Community (OMC), or the Naval Postgraduate School (NPS). Military students living in the Parks housing areas attend schools in the Monterey Peninsula Unified School District. Individuals residing on Presidio of Monterey are served by Monte Vista Elementary, Colton Middle, and Monterey High. Residents of the Ord Military Community are served by Marshall Elementary, Seaside Middle, and Seaside High. Residents of La Mesa Village (NPS) are served by La Mesa Elementary, Colton Middle, and Monterey High. Special education services are offered through the Monterey Peninsula Unified School District (831-645-1207) and the Monterey County Office of Education, Special Education Division (831-755-6437).

Public Schools Serving Military Housing Areas

Monte Vista Elementary School

251 Soledad Dr.
Monterey, CA 93940
Phone: (831) 392-3890

Monterey High School

101 Herrmann Drive
Monterey, CA 93940
Phone: (831) 392-3801

La Mesa Elementary School

1 La Mesa Way
Monterey, CA 9394
Phone: (831) 649-1872

Seaside High School

2200 Noche Buena Street
Seaside, CA 93955
Phone: (831) 899-7033

Marshall Elementary School

300 Normandy Road
Seaside, CA 93955
Phone: (831) 899-7052

Seaside Middle School

999 Coe Avenue
Seaside, CA 93955
Phone: (831) 899-7080

Colton Middle School

100 Toda Vista Street
Monterey, CA 93940
Phone: (831) 649-1951

For contact information on the other public schools in this district visit the MPUSD web-site or call the School Liaison Officer. Check the Presidio of Monterey website for local area schools outside the MPUSD area: <http://www.pom-fmwr.com/fmwr/index.php/family/child-youth-a-school-services-cyss/school-liaison-office/public-schools>.

Charter Schools and Private Schools

There are several public charter schools in the Monterey area. Charter schools are part of a public school system and offer a curriculum that specializes in certain fields. Some of the charter schools have waiting lists. There are also many private schools in the Monterey area, some of which have long waiting lists. The tuition at private schools varies from several thousand dollars to over ten thousand dollars. For additional information on charter schools and private schools, please contact the School Liaison Office 831-242-6904, DSN 768-6904, or check The Parks website -

http://monterey.pinnaclefamilyhousing.com/Apartments/module/website_documents/website_document%5Bid%5D/17225

Homeschool support services are also offered locally. Ask your school liaison about the programs.

Civilian Personnel Advisory Center

Point of Contact: Ms. Rosalyn Tolentino
Phone: 831-242-5744
FAX: 831-242-5199
E-mail: ros.tolentino@us.army.mil
Location: Bldg 277, Presidio of Monterey
Web site: <http://www.monterey.army.mil/cpac/index.html>

Elements and functions of relocation assistance provided:

Civilian Personnel Advisory Center – Provides potential applicants with the following information: employment information, web based position vacancy announcements, merit promotion data, On-line USA staffing, civilian employee benefits to include health benefits, life insurance and retirement information.

Other Services/Information:

- ☐ OPM jobs and Employment Information
- ☐ Federal Employment Application Access On line
- ☐ Veteran's Preference Application Access On Line
- ☐ Family Medical Leave Act Information
- ☐ Non-Pay Status Benefits
- ☐ Military Spouse Preference Information/Registration

Defense Finance and Accounting Services

Point of Contact: Lead Military Pay Technician

Phone: 831-242-4783

FAX: 831-242-6376

E-mail: n/a

Location: Bldg. 616, Rm 127, Presidio of Monterey

Web Site: n/a

Elements and functions of relocation assistance provided:

All Soldiers must in-process finance upon arrival. The Defense Military Pay Office (DMPO) conducts a mandatory in-processing brief. Briefs are conducted every Tuesday as part of the JSIB. The DMPO will input information to the Soldier's Master Military Pay Account (MMPA) that pertains to his/her new location and Family-related circumstances. Some of these changes may include starting Basic Allowance for Housing, charging leave, paying separate rations (enlisted, during transit time), changing bonds and allotments, etc.

Permanent Change of Station (PCS) Travel Voucher:

Any Soldier arriving on official PCS orders must submit a Travel Voucher or Sub-voucher (DD Form 1351-2) for payment. The DMPO will assist in completing the travel voucher at the In-processing Brief. Soldiers must bring the following items to the brief:

- ☐ Three copies of PCS orders with amendments (if applicable).
- ☐ Two copies of signed Leave Form (DA Form 31). If permissive TDY is taken, the Housing Office must stamp the date permissive TDY will begin.
- ☐ Two copies of the plane tickets, if individually purchased.
- ☐ Two copies of all receipts for expenses in excess of \$75.00.
- ☐ One copy of advance payments for travel and Dislocation Allowance (DLA).
- ☐ Vehicle Shipping Document for Automobile (DD Form 788), if shipped vehicle from overseas.
- ☐ Assignment or termination of government quarters memorandum from the Housing Office.
- ☐ Separate rations authorization (DA Form 4187) (if applicable).

Temporary Lodging Expense (TLE):

- ☐ Entitlement to TLE depends on the expenses incurred at temporary lodgings, not to exceed a total of 10 days--NO EXCEPTIONS. Receipts for lodging expenses are required to support claim to TLE.
- ☐ Lodging expenses are not authorized when staying with friends or relatives.
- ☐ Soldiers must report to the installation Housing Office upon arrival. The Housing Office will:
 - Brief Soldiers on availability of government quarters.
 - Provide a listing of off post housing if government quarters are not available.
 - Stamp DA Form 31 to initiate permissive TDY if authorized.
- ☐ Soldiers must turn in all TLE paperwork (TLE Worksheet, lodging receipts, and PCS orders) to the DMPO. The DMPO will process the TLE paperwork and payment it will be electronically deposited into the Soldier's pay account.

Out-Processing - All Soldiers must out process finance before departing. Out-processing finance is done in two phases.

Phase I:

The Defense Military Pay Office (DMPO) conducts a mandatory out-processing brief. Briefs are conducted on the 2nd Thursday of the month. Soldiers should attend this brief at least 10 days prior to their departure. Documentation required at the briefing includes:

- ❑ Three copies of Permanent Change of Station (PCS) orders, endorsements, and amendments (if applicable).
- ❑ Completed Advance Pay Certification/Authorization (DD Form 2560) if requesting an Advance Pay.

Phase II:

- ❑ Soldiers must out process all other agencies except the Personnel Administrative Center (PAC) and Military Personnel Division (MPD) prior to clearing the DMPO. Soldiers must turn in a copy of PCS orders and Leave Form (DA Form 31- Active Duty) or (DA 481- Reservist/National Guard) for final clearing.
- ❑ Recommend Soldiers submit any necessary pay changes 30 days prior to departure.

Dependent Travel

- ❑ Dependent travel is authorized in the following circumstances:
 - When command sponsored Dependents travel on orders to the new duty station.
 - When Dependents relocate the household, under valid orders, to a designated location within the Continental United States (CONUS). Movement to a location outside CONUS must be authorized in the orders.
- ❑ Soldiers must request payment for Dependent travel.
 - If concurrent travel of Dependents is authorized, Soldiers should submit the travel documents for reimbursement when they attend the Defense Military Pay Office (DMPO) In Processing Brief. If the Dependents are awaiting deferred travel orders, the Soldier may submit his/her own personal travel documents for reimbursement. Once the Soldier's Dependents complete their non-concurrent travel, the Soldier must submit documents to the DMPO for reimbursement.
- ❑ Soldiers must have the following documents to receive reimbursement for Dependent travel:
 - Two copies of Permanent Change of Station (PCS) order(s) and amendment(s).
 - Original and three copies of airline tickets.
 - Receipts for reimbursable expenses over \$75.00.
- ❑ If Dependents travel with the Soldier, the Soldier must list them on the PCS travel voucher (DD Form 1351-2).

If deferred travel occurred, the Soldier must submit a subsequent DD Form 1351-2 through the DMPO.

Advance Travel

- ❑ Individuals are authorized a Permanent Change of Station (PCS) travel advance to cover anticipated travel expenses.
 - Only one advance payment per order is authorized.
 - Advances are limited to 80% of anticipated authorized travel cost.
 - Submit the travel advance request within 30 days prior to departure. Recommend Soldiers submit the travel advance request at the DMPO Out-processing Brief.
 - The DMPO will process the advance request and electronically deposit the payment into the Soldier's pay account.
 - Soldiers must settle the travel advance within five days after arrival at the new duty station.
- ❑ Government travel charge card holders are authorized to receive cash advances through the Automated Teller Machine (ATM). Soldiers must claim this advance on their settlement claim.
 - Government travel charge card cash advances are limited to the cost of meals and incidental expenses.
 - Advances should not include anticipated lodging costs.

Dislocation Allowance (DLA)

- ❑ DLA rates are based on rank and Dependent status. This allowance is intended to partially reimburse Soldiers for expenses incurred in relocating a household and may be paid in advance.
- ❑ NOT All Soldiers are eligible to receive DLA. The following illustrates Soldiers entitled to DLA:
 - Soldiers with Dependents when Dependents relocate their household in connection with a Permanent Change of Station (PCS) move.
 - Soldiers with Dependents, who do not relocate their Dependents, are authorized single rate DLA provided they are not assigned government quarters upon arrival at the new duty station. Temporary occupation of government quarters (less than 60 days) upon arrival does not affect eligibility to DLA.
 - Soldiers without Dependents are authorized single rate DLA provided they are not assigned government quarters upon arrival at the new duty station
- ❑ Soldiers may claim DLA either in advance or at the gaining station.
 - Soldiers may request advance DLA at the DMPO Out-processing Brief.
 - Soldiers must complete the worksheet and attach a copy of PCS orders. Additionally, unaccompanied Soldiers, SSG and below, must provide a statement of non-availability from their commander and gaining station local housing office.

Housing Services Office

Point of Contact: Ms. Gay M. Rearick
Phone: 831-242-7984
FAX: 831-242-7793
E-mail: usarmy.pom.106sig-bde.mbx.pres-dpw-housing@mail.mil
Location: Bldg 4250, Ord Military Community
Web Site: http://www.monterey.army.mil/Housing/housing_main.html

Elements and functions of relocation assistance provided:

The Presidio of Monterey Housing Services Office assists personnel in obtaining housing whether on post Privatized housing or off post housing. There are over 1,800 houses, located in four housing areas within our Privatized Housing also known as Monterey Bay Military Housing.

Main Base Housing consists of:

- ☐ Hayes and Stilwell Park (E1 - E4)
- ☐ Doe Park (E5 – E-6 and O1-O3)
- ☐ La Mesa Village (O1 – O7 and E7-E9)
- ☐ Presidio of Monterey Key & Essential
- ☐ Naval Postgraduate School (Key & Essential)

Government Privatized Housing On Base

Currently, there are enough homes available to house our Military personnel. A wait list will be established only when there are no new homes available in rank band areas. Quarters are assigned based on two factors; grade and family composition. If there are medical conditions that require special considerations, the Sponsor must have documentation of the condition available at the time of sign in. Medical documents will be evaluated by the Army Health Clinic (for Army and Air Force) or the Naval Medical Admin Unit (for Navy or Marines) at the Presidio of Monterey. Recommendations will be made to the Housing Services Office for your housing needs.

Bachelor Housing

There is no Bachelor Housing (BOQ or BEQ) at the Presidio of Monterey or Naval Postgraduate School. However, our Housing Services Office can assist with Bachelor Housing needs. Enlisted, E1-E5 Soldiers are required to live in the Barracks (Army). For other services you will need to check with your individual unit when you arrive to determine if you will be required to live in the Barracks/Dorms.

Off Base Housing

Available in the area but can be very expensive. Rental rates average \$950 (1 bedroom unfurnished apartment) to \$2,500 (3 bedroom unfurnished house). Utilities average \$300-\$400 per month depending on size and location of the home. Sponsors should check with the Housing Services Office upon arrival to the Monterey area.

Human Resources – Army Continuing Education Service

Point of Contact: Ms. Darlene Doran-Jones

Phone: 831-242-5325

FAX: 831-242-6817

E-mail: darlene.a.doran-jones.civ@mail.mil

Location: Bldg. 630, Presidio of Monterey

Web Site: http://www.monterey.army.mil/Education_Services/education_main.html

Elements and functions of relocation assistance provided:

Contact Information and Hours of Operation

(831) 242-5325, DSN 768-5325, Fax (831) 242-6817 or email at USARMY.PoM.106-Sig-Bde.List.PRES-EDCTR@mail.mil

Education Center hours: Monday through Thursday 0800-1700 and Friday 0900-1700. Closed daily from 1300-1400.

Active Duty Service Member Continuing Education Defense Language Institute Foreign Language Center (DLIFLC) Associate of Arts Degree Program

Service Members who complete language studies in residence at DLI earn 45 semester hours toward a college degree. By completing minimal additional general education requirements, students can earn an associate degree in the language studied. For more information visit www.dliflc.edu.

Professional Counseling Services

Guidance counselors are available to assist Military Personnel and adult Family Members with achieving educational and occupational goals. Meeting with a counselor is key to becoming acquainted with programs and services that support your needs. Counseling is available on a walk-in or appointment basis.

Local Schools

- [Naval Postgraduate School](#)
- [Monterey Institute of International Studies](#)
- [Monterey College of Law](#)
- [Monterey Peninsula College](#)
- [Brandman University](#)
- [California State University Monterey Bay](#)

Functional Aptitude Skills Testing (FAST)

FAST consists of academic instruction designed to provide Service Members and their Families the opportunity to acquire the knowledge and skills necessary to participate effectively in the workplace and in society. Instruction is designed to improve reading, mathematics, writing, speaking, science, and computer skills. Instruction is delivered in a number of ways including through the Online Academic Skills Course at www.nelnetsolutions.com/skillscourse; open entry/open exit high school completion/GED and English-as-a second language offered through our community adult schools for a nominal fee, in the day and/or evening.

Tuition Assistance

The Department of Defense has a uniform Tuition Assistance (TA) policy across the military services that provides financial assistance for voluntary off-duty education programs. Soldiers can obtain their TA benefit by accessing www.GoArmyEd.com. The Presidio of Monterey Education Center provides tuition assistance guidance to members of sister services to obtain TA through their respective branch of service.

Veterans Administration (VA) Education Benefits Programs

Education Center counselors advise on the Montgomery GI Bill, College Fund, Veterans Education Assistance Program, Top-Up, Post 9/11 GI Bill, and other VA education benefits programs. These benefits support a variety of training including college studies, vocational schooling, apprenticeship/OJT programs, correspondence study, testing and more. Visit www.gibill.va.gov for comprehensive benefit program information.

Department of Defense Student Loan Repayment Program

This enlistment incentive benefits all Service Members who contracted for this entitlement incentive by repaying up to \$60,000 of qualifying student loans. Eligible Service Members must take an active role in initiating loan repayment documents and ensuring loans remain in forbearance while being repaid by the government.

Federal, State and Private Financial Aid

There are numerous ways to finance one's education. Ask your education professionals about in-state rates at public schools, MyCAA, grants, including the California Board of Governor's Grant, student loans, work-study programs and scholarships.

Testing Center

Your Education Center administers the following tests to Service Members at no cost. All testing is conducted by appointment only. Study materials are available from the education center and/or the AISO Library.

- Armed Forces Classification Test (AFCT)
- Selection Instrument for Flight Training (SIFT)
- Test of Adult Basic Education (TABE)
- American College Testing Program (ACT)
- Scholastic Aptitude Test (SAT)
- DANTES Subject Standardized Tests (DSST)
- College Level Examination Program (CLEP)

- Graduate Record Subject Examinations (GRE)
- The Praxis Series (NTE)
- Air University Firefighter Exams
- Licensing and certification examinations

Multi-Use Learning Facility

The Multi-Use Learning Facility provides a comfortable location where Service Members can pursue educational and career development research. The Learning Facility houses workstations with Internet access, Kuder Journey (www.dantes.kuder.com) — a computer-based guidance system, SmartForce courseware, Army correspondence course instruction, basic skills and test preparation. Service Members can also access a small library of college catalogs, college handbooks, financial aid references and career information.

Useful Links

- GoArmyEd - www.goarmyed.com
- VA Education Benefits - www.gibill.va.gov
- Post 9/11 GI Bill Transfer - www.dmdc.osd.mil/milconnect
- Kuder Journey - www.dantes.kuder.com
- Servicemembers Opportunity Colleges (SOC) - www.soc.aascu.org/
- Joint Services Transcript (JST) - <https://jst.doded.mil>
- Army Credentialing Opportunities On-Line (COOL) - <https://www.cool.army.mil>
- Peterson's Test Preparation- www.petersons.com/dod
- DLIFLC AA Degree Office - www.dliflc.edu

Human Resource - Military Personnel Division

Point of Contact: Mr. Martin L King
Phone: 831-242-5421
FAX: 831-242-4907
E-mail: martin.l.king3.civ@mail.mil
Location: Bldg. 616 Room 121, Presidio of Monterey
Web Site: <http://www.monterey.army.mil/hr/index.html>

Elements and functions of relocation assistance provided:

Personnel Services:

Provides personnel actions, transition and retirement information, and reassignment information for Service Members assigned to DLI. Provides the following services; PCS Orders, ETS Orders, Retirement Orders, Attachments, Identification Cards, Military Personnel Records, Retirement Applications, Senior Enlisted Promotion Boards, Officer Promotion Boards, Officer School Selection Boards, Personnel Actions and E-MILPO. Additionally, may also provide limited assistance to Army Members not assigned to DLI. POCs are listed below:

- | | |
|--|-------------------------------|
| <input type="checkbox"/> Reassignments/Strength Mgt/Records/ID Cards | Charles Grinnell 831-242-5210 |
| <input type="checkbox"/> Personnel Actions/Retirements/Promotions | Preston Young/831-242-5232 |

Military Health Clinic

Points of Contact: SSG Kyle R Chapman

Phone: 831-242-5608

FAX: 831-242-7558

E-mail: kyle.r.chapman2.mil@mail.mil

Location: Bldg. 422, Presidio of Monterey

Web Site: <http://www.mamc.amedd.army.mil/presidio-of-monterey/>

Elements and functions of relocation assistance provided:

Military (Army) Health Clinic - Delivers quality primary health care to all Tri-service fighting forces at the Defense Language Institute (DLI), Naval Postgraduate School (NPS) and enrolled pediatric Family Members.

- Provides comprehensive preventive and occupational health services while maintaining the highest level of joint medical readiness.
- Provides accessible, safe, high quality, compassionate and customer-focused patient care.
- Provides preventive health care and healthy lifestyle through education.

Services

- ☐ After Hours Urgent Care
- ☐ Behavioral Health
- ☐ Physical Therapy
- ☐ Readiness: Physical Exams, PHA, PDHA, PDHRA
- ☐ Immunizations Clinic
- ☐ Community Health Clinic
- ☐ Exceptional Family Member Program (EFMP)
- ☐ Family Advocacy Program
- ☐ Nutrition and Dietetics (Dietitian) Counseling
- ☐ Optometry
- ☐ Pediatrics (Enrolled Patients Only) - appointments seen at: 880 Cass Street, Monterey, 2nd Floor
- ☐ Pharmacy
- ☐ Physical Therapy
- ☐ Dental (Active Duty)
- ☐ Administrative Visits: non-medical need or concerns, strictly for administrative purposes only.

Religious Support Office

Point of Contact: Chaplain (LTC) Suk Jong Lee

Phone: 831-242-7620 (OMC) 831-242-5281 (POM)

FAX: 831-242-7619

E-mail: sukjong.lee@us.army.mil

Location: Bldg 4280, Ord Military Community

Web Site: <http://www.monterey.army.mil/chaplain/index.html>

Elements and functions of relocation assistance provided:

Chapel Programs and Services – Welcomes newly-arrived Presidio of Monterey community members and provides an overview of chapel services during the weekly Joint Services In-processing Briefing. Religious, marital and pre-marital counseling; couples communication workshops, marriage enrichment workshops, and single Soldier retreats are also available. Worship services are offered at Ord Military Community and Presidio of Monterey Chapels.

Services:

- ☐ Catholic Masses
- ☐ Protestant Services
- ☐ Islamic Prayer Meetings

Religious Activities:

- ☐ Wednesday Family Night
- ☐ Youth Group
- ☐ Bible Studies

Christian Education Programs:

- ☐ CCD - Sundays – OMC Chapel
- ☐ Children's Church – OMC & POM Chapels
- ☐ Baptism Classes
- ☐ Protestant Women of the Chapel – Tuesday Bible Study for Women
- ☐ Vacation Bible School

Various Church Functions: Easter, Christmas Eve, Christmas and New Year's Day Services/Masses are held during the various seasons. Other spiritual and seasonal services and programs include: Stations of the Cross, Ash Wednesday Masses, Easter Vigil, 1st Communion and Confirmation, Christmas tree lighting ceremony, piano and organ concerts, retreats, potlucks and socials.

Retirement Services Office

Point of Contact: Ms. Cathy Salazar

Phone: 831-242-6695

FAX: NA

E-mail: catherine.m.salazar.civ@mail.mil

Location: Bldg 616, Taylor Hall, Presidio of Monterey

Web Site: <http://www.monterey.army.mil/hr/RetirementServices.html>

Elements and functions of relocation assistance provided:

Services –The Retirement Services Office mission is to assist the Retiree and his/her Family and Active Duty Soldier and his/her Family who are preparing to retire/ transition to civilian life by providing information and advice concerning pay, benefits, and entitlements. The goal is to help you achieve a smooth and successful transition process. The installation also provides post-retirement services on numerous retirement related issues to retired Soldiers and their Families.

There are two mandatory briefings that all Soldiers retiring from the Army must attend: The Pre-retirement briefing and the Survivor Benefit Plan briefing. Both have been combined into one briefing for the convenience of the Soldier and their Family members. Spouses are strongly encouraged to attend. Briefing subjects include Retired Pay Issues, Transportation, ID Cards, Transitioning Services , Combat Related Special Compensation, Concurrent Retirement and Disability Pay, and the Survivor Benefit Plan. The briefings are conducted quarterly throughout the year. Members must call (831) 242-6695 to reserve a seat.

Temporary Military Lodging

Point of Contact: Front desk personnel at phone number listed below:

Phone: 831 645-1199
Toll Free: 1-877-711-8326

E-mail: N/A

Location: 466 Cabrillo Street, Bldg. 366, Presidio of Monterey

Web Site: <http://www.ihg.com/armyhotels/hotels/us/en/presidio-of-monterey/zypra/hoteldetail>

Elements and functions of relocation assistance provided:

Temporary Lodging - Welcome to IHG Army Hotels on Presidio of Monterey. Positioned on the hills of beautiful Monterey, California, IHG Army Hotels on Presidio of Monterey is conveniently located within walking distance of many attractions on and off base: the beautiful California coastline, Monterey's famed Cannery Row, Presidio of Monterey Museum, a tennis court, a family park, post exchange and many more. From suites and single rooms, our variety of accommodations come completely furnished with all the trimmings to fit your travel needs. All rooms feature microwaves and refrigerators, select rooms offer kitchens. The natural beauty of the Monterey Peninsula, along with its world-class golf courses, spectacular state parks, rich history, and access to the Monterey Bay National Marine Sanctuary, draws thousands of visitors each year. Top attractions include: Cannery Row, Fisherman's Wharf, the internationally renowned Monterey Bay Aquarium, and the region's shops, galleries and restaurants are very popular with visitors. Golf enthusiasts will enjoy twenty-eight golf courses, the Monterey Peninsula was voted by Golf Digest as the No. 1 golf destination in the world including one of the largest events, the Pebble Beach AT&T National Pro-AM Golf Tournament in February. The variety of sea life and the National Marine Sanctuary designation also makes the ocean and bay popular for all levels of snorkeling and Scuba diving.

Pet Policy – A non refundable pet fee of \$75.00 is charged for the first five nights and \$7.00 per night beginning on the sixth night. Pet agreement must be signed at checkin. Please call hotel directly for pet policy details.

Internet – Standard Internet service free for all guests. Wireless Internet available for all standard rooms, executive rooms, suits, business center and public areas.

Transportation Management Office

Point of Contact: For Inbound Counselor: 831-242-5096
For Outbound Counselor: 831-242-5330
For all other requirements, please review phone list below.

Phone:

Office Section	Telephone
Chief, Transportation Division	831-242-6450
Personal Property Manager	831-242-6456 831-242-6441
Inbound Personal Property - Provides customer support for arrival and delivery of Household Goods for service members.	831-242-5096
Outbound Personal Property - Provides customer support for pick-up and movement of Household Goods to next duty station or destination.	831-242-5330
Personal Property Quality Control Inspector - Provides quality control for pickup/delivery of Household Goods. POC for feedback regarding performance of movers.	831-242-6457
Non-Temp Storage - Provides customer support for non-temporary storage authorized for personal property at Government expense.	831-242-6803 831-242-5072
Personnel Movements/Passports - Provides customer service for passenger travel of Service Members and other government personnel on official travel; visas, official passports, and diplomatic passports. For tourist passports, please contact nearest post office.	831-242-5203

FAX: 831-242-5923/5821

E-mail: pres.msgto@conus.army.mil

Location: Bldg. 517, Presidio of Monterey

Web Site: <http://www.monterey.army.mil/logistics/index.html>

Elements and functions of relocation assistance provided:

Official Travel - Provides travel assistance to include entitlement counseling and interfacing with the commercial travel office for ticketing. Researches and advises on passport and visa requirements and accepts applications.

Household Goods - Provides household goods (HHG) shipping, storage, delivery, and customer service. Assists Service Members and their Families with shipment entitlement information as prescribed by Joint Federal Travel Regulation. Schedules appointments for counseling sessions to ensure quality customer service. Provides customer feedback survey upon completion of the service.

Support Services:

Household Goods - Inbound Shipments

If you have HHG coming in, call (831) 242-5096 to arrange for a delivery date. Even if you do not have a delivery address, you still need to call this number to provide a telephone number, unit of assignment, etc. If you want your household goods shipped from your Home of Recrd to the Presidio of Monterey, options available to you are:

- Coordinate your move with the Transportation Office, The Presidio of Monterey Transportation Office sends required forms to the nearest Transportation Office where your HHG are located. They arrange for the pickup date, to include contact the person you have designated to release your property. You receive your HHG 4-5 weeks from the date you start the paperwork.
- Arrange for mailing of your HHG through the US Postal Service, or other small package company (only recommended for HHG weighing less than 200 lbs.) Make a claim for reimbursement by submitting an original copy of the receipt, 5 copies each of orders which assigned you to the Presidio of Monterey and the ones which placed you on active duty. Bring these to Bldg. 220, Monday-Friday, 0745-1145/1245-1645. The Defense Military Pay Office processes payment, on average, 4-6 weeks. Telephone number is (831) 242-6362/5282.

Claims for Reimbursement: If you have already moved your HHG and wish to claim for a reimbursement, please follow the procedures listed above.

Household Goods - Outbound Shipments

Arrange for your household goods move at Bldg 517 (next to the Post Office), PVT Bolio & Lawton Street. For the Transportation Office to arrange for your move, present copies of valid Permanent Change of Station (PCS) or End of Term of Service (ETS) orders. Because moving entitlements are complex and varied for each one, you need to present orders in person and discuss your options with a Shipment Counselor. Movers schedule pickup dates 5-10 working days from the date of your counseling appointment. If you do not have orders but are anticipating a move, you may pick up forms in advance, to include a copy of an "It's Your Move" booklet. Please read this prior to your counseling session. For further information, please consult the Directorate of Logistics webpage on PCS/ETS/TDY.

Household Goods Claims Office-Legal Affairs (SJA) - The Litigation & Claims Office is located in the Office of the Staff Judge Advocate, Building 275, Room 211. Customer service hours are Monday through Friday, 0900-1400. For appointments outside these hours or for claims questions, please call 242-6396.

Household Goods Claims Office-Legal Affairs (SJA)

Bldg. 275, Room 211, Monterey, CA 93944

Phone: (831)-242-6396 **Fax:** (831) 242-5085

Web Site: <http://www.monterey.army.mil/Legal/claims.html>

Richmond Vehicle Processing Center – Provides entitlement counseling, ships, and stores vehicles for Service members assigned to overseas locations.

Richmond VPC

1200 Wright Ave

Richmond, CA 94804

Phone: (800)-704-2444 or (510)-231-6831 **Fax:** (510)-237-4046

UHC/TRICARE West Region

Point of Contact: United Healthcare Military & Veterans TRICARE West Region

Phone: 1-(877)-988-9378
Customer Service is available by phone Monday through Friday, 7:00am to 7:00ps local time.

Web Site: <http://www.uhcmilitarywest.com/>

Changes to Prime Service Areas:

<https://www.uhcmilitarywest.com/uhcmw/portal/content/resources/?channelurl=/uhcmilitarywest/Home/Beneficiary/Resources/Enrollment/Changing%20Your%20PCM>

Department of Defense TRICARE Health Care Program: <http://www.TRICARE.mil>.

Elements and functions of relocation assistance provided:

Effective 1 April 2013 the TRICARE West Region contract transitioned to and is now being managed by UnitedHealthcare. Effective 1 April 2014 walk-in service at the Ord Military Community (OMC) TRICARE Service Center is no longer available due to nationwide closure of all TRICARE Service Centers. For more information about the TRICARE Service Centers closures across the nation, visit: www.tricare.mil/TSC. After 1 April 2014, TRICARE beneficiaries will still have access to a wide variety of secure, electronic customer service options through the UHC TRICARE web site: www.tricare.mil. This change does not affect TRICARE benefits or health care delivery.

Newcomers Briefing – There is an ADSM Newcomer’s Briefing (Joint Services In-processing Brief, or JSIB) held every Tuesday at DLIFLC/POM where a TRICARE Representative enrolls the Service Member and offers TRICARE enrollment Family packets. However, any individual may go to <http://www.uhcmilitarywest.com/>.

United Healthcare Military West/TRICARE Website:

The website home page portal contains links to information for Affordable Care Act, provider forms, granting Family Member access, TRICARE Autism information, beneficiary forms, online enrollment, finding a provider, and eligibility. and MilConnect. A link to MilConnect is also available, offering sponsors and eligible Family Members access to their personal information, health care eligibility and personnel records through a DMDC-provided centralized location. Information pages for beneficiary, provider, and government pages also available, as well as an information page for finding a provider.

TRICARE Beneficiary Web Enrollment (BWE) Website:

<https://www.dmdc.osd.mil/appj/bwe/indexAction.do> OR
https://www.dmdc.osd.mil/milconnect/faces/index.jspx?_afLoop=1363787826914654&_afWindowMode=0&_adf.ctrl-state=5vk22ac84_9

This is a secure portal that allows TRICARE beneficiaries to update information and manage enrollment in TRICARE Prime options, the TRICARE Young Adult program, and TRICARE dental options. Site features include: enrollment or disenrollment of eligible beneficiaries; transferring enrollment to a new location; selecting or changing a PCM; viewing enrollment information and checking enrollment status; requesting a new enrollment card; adding information to DEERS record about other health insurance; and updating contact and email address information in DEERS.