

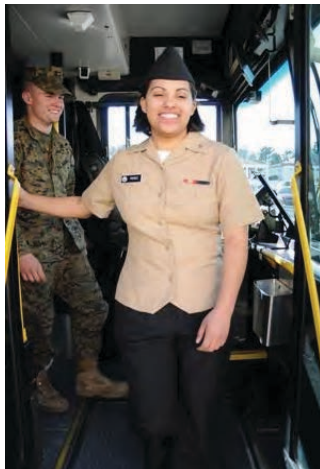
payment system. All program participants are issued a debit card and must use this debit card to purchase bus passes on a monthly basis at a kiosk located at the POM Post Office, Mid-POM Java Café, Outdoor Rec (ODR) or at the DoD Center on Ord Military Community (OMC). The TRANServe debit card is loaded automatically on the 10th of each month. You will be required to return your debit card upon permanently leaving this installation.

The process is very easy:

- Step 1: Sign for the debit card.
- Step 2: Activate the debit card.
- Step 3: Purchase the bus pass for the following month.

For more information regarding the TRANServe program and routes, please consult the Presidio of Monterey Mass Transportation Benefit Program on the Presidio of Monterey website. Follow the link at:

http://www.monterey.army.mil/Bus/bus_program.html



Army Community Service

Services and Programs 242-7660



Welcome to the Monterey Military Community

General Stilwell Community Center, Ord Military Community

242-7660

The mission of the Army Community Service Center is to facilitate the commander's ability to provide comprehensive, coordinated and responsive services supporting readiness of Service Members, Family Members and Department of Defense Civilians. The staff at ACS believes that seeking support information and education is a sign of Family strength rather than an indication of difficulty. The following programs are ACS services:

ARMY EMERGENCY RELIEF, FINANCIAL READINESS PROGRAM

242-5501

AER provides emergency financial assistance to Service Members, both Active Duty and Retired, and their Family Members, as well as widows and orphans of deceased Service Members. Assistance provided is in the form of interest-free loans, grants, or a combination of both. AER provides service to all branches of the Armed Forces. Professional assistance is available to Military Families in the form of budget counseling and debt consolidation.

AVC, AFAP, AFTB, OUTREACH PROGRAMS

242-6890

AFAP provides a route for Military Service Members and Families to voice issues of concern and make recommendations that improve quality of life and foster paths to improvement. AFTB is designed to educate the community and provide information and skills to help in understanding Military life. The Outreach Program is designed to enhance readiness and retention by helping Military Families develop a strong sense of self-reliance and connection with the Presidio of Monterey Military community. The AVC program refers individuals to volunteer positions on post, tracks volunteer hours, sponsors the annual Installation Volunteer Recognition Week and coordinates "Make a Difference Day" projects.

EMPLOYMENT READINESS

242-7510

The Employment Readiness Program (ERP) provides services to Military Spouses, Active Duty Military, Active Reserve and National Guard, Wounded Warriors, Retirees, Department of Defense Civilians, and all Family Members. Services include:

- Current resource information on available local, national and international employment opportunities, and education resources.
- Classes on resume writing, interviewing techniques and resume critiques.
- Career counseling and individual career assessments.
- Job fairs and other hiring events.
- Teen/Youth employment information.
- Computers with internet access, resume writing software, and typing tutorials.

EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP)

242-7960

The EFMP Program Coordinator provides information and referral services for Service Members and their Families who have special needs (medical, emotional, developmental and educational). Services include information and current listings of agencies, services, support groups, et al, in the area. EFMP works with other military and civilian agencies to provide comprehensive and coordinated medical, educational, housing, community support and personnel services to Families with Special Needs. EFMP enrollment works to ensure that needed services are available at the receiving command before the assignment is made.

FAMILY ADVOCACY PROGRAM

242-7653

The Family Advocacy Program Manager coordinates the direct services, administration, evaluation, education programs and training for the prevention of child and spouse abuse. The coordination is available for crisis intervention and referral information. Domestic Violence Victim Advocacy services are available 24/7. Call 831-206-2789.

RELOCATION READINESS, DEPLOYMENT/MOBILIZATION PROGRAM

242-7661

The Relocation Readiness Manager assists Military Families and Department of Defense Civilians who are relocating to/from another duty station. The ACS Loan Closet, is a lending service of small household items (tableware, cooking utensils, irons, car seats. Families in transition may borrow items while their household goods are in transit.

SURVIVOR OUTREACH SERVICES

242-7653

Survivor Outreach Services is designed to reassure Survivors that they are continually linked to the Army for as long as they desire. Services include information on local, state and federal benefits, investment and estate planning education, life skill education, counseling and support group resources.



For more information please contact:
Army Community Service, General Stilwell Community Center
Bldg. 4260 on Ord Military Community • (831) 242-7660



Army Community Service

Volunteer Program 242-7660



VOLUNTEER OPPORTUNITIES

AGENCY

ARMY COMMUNITY SERVICE

ORGANIZATION / POSITION

Armed Forces Team Building Instructors, clerical, publicity Various ACS Programs



PRESIDIO OF MONTEREY

Mayors Program – all positions, Unit Family Readiness Groups, Outdoor Recreation Winter Ski Tour Guides, Child Development Services, Youth Services - coaches, Price Fitness Center Hobson Center, Better Opportunities for Single Soldiers Presidio Chapels, Thrift Shop Retiree Council, Public Affairs Offices

MONTEREY PENINSULA SCHOOLS

649-1565

In classrooms, Libraries, After School Programs

AMERICAN RED CROSS

Salinas 424-4824 • Carmel 233-8966

Instructors – CPR and First Aid, Office work Disaster Assistance, Community Events

MONTEREY BAY AQUARIUM

648-4800

Guides, Camp-in, Diver, Husbandry, Wild about Otters

SALVATION ARMY

899-4911

Summer Camp, Bilingual Tutor, Youth Mentor, Homework Tutor, Arts and Crafts Assistants, Clothing Assistant, Sports and Recreation Assistant

SPCA

373-2631

Benefit Shop, Wildlife Center, Fund raising, Clerical Support

LYCEUM OF MONTEREY COUNTY

372-6098

Music Program Coordinator, Fund raising, Mock Trial Coordinator

ALLIANCE ON AGING

646-1458

Friendly Visitor, Driver/Escort for Seniors, Specialty Program Volunteer

AMERICAN CANCER SOCIETY

372-0866

Discovery Shop, Clerical, Transportation, Speakers Bureau

BIG SUR MARATHON

625-6226

Workers for events

FRIENDS OF THE SEA OTTER

915-3275

Retail, Outreach Assistant

COMMUNITY HOSPITAL

888-452-4667

Auxiliary, Hospice of the Central Coast, Volunteer Chaplains

GIRL SCOUTS

800-822-2427

Leaders, Assistant Leaders

BOY SCOUTS

287-2027

Leaders, Assistant Leaders

BOYS AND GIRLS CLUB

394-5171

Tutors, Homework Aides, Arts and Crafts Assistants

CARMEL BACH FESTIVAL

624-4494

Event Planning, Marketing, Ticket Sales



For more information and contact numbers, please contact ACS
General Stilwell Community Center Bldg. 4260 on Ord Military Community
(831) 242-7660

Vehicle and Firearms Registration

“As the Chief of the Presidio of Monterey Police Department, I welcome you to the Presidio and encourage you to spend some time with our website at: http://www.monterey.army.mil/Emergency_Services/police.html, and to use it as a resource as assistance and to learn about us, and our services...”

Chief Michael Stuebinger

Vehicle Registration

The following criteria must be met to be issued a decal:

- Live or work on the POM or be a military retiree (All military personnel attempting to register their vehicles will have a copy of their orders assigning them to the POM).
- Possess a valid driver's license.
- Possess a valid vehicle registration with the name of the applicant to whom the decal is to be issued. (If the applicant's name is not on the registration, a notarized letter must be initiated by the registered owner indicating that the applicant has full use of the vehicle. Staff Judge Advocate may be able to assist military personnel in this matter. The other option is for the owner of the vehicle to contact DMV in person and have the applicant added to the registration.)
- Possess valid insurance.
- Possess a valid ID card.
- If registering a motorcycle, possess a motorcycle license and Motorcycle Defensive Drivers Certification Card.
- Vehicles four years old or older are required to have a smog check, per Federal Regulation. Vehicles dated 2010 and newer are exempt from the smog requirement.
- Vehicle Registration Form should be accompanied with the Smog Test, where applicable.
- National Guard and Army Reservists personnel are only authorized a decal if they are assigned to the POM for language study or federally activated and live or work on the POM.

No one will be issued a decal unless they meet all of the requirements as indicated above.

Vehicle Registration Forms:

Vehicle Registration Forms can be found at **VRS Form**. Bring completed form and all pertinent information to:

Presidio of Monterey Police Department
BLDG 4468 Gigling Road, Ord Military Community

Individual Responsibility for Firearms Registration:

- Military personnel residing in troop billets, BEQ/BOQ, or guest housing will secure all firearms and other weapons in a unit arms room immediately upon reporting in to their unit.
- Military personnel and their family members residing in family quarters on the POM or OMC are required to register all privately owned firearms with the POM DC not later than fourteen (14) working days after the weapon is brought onto POM/OMC.
- Military personnel shall familiarize themselves with the firearm requirements of the POM Firearms policy located on AKO. Also, with the requirements of federal firearm statutes and California State law, as needed. California firearm laws can be accessed via the internet at: <http://ag.ca.gov/firearms/>.
- Military personnel residing on and off-post will register their private firearms in accordance with applicable federal and state laws and city and county ordinances. Military personnel residing off the installation or on La Mesa are not required to register their private firearms with the POM PD.

POM Firearms Registration Form:

Presidio of Monterey Firearms registration forms may be found by clicking [here](#).



Presidio of Monterey (POM) and ORD Military Community (OMC)
Frequently Used Phone Numbers
POM OMC DISASTER HOTLINE: 1-844-469-5916



Presidio of Monterey ----- **-831 242-5000**
This is a menu driven phone number)
Command's Hotline ----- **242-4237**
Garrison Command Sergeant Major ----- **242-6600**
BOSS Line- ----- **242-POST**

Alcohol & Substance Abuse Program ----- **242-7436**
American Red Cross ----- **424-4824**
Army Community Service ----- **242-7660**
 AFAP/AFTB/AVC/Outreach ----- **242-6890**
 AER/Financial Readiness ----- **242-5501**
 Employment Readiness ----- **242-7510**
 Instl. Exceptional Family Member Program **242-7960/7976**
 Family Advocacy ----- **242-7653**
 New Parent Support- ----- **242-7196**
 Relocation Readiness ----- **242-7661**
 SHARP ----- **242-6249**
 Survivor Outreach Services ----- **242-6890**
Cable: Comcast ----- **(800) 934-6489**
 Direct TV ----- **(800) 490-4388**
CALFresh (Food Stamps) ----- **(866) 323-1953**
Exchange: OMC Main Number ----- **899-2336**
 POM DLI Troop Store ----- **647-9602**
 NPS Navy Exchange ----- **373-7277**
 Barber Shop: OMC ----- **899-1075**
 POM ----- **372-0520**
 Beauty Salon (OMC) ----- **899-3198**
 Car Care Center: OMC ----- **394-2443**
 NPS ----- **373-7271**
 Gas Station: OMC ----- **394-8219**
 POM ----- **372-0702**
 NPS ----- **373-7271**
Cleaners/Laundry (OMC) ----- **899-2838**
 OMC Commissary ----- **242-7672**
Central Coast Federal Credit Union ----- **393-3480**
Child Youth & School Services (CYSS) Office -- **242-5530**
 Parent Central Services (CYSS) ----- **242-7765**
 Child Development Center, Monterey Rd --- **583-1050**
 Porter Youth Center OMC ----- **242-7823**
 School Age Services (Porter Youth Center) -- **242-7823**
 School Liaison Officer ----- **242-6904**
Chaplain: OMC ----- **242-7620**
 POM ----- **242-5281**
Defense Finance (DFAS) ----- **242-4782**
Defense Military Pay Office (DMPO) ----- **242-6362/5282**
Dental Clinic POM ----- **242-5612/5613**
Discount Tickets, Tours, Trips (POM) ----- **242-5506/6133**
DoD Center (Non-ID information) ----- **656-4070**
Education Center ----- **242-5325**
Finance Office: Army ----- **242-4782**
 Air Force ----- **242-6524**
 Navy ----- **656-1854**
 Marine Corps ----- **242-6858**
 RC/National Guard ----- **242-6371**
Fire Department: Emergency ----- **911**
 Routine Matters ----- **242-7545**
Fleet & Family Support Center (La Mesa) ----- **656-3060**
Golf Course, Bayonet Blackhorse (Seaside) ---- **899-7271**
Health Benefits Advisor (Military) ----- **242-4434/4458**
Housing Offices: The Parks at Monterey Bay (866) 902-6522
 La Mesa and OMC

EMERGENCY: 911

Presidio of Monterey Staff Duty Office ----- **242-6912**
 1645-0745 Mon-Fri, 24 hrs on Sat-Sun
CRIME WATCH ----- **24-CRIME**
 Recorded Messages & Bulletins ----- **242-7463**

Human Resources:

Civilian Personnel Advisory Center ----- **242-5160**
 Military Personnel Division ----- **242-5704**
ID Cards: POM-Taylor Hall ----- **242-5209**
 NPS Herman Hall ----- **656-3972**
Inspector General ----- **242-5205/5173**
Legal Assistance (JAG) ----- **242-6387/6400**
 Claims Branch (JAG) ----- **242-6396**
 Paralegal ----- **242-5084**
Library (AISO) ----- **242-6725/7364**
Lodging:
 IHG Army Hotels POM ----- **645-1199**
 Navy Lodge: La Mesa ----- **372-6133**
 Billeting: NPS ----- **656-2060**
Marketing (DFMWR) ----- **242-5055**
Medical Clinic POM ----- **242-5663/5741**
 Community Health Nurse ----- **242-6344**
 Patient Representative ----- **242-5332**
 Pediatrics Clinic POM ----- **646-5113**
 Social Work Services/Family Advocacy --- **242-6343**
MST Bus Program Office - Bldg 614, Rm 119 --- **242-7590**
National Guard ----- **393-8407**
POISON CONTROL CENTER ----- **1 800 876-4766**
Police Department: Emergency ----- **911**
 Routine Matters ----- **242-7851**

Recreation:

Hobson Student Activity Center ----- **242-5347/5447**
 Outdoor Recreation ----- **242-5506/6133**
 Price Fitness Center: POM ----- **242-5641**
Residential Communities Initiative (RCI) ---- **242-7979**
Retirement Services, Bldg 616, Rm 117 --- **242-6691/6695**
School District (MPUSD) ----- **649-1565**
Schools:
 Marshall Elementary ----- **899-7052**
 Marshall West ----- **899-7080**
 Seaside High ----- **392-3530**
Self-Help Beautification (OMC, La Mesa): - **(866) 902-6522**
Sexual Assault Response Program -- **(831) 915-2351**
Sexual Harassment/Assault Response & Prevention
 DoD Hotline ----- **(877) 995-5247**
Stilwell Community Center Ballroom Rentals -- **233-8248**
Transition (TAP or ACAP) ----- **242-6691/6695**
Transportation:
 HHG Inbound ----- **242-5096/5097**
 HHG Outbound ----- **242-6456**
UH/TRICARE Call Center ----- **(877) 988-9378**
Vehicle Storage ----- **242-5506/4423**
VA Monterey Clinic ----- **883-3800**
Veteran Affairs—Monterey County ----- **647-7613**
Veterans Resource Center ----- **375-1184**
Veterans Transition Center ----- **883-8387**
Veterinary Services ----- **242-7718**
Wellness Center ----- **242-4328**
WIC (Women, Infants and Children) Office - --- **393-3251**

PRESIDIO OF MONTEREY CALIFORNIA 93944

TELEPHONE DIRECTORY



APRIL 2014

Do not process, store, or transmit classified information on non-secure telecommunications systems. Official Department of Defense (DoD) telecommunications systems - including telephones, facsimile machines, computer networks, and modems - are subject to monitoring for telecommunications security purposes at all times. Use of official DoD telecommunications systems constitutes consent to telecommunications security monitoring.

Area Code is (831) 242-XXXX. DSN is 768-XXXX.

Dialing a phone number from a 242 phone from Presidio of Monterey (POM) or the Ord Military Community (OMC), please use the 7-digit dialing (242-XXXX). The last 4 numbers are listed in the Telephone Directory. If the 7-digit phone number does not start with 242, please dial 99-XXX-XXXX.

This POM Telephone Directory is maintained by Administrative Services Division, Directorate of Human Resources, U.S. Army Garrison, Presidio of Monterey. Please submit changes/updates (i.e., organization name, position title, telephone number, location) to the email address:

usarmy.pom.106-sig-bde.mail.pres-asb@mail.mil

PRESIDIO OF MONTEREY TELEPHONE DIRECTORY

Point and click on the organization's name to go directly to the exact location in the Phone Directory.

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PRESIDIO OF MONTEREY TELEPHONE DIRECTORY

DEFENSE LANGUAGE INSTITUTE FOREIGN LANGUAGE CENTER (DLIFLC)

OFFICE OF THE COMMAND GROUP		BLDG 614, POM
COMMANDER/COMMANDANT	5200	
Executive Officer	7086	
Administrative Officer	5200	
BOSSLINE	POST	
FAX	6519	
COMMAND SERGEANT MAJOR	5842	
Staff Coordinator	5842	
FAX	6519	
ASSISTANT COMMANDANT	5312	
Administrative Assistant	5312	
FAX	6519	
CHIEF OF STAFF	5200	
Administrative Officer	5200	
FAX	6519	
DEPUTY CHIEF OF STAFF FOR INFORMATION TECHNOLOGY		BLDG 420, POM
Chief Technology Officer (CTO)	6701	
Deputy CTO/Chief of Operations	4372	
Chief of Knowledge Management	4398	
Chief, System Division	6118	
FAX	7434	
CTO WAREHOUSE		BLDG 4251, OMC
Chief of Logistics	6867	
Materials Handler	6508/4021	
DLIFLC SAFETY OFFICE		BLDG 518, POM
Safety Director	6353	
FAX	7140	
EQUAL OPPORTUNITY ADVISOR		BLDG 518, POM
Equal Opportunity Advisor	5442	
FAX	5814	
OFFICE OF THE COMMAND HISTORIAN		BLDG 614, POM
Command Historian	5536	
FAX	6519	
HISTORICAL RESEARCH COLLECTION		BLDG 4275, OMC
Deputy Historian	5181	
Archivist	7437	
OFFICE OF THE INSPECTOR GENERAL		BLDG 518, POM
Inspector General	6500	
Deputy Inspector General	6510	
Noncommissioned Officer in Charge (NCOIC)	6501	
General Contact	5205	
FAX	5372	
INSTALLATION RETENTION OFFICE		BLDG 616, POM
Installation Career Counselor	5583	
FAX	5402	
PASTORAL CARE BRANCH		
Senior Chaplain	7620	BLDG 4280, OMC
Chaplain's Assistant	5233	BLDG 324, POM
World Religions	5405	
POM Chapel NCOIC	5281	
PROTOCOL OFFICE		BLDG 614, POM
Chief of Protocol	5595	
Deputy Chief of Protocol	5336/5302	
FAX	6468	
STAFF JUDGE ADVOCATE/INSTALLATION LEGAL OFFICE		BLDG 275, POM
Staff Judge Advocate	6387	
Deputy Staff Judge Advocate	6415	
Chief, Paralegal NCOIC	6408	
Administrative Officer	6527	
Legal Assistants	6387/6400	BLDG 358, POM
FAX	6392	
ADMINISTRATIVE LAW		
Chief, Administrative Law	6414	
Administrative Law Paralegal Specialist	5082	
Labor Law Attorney	4537	

PRESIDIO OF MONTEREY TELEPHONE DIRECTORY

Labor Paralegal Specialist	6386	
Immigration Law Attorney	6416	
Immigration Paralegal Specialist	6393	
FAX	6399	
CLAIMS		
Chief, Claims	7345	
Customer Service	6396	
FAX	5132	
MILITARY JUSTICE		
Chief, Military Justice	6394	
NCOIC, Criminal Law	5081	
Paralegal Specialists	5081/7321	
LEGAL ASSISTANCE		BLDG 358, POM
Chief, Legal Assistance Attorney	6412	
Legal Assistance Attorney	6383	
Paralegal Specialist	5084	
Tax Center	7365	
FAX	7362	
TRIAL DEFENSE SERVICE		BLDG 358, POM
Trial Defense	4539	
DEPUTY CHIEF OF STAFF FOR OPERATIONS		BLDG 614, POM
Director	7471	
Deputy Director	5376	
Deputy Chief of Staff for Operations Sergeant Major	5964	
Office Manager	7176	
MISSION PUBLIC AFFAIRS AND STRATEGIC COMMUNICATIONS OFFICE		BLDG 614, POM
Chief	6015	
Staff	7472/6596/6101	
FAX	4630	
MISSION SUPPORT		
Chief	6965	
Staff	7799	
Management Analysts	7117	
Staff Action Specialists	6989/4502	
L2I (CALL) Analyst	4130	
OPERATIONS		
Chief	7119	
Operations Specialists	7475/7339/5784	
Operations NCO	4045	
Volunteer Events	6912	
Noncommissioned Officer in Charge	5748	
PLANS		
Chief, Strategic Plans Division	4513	
Staff	5913/5937	
SCHEDULING		BLDG 4399, OMC
Chief	4774	
Staff	7473/7474	
Hawaii	(808) 627-4904	
Arizona	(520) 533-8663	
Fort Gordon	(706) 791-6942	
Fort Meade	(240) 373-4566	
STAFF DUTY/LOCATOR (AFTER HOURS)	5119/6912	
DEPUTY CHIEF OF STAFF FOR PERSONNEL AND LOGISTICS		BLDG 614, POM
Director	4656	
FACILITIES & INFRASTRUCTURE DIVISION		
Space Management	5774	
FACULTY PERSONNEL DIVISION		
Faculty Personnel Administrator	6184	
Management Support Assistant	5292	
FAX	4404	
LOGISTICS DIVISION		
Logistics manager	5479	
Assistant Logistics NCOIC	6044	
PERSONNEL DIVISION		
Military Human Resources Personnel/Awards	5267	
Faculty Personnel	6007	
Personnel/Awards	6195	
Family Readiness Support Assistant	5291/5668	
DEPUTY CHIEF OF STAFF FOR RESOURCE MANAGEMENT		BLDG 614, POM
Director	7087	
FAX	6120/5278	
BUDGET DIVISION		
Chief	7082	
Senior Analyst	5163	

PRESIDIO OF MONTEREY TELEPHONE DIRECTORY

Budget Analyst	5220/5911/7044/6432/6275
Budget Analyst	4999/4795/4283/7818
FAX	6021
MANAGEMENT FORCE ANALYSIS DIVISION	5311/6565/5216/6646
MANAGERIAL ACCOUNTING DIVISION	
Systems Accountant	7081
PROGRAM ANALYSIS & BUDGET INTEGRATION DIVISION	
Supervisor, Plans and Programs	6713

<u>FOREIGN AREA OFFICER PROGRAM</u>	<u>BLDG 326, POM</u>
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Director	6467
Administrative Supervisor	6470
FAX	5414
WECKERLING CENTER	
Coordinator	5487
FAX	5833

<u>DLI - WASHINGTON OFFICE</u>	<u>Commercial Telephone: (703) XXX-XXXX</u>
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Director	604-0475
Deputy Director/Operations Officer	604-3268
Management Assistant	604-0475
Training Administrator	604-6845
Project Manager	604-0464
Training Technician	604-0475
Academic Advisor	604-0204
Assistant Academic Advisor	604-0478
US Army Liaison	604-0477
US Air Force Liaison	604-0205
US Navy/US Marine Corps Liaison	604-0205
FAX	604-0466

Mailing Address: 201 12th Street South, Suite 507, Arlington, VA 22202-4306

DLI ALUMNI ASSOCIATION

President	6882
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<u>HEADQUARTERS AND HEADQUARTERS COMMAND US ARMY ELEMENT</u>	<u>BLDG 834, POM</u>
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Commander	6259
First Sergeant	7440
Training Noncommissioned Officer	4276
Supply Noncommissioned Officer	4193
Administrative Noncommissioned Officer	4276
FAX 6078	

<u>229th MILITARY INTELLIGENCE BATTALION</u>	<u>BLDG 616, POM</u>
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Commander	5861
Executive Officer	7085
Command Sergeant Major	5408
Secretary	5668
Reserve Component Liaison NCO (BLDG 622)	5202
FAX 6521	

<u>S-1, 229th MILITARY INTELLIGENCE BATTALION</u>	<u>BLDG 616, POM</u>
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Adjutant	5642
Administrative Noncommissioned Officer in Charge	6336
Personnel Staff Noncommissioned Officer	7814
Mailroom	5617
FAX	5272

<u>S-2, 229th MILITARY INTELLIGENCE BATTALION</u>	<u>BLDG 616, POM</u>
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Security Officer	5653/5168
FAX	6851

<u>S-3, 229th MILITARY INTELLIGENCE BATTALION</u>	<u>BLDG 602, POM</u>
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Operations Officer	6801/6895
Operations Noncommissioned Officer in Charge	5134
Schools Noncommissioned Officer	5392
Training Noncommissioned Officer	5176
EST 2000	4823
Operations Noncommissioned Officer	5944
S-3 Front Desk	5473

<u>S-4, 229th MILITARY INTELLIGENCE BATTALION Logistics</u>	<u>BLDG 616, POM</u>
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Officer	7829
NCOIC	5589

<u>A COMPANY, 229th MILITARY INTELLIGENCE BATTALION</u>	<u>BLDG 622, POM</u>
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Commander	6304
Executive Officer	6658
First Sergeant	5587
Orderly Room	5921
Charge of Quarters (Bldg 622)	5514

PRESIDIO OF MONTEREY TELEPHONE DIRECTORY

B COMPANY, 229th MILITARY INTELLIGENCE BATTALION		BLDG 622, POM
Commander	5797	
First Sergeant	7941	
Orderly Room	7313	
Supply Room	4744	
Charge of Quarters (Bldg 622)	5224	
C COMPANY, 229th MILITARY INTELLIGENCE BATTALION		BLDG 630A, POM
Commander	7385	
Executive Officer	6656	
First Sergeant	6657	
Orderly Room	7534	
Supply Room	7692	
Charge of Quarters (Bldg 630A)	5645	
FAX	5538	
D COMPANY, 229th MILITARY INTELLIGENCE BATTALION		BLDG 834, POM
Commander	6654	
Executive Officer	5632	
First Sergeant	7725	
Orderly Room	5310	
Supply Room	6799	
Charge of Quarters (Bldg 834)	5645	
FAX	7232	
E COMPANY, 229th MILITARY INTELLIGENCE BATTALION		BLDG 830, POM
Commander	5549	
Executive Officer	6063	
First Sergeant	5709	
Orderly Room	5768	
Arms Room	6320	
FAX	6883	
F COMPANY, 229th MILITARY INTELLIGENCE BATTALION		BLDG 830, POM
Commander	6667	
Executive Officer	6664	
First Sergeant	7331	
Orderly Room	6666	
Supply Room	4071	
Charge of Quarters (Bldg 830)	5645	
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517th TRAINING GROUP		BLDG 614, POM
Commander	5312	
Superintendent	5496	
Commander's Executive	6978	
Knowledge Operations Management NCOIC	4291	BLDG 616, POM
Operations	4120	
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311th TRAINING SQUADRON		BLDG 627, POM
Commander	7172	
Director of Operations	7156	
Squadron Section Commander	7522	
First Sergeant	7165	
Superintendent	5035	
Noncommissioned Officer in Charge, Special Actions	6054	
Administrative Assistant	7158	
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314th TRAINING SQUADRON		BLDG 627, POM
Commander	4282	
Director of Operations	4047	
Section Commander	4178	
Superintendent	4051	
First Sergeant	4052	
Unit Program Coordinator	4035	
Administrative Assistant	4156	
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17th AIR FORCE SUPPORT SQUADRON		BLDG 616, POM
Chief	5830	
Superintendent	7488	
Noncommissioned Officer in Charge	7483/7485	
Finance	6524/6491	
FAX	5029	
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CENTER FOR INFORMATION DOMINANCE UNIT, US NAVY		BLDG 616, POM
Commanding Officer	5990	
Senior Enlisted Leader/Command Master Chief	7143	
Quarterdeck	5142/5322	BLDG 629A
FAX	7139/7090	

PRESIDIO OF MONTEREY TELEPHONE DIRECTORY

MARINE CORPS DETACHMENT		BLDG 629B, POM
Commander	5133	
Executive Officer	5873	
Senior Enlisted Advisor	5350	
Personnel Officer	5698	
Administration Chief	6858	
S-1 Office	5407/5328	
S-3 Training	6142	
S-4 Logistics	5873	
Alpha CO Office	5854	
Bravo CO Office	4220	
Charlie CO Office	5822	
FAX	6143	
PROVOST		BLDG 614, POM
Provost	6670	
Secretary	6670	
ASSOCIATE PROVOST FOR OPERATIONS		BLDG 614, POM
Associate Provost Operations	6670	
Provost Sergeant Major	4973	
Faculty Associate	5785/6140/6916/7022	
Faculty Development Specialist	6958	
Staff Action Control Officer	4044	
Language Technology Specialist	275-0155	
FAX	6495	
ACADEMIC AFFAIRS		BLDG 634, POM
Dean	5616	
Administrative Assistant	6455	
FAX	5900	
ACADEMIC DATA SYSTEMS DIVISION		BLDG 634, POM
Data Systems Manager	6438	
Student Data Specialist/Reporting	5827	
Faculty Data Manager	6329	
Faculty Data Specialist	4771/6451	
REGISTRAR DIVISION		BLDG 634, POM
Registrar	5828	
Associate Registrar	6459	
Student Actions/Transcripts	5366/5706/6439	
FAX (Student Actions)	5146	
AA Degree Advisor	5825/6431	
FAX (AA Degree)	5963	
ACADEMIC JOURNALS		BLDG 420, POM
Editor	5638	
FAX	5850	
IMMERSION LANGUAGE PROGRAM		BLDG 4399, OMC
Dean/Immersion Language Officer	5551	
Assistant Dean	6085	
OCONUS Specialist	4008/5591	
FTX Specialist	5813	
Administrative Assistant	5323	
Operations Noncommissioned Officer in Charge	7580	
FAX	5845/7333	
ASSOCIATE PROVOST, SCHOOL OF CONTINUING EDUCATION		BLDG 4385, OMC
Associate Provost	6272	
Assistant Provost & Dean of Students for Continuing Education	6556	
Chief, Military Language Instructor	4617	
Director, Plans and Operations	4623	
Assistant Provost, Dean, Field Support	6222	
Dean, Distance Learning	6686	
Dean, Resident Education	6068	
Dean, Extension Programs	5054	
Associate Dean, Extension Programs	4696	
Assistant Dean for Directors of Language Training Detachment (LTD)	6621	
Operations Manager	5724	
Administrative Assistant	4626/5881/7663	
FAX	7665	
Operations Specialist	6245	
Property Specialist	6373	
LTD Director in Hawaii	(808) 627-4901	
FAX	(808) 627-4972	
LTD Director in San Antonio, TX	(210) 617-2672	
FAX	(210) 478-5502	
LTD Director in Fort Gordon, GA	(706) 791-0929	
FAX	(706) 791-0051	
LTD Director in Osan, Korea	82 10 62 74 42 19	

PRESIDIO OF MONTEREY TELEPHONE DIRECTORY

LTD Director in Goodfellow AFB, TX	(325) 654-4388
LTD Director in Offutt AFB, NE	(402) 232-8860
LTD Director in PLTCE, Germany	49-8821-750-3668

ASSOCIATE PROVOST, EVALUATIONS AND STANDARDS

BLDG 4385, OMC

Associate Provost	3744/3813
Assistant Provost	3745/3813
Dean of Research & Analysis	3782/3813
Dean of Proficiency Standards	3748/3813
Director of Evaluation	3764/3813
Director of Operations	3862/3813
ITO	5418/5908
Director of End-of-Course Testing	3807/3813
Director, Test Review & Education	1360/3813
Dean of Test Development	5180/5553
Director of Test Management	6790/7977
Management Support Assistant	3763/3813
Management Support Assistant	5391/5418
Administrative Assistant/Supply Technician	1569/3813
FAX	3879

ASSOCIATE PROVOST, LANGUAGE, SCIENCE & TECHNOLOGY

BLDG 621, POM

Associate Provost	6220
Assistant Provost	4057
Assistant Provost, Language, Science and Technology Operations	5917
LANGUAGE TECHNOLOGY EVALUATION AND APPLICATIONS	
Director, Language Technology	7843
Language Technology Specialist	5113/5764/6099
Academic Specialist	4530/6152
Administrative Support Assistant	7891

BLDG 637, POM

PRODUCTION COORDINATION OFFICE

BLDG 233, POM

Chief/Production Coordinator	6030
Publication/Production Assistant (Non-Resident Material)	5610
FAX	6619

CURRICULUM DEVELOPMENT

**20 Ryan Ranch Rd/MGH6,
Suite 110, Monterey CA 93940**

Dean	656-7097
Associate Dean	656-7102
Director of Operations	656-7111
Director of Productions	656-7106
Academic Specialist	656-7087
Academic Specialist	656-7115
SWCS(JKF-Special Warfare Center School)	656-7118
Assessment	656-7164
KP Dept	656-7149
English & PF Dept	656-7135
Online diagnostic Assessment Dept.	656-7096
GLOSS- LO Dept.	656-7092
WTE & Chinese Dept.	656-7124
Administrative Assistant	656-7152
Supply Technician/Security	656-7086

BLDG 4385, OMC

FACULTY DEVELOPMENT

Dean	3730
Academic Associate Dean	3737
Associate Dean for Operations	3821
Program Managers	3700/3701/3712/3713
Administrative Assistant	3726
Training Coordinator	3727
Management Support/Supply	3705
Language Technology Specialist	3740
FAX	3843

BLDG 617, POM

AISO LIBRARY

Chief Librarian	5140
Systems Librarian	6889
Electronic Services Librarian	5623
Reference Librarian	6948
Lead Library Technician	6917
Librarian	4792
Public Services Technician	6725/7364
Serials Technician	6710
FAX	5816

BLDG 4275, OMC

CHAMBERLIN LIBRARY

Librarian	7684
Public Services Technician	7680
FAX	5153

PRESIDIO OF MONTEREY TELEPHONE DIRECTORY

STUDENT LEARNING SUPPORT DIVISION		BLDG 221, POM
Dean	7915	
Academic Assistant Dean	4672	
Associate Dean of Students	6159	
Director of Operations	7687	
Administrative Assistant	6490	
Supervisory Academic Specialist	5593	
Academic Specialist	5739	
Language Technology Specialist	5862	
FAX	6972	
TECHNOLOGY INTEGRATION		20 Ryan Ranch Rd, Suite 160, Monterey, CA 93940
Director for Technology Integration	656-7015	
Associate Dean	656-7033	
Assistant Dean	656-7067	
Administrative Assistant	656-7073	
Programming Chief	656-7040	
ASSOCIATE PROVOST, UNDERGRADUATE STUDIES		BLDG 614, POM
Associate Provost	7200	
Administrative Assistant	7200	
Staff Action Control Officer	4319	
ASSISTANT PROVOST/DEAN OF STUDENTS	5679	
PROVOST SERGEANT MAJOR	4973	BLDG 611, POM
Assistant to Associate Provost	5388/6140	
FAX	6495	
ASIAN SCHOOL I		BLDG 453, POM
Dean	5331	
Associate Dean	5511	
Assistant Dean	6953	
Executive Officer	5641	
Chief, Military Language Instructor	6954	
Academic Specialist	5658/6709	
Administrative Assistant	5331	
Secretary/Textbook	4006	
Secretary	5722/6951	
Supply Technician	6684	
FAX	5294	
CHINESE A DEPARTMENT		BLDG 276, POM
CHINESE B DEPARTMENT	4818	BLDG 340, POM
CHINESE C DEPARTMENT		BLDG 450, POM
CHINESE D DEPARTMENT	6832	BLDG 209, POM
CHINESE E DEPARTMENT		BLDG 272, POM
CHINESE F DEPARTMENT	5771	BLDG 272, POM
CHINESE G DEPARTMENT	4797	BLDG 274, POM
TAGALOG DEPARTMENT	4900	BLDG 452, POM
Team Leader	4115/4214/4249/4264	
MULTI-LANGUAGE DEPARTMENT	4998	BLDG 263, POM
Japanese Team Leader	4445/5357	
Thai Team Leader	7106	
ASIAN SCHOOL II		BLDG 610, POM
Dean	5246	
Associate Dean	5840	
Assistant Dean	7820	
Chief, Military Language Instructor	5271	
Language Technology Specialist	5150	
Academic Specialist	4855/5410/6183	
Administrative Assistant To the Dean	4958	
Secretary	5420	
Administrative Assistant to CMLI	7450	
Secretary/Test Control Officer	5174	
Book Issue	5962	
Supply Technician	4187	
Laborer	7827	
FAX	4804	
KOREAN A DEPARTMENT	4655	
KOREAN B DEPARTMENT	4658	
KOREAN C DEPARTMENT	6181	
KOREAN D DEPARTMENT	5548	
KOREAN E DEPARTMENT	4358	
KOREAN F DEPARTMENT	5577	
KOREAN G DEPARTMENT (KOREAN PROJECT)	4538	

PRESIDIO OF MONTEREY TELEPHONE DIRECTORY

EUROPEAN & LATIN AMERICAN LANGUAGE SCHOOL		BLDG 212, POM
Dean	5262	
Associate Dean	6543	
Assistant Dean (Main Campus)	5287	
Assistant Dean (Larkin School)	649-9247	LARKIN SCHOOL
Chief, Military Language Instructor	7970	BLDG 212, POM
Academic Specialist	6436	BLDG 212, POM
Academic Specialist	7262	BLDG 206, POM
Academic Specialist	7262	BLDG 204, POM
Administrative Assistant (Dean)	7080	BLDG 212, POM
Secretary (Main campus)	5240	BLDG 212, POM
Secretary (Larkin School)	649-9244	LARKIN SCHOOL
Supply Technician (Property Book)	4295	BLDG 215, POM
Supply Technician (Supply)	6717	BLDG 215, POM
FAX (Main Campus)	5563	BLDG 212, POM
FAX (Larkin School)	649-9245	LARKIN SCHOOL
RUSSIAN A	5419	BLDG 214, POM
RUSSIAN B	6572	BLDG 213, POM
RUSSIAN C	4191	BLDG 216, POM
RUSSIAN D	7512	BLDG 211, POM
SPANISH A	5841	BLDG 205, POM
SPANISH B	5895	BLDG 206, POM
FRENCH	649-9246	LARKIN SCHOOL
ITALIAN (MLA)	649-9279	LARKIN SCHOOL
GERMAN (MLA)	649-9279	LARKIN SCHOOL
PORTUGUESE (MLA)	649-9279	LARKIN SCHOOL
SERBIAN CROATIAN (MLB)	5463	LARKIN SCHOOL
HEBREW (MLB)	5463	BLDG 210, POM
MIDDLE EAST SCHOOL I		BLDG 417, POM
Dean	6778	
Associate Dean	2722	
Assistant Dean	6255	
Chief, Military Language Instructor	5378	
Academic Specialist	2678/6067	
Administrative Support	4857	
Administrative Assistant	4843	
Supply Technician	2814	
FAX	6117	
MIDDLE EAST SCHOOL II		BLDG 620, POM
Dean	4572	
Associate Dean	6445	
Assistant Dean	5886	
Chief, Military Language Instructor	6765	
Academic Specialist	6767/7655	
Test Control Officer	6175	
Administrative Assistant	5212	
Secretary	5063	
Supply Technician	6766	
FAX	5359	
ARABIC A DEPARTMENT	5266	BLDG 620, POM
ARABIC B DEPARTMENT	6210	BLDG 620, POM
ARABIC C DEPARTMENT	5441	BLDG 619, POM
ARABIC D DEPARTMENT	5504	BLDG 619, POM
ARABIC E DEPARTMENT	4923	BLDG 620, POM
ARABIC I DEPARTMENT	4183	BLDG 620, POM
MIDDLE EAST SCHOOL III		BLDG 624, POM
Dean	5776	
Associate Dean	5525	
Assistant Dean	5275	
Chief, Military Language Instructor	5253	
Academic Specialist	6006/6180	
Administrative Support Technician (Dean)	6125	
Secretary (Chair)	7716	
Supply Technician	5656	
FAX	4279/6516	
ARABIC A DEPARTMENT	6070	BLDG 624, POM
ARABIC B DEPARTMENT	4386	BLDG 636B, POM
ARABIC C DEPARTMENT	5101	BLDG 624, POM
ARABIC D DEPARTMENT	6339	BLDG 611, POM
ARABIC E DEPARTMENT	5135	BLDG 624, POM
PERSIAN FARSI SCHOOL		BLDG 848, POM
Dean	5701	
Associate Dean	6860	

PRESIDIO OF MONTEREY TELEPHONE DIRECTORY

Assistant Dean	5941
Chief, Military Language Instructor	5021
Academic Specialist	4472/4830
Administrative Assistant	5006
Supply Technician	7812
FAX	5019
PERSIAN-FARSI DEPARTMENT A	4651
PERSIAN-FARSI DEPARTMENT B	6084
PERSIAN-FARSI DEPARTMENT C	6110
PERSIAN-FARSI DEPARTMENT D	5040

MULTI-LANGUAGE SCHOOL		BLDG 607, POM
Dean	5794	BLDG 607, POM
Associate Dean	7112	BLDG 607, POM
Assistant Dean (Programs)	6256	BLDG 621, POM
Assistant Dean (Operations)	4721	BLDG 607, POM
Academic Specialist	6108/7729	BLDG 618, POM
Academic Specialist	4775	BLDG 621, POM
Academic Specialist for technology	6026	BLDG 607, POM
Curriculum Project Manager (for Pashto)	6198	BLDG 621, POM
Language Technology Specialist	3546	BLDG 607, POM
Language Technology Specialist	6341	BLDG 623, POM
Chief, Military Language Instructor	5102	BLDG 607, POM
Administrative Support Technicians	3576/4750/5592	BLDG 607, POM
Administrative Support Technician	4075	BLDG 623, POM
Supply Technician	6337	BLDG 607, POM
FAX	7350	BLDG 607, POM
DARI DEPARTMENT A	5753	BLDG 607, POM
DARI DEPARTMENT B	5188	BLDG 607, POM
INDONESIAN DEPARTMENT	4494	BLDG 607, POM
PASHTO DEPARTMENT A	4075	BLDG 623, POM
PASHTO DEPARTMENT B	5241	BLDG 623, POM
PASHTO DEPARTMENT C	6277	BLDG 621, POM
PASHTO DEPARTMENT D	3551	BLDG 621, POM
SAS DEPARTMENT	4085	BLDG 611, POM
TURKISH DEPARTMENT	6746	BLDG 607, POM
URDU DEPARTMENT	7433	BLDG 611, POM

UNITED STATES ARMY GARRISON, PRESIDIO OF MONTEREY (USAG POM)

USAG POM COMMAND GROUP		BLDG 614, POM
GARRISON COMMANDER	6604	
DEPUTY TO THE GARRISON COMMANDER	6604	
GARRISON COMMAND SERGEANT MAJOR	6600	

USAG COMMAND GROUP ADMINISTRATIVE OFFICE		BLDG 614, POM
Staff Action Control Officer	6835	
Administrative Officer	6604	

EQUAL EMPLOYMENT OPPORTUNITY		BLDG 518, POM
EEO Officer	6141	
EEO Specialist (Complaints Program Manager)	6512	
EEO Specialist (Training Program Manager)	6513	
Administrative Assistant	5105	
FAX	5814	

GARRISON SAFETY OFFICE		BLDG 518, POM
Safety Manager	6332	
Safety Specialist	5884/6507	
FAX	7140	

INSTALLATION LEGAL OFFICE (PLEASE SEE STAFF JUDGE ADVOCATE, PAGE 1)

INTERNAL REVIEW & AUDIT COMPLIANCE OFFICE		BLDG 614, POM
Chief	7573	

PLANS, ANALYSIS & INTEGRATION OFFICE		BLDG 614, POM
Chief	6957	
FAX	6608	
MANAGEMENT ANALYSIS BRANCH		
Lead Management and Program Analyst	6676	
Management and Program Analysts	6981	
PLANNING AND INTEGRATION BRANCH		
Lead Plans Specialist	6896	

PUBLIC AFFAIRS OFFICE		BLDG 614, POM
All personnel	5555	

PRESIDIO OF MONTEREY TELEPHONE DIRECTORY

Chief	6421	
Deputy	6430	
Community Relations	6429	
Webmaster/Writer	6426	
Writer	6424	
Administrative Assistant	5104	
FAX	5464	
RELIGIOUS SUPPORT OFFICE		BLDG 4280, OMC
Garrison Chaplain	7621	
Resource Manager	7623	
OMC Chapel NCOIC	7622	
Administrative Assistant	7620	
FAX	7619	
RESOURCE MANAGEMENT OFFICE		BLDG 614, POM
Resource Manager	5103	
BUDGET & ACCOUNTING		
Division Chief	7833	
Budget Analysts	6552/6553/6554/6774/7076/7536	
MANPOWER & AGREEMENTS		
Division Chief	7084	
Management Analysts	5600/5984/7503	
FAX	6324	
DIRECTORATE OF EMERGENCY SERVICES		BLDG 4468, OMC
Director	7773	
Administrative Assistant	7738	
Information Management Officer	7867	
FAX	7730	
POM POLICE	7851	BLDG 4468, OMC
Chief of Police	7868	
Deputy Chief of Police	7553	
Police Desk	7851/7852	
Sub Station	4227	
OPERATIONS/TRAINING		
Operations Officer	4461	
Training	4679/7465	
Vehicle Maintenance	7466	
Supply Specialist	6314	
PHYSICAL SECURITY		
Physical Security Officer	7733/7860	
FAX	7042	
POLICE ADMINISTRATION		
Records	7178	
Vehicle Registration	7731	
FAX	5193	
Emergency Services Dispatcher/E911 Operator	7851	
POLICE INVESTIGATIONS		
Supervisory Criminal Investigator	6926	
Criminal Investigators	7191/7480/7860	
Administrative Assistant	7531	
ACCESS CONTROL GATES		
Franklin Gate	4225/4226	
Taylor Gate	4224/3529	
High Street	4227/4330	
PVT Bolio Gate	4221/4222	
POM FIRE DEPARTMENT		BLDG 4400, OMC
Fire Chief	7545	
Assistant Chief	7701/7702	
Fire Prevention	7544	
Dispatch Operations (Emergencies)	911	
Dispatch Operations (General Information/Assistance)	7851	
FAX	7888	
DIRECTORATE OF FAMILY & MORALE, WELFARE & RECREATION		BLDG 228, POM
Director	6995	
Administrative Support Assistant	6995	
Chief, Recreation Division	6995	
FAX	6991	
ARMY COMMUNITY SERVICE BRANCH		BLDG 4260, OMC
Director	7652	
Exceptional Family Member Program	7960	
Social Service Administration	7659	
Relocation	7661	
Family Advocacy Program/New Parent Support/SOS	7653	

PRESIDIO OF MONTEREY TELEPHONE DIRECTORY

AFAP/AFTB/Volunteer/Outreach	6890	
Victim Advocacy	7196	
SHARP/SARC	6249	
Army Emergency Relief	5501	
Employment	7510	
Receptionist	7660/7651	
FAX	7662	
CHILD AND YOUTH SERVICES		BLDG 4260, OMC
Chief	5454	
Secretary	5530	
Administration FAX	5630	
Functional Technology Specialist	6635	
School Liaison Officer	6904	
Central Registration	7765	
CLEOS - CYSS Liaison Education & Outreach Services	7197	
Central Registration FAX	6128	
CHILD DEVELOPMENT CENTER		BLDG 7693, OMC
Director	583-1054	
Assistant Director	583-1065	
Assistant Director	583-1060	
Front Desk/Receptionist	583-1050	
FAX	583-1055	
HOBSON STUDENT ACTIVITIES CENTER		BLDG 843, POM
Manager	5377/5447	
Front Desk	5447	
FAX	5735	
NONAPPROPRIATED FUND SERVICES DIVISION		BLDG 4260, OMC
Chief	6633	
Unit Funds/NAF Payroll	6632	
Information Technology	6637	
Budget Analyst	6631	
NAF Property Book	7803	
Warehouse	7803	
FAX	6641	
Family and Marketing	5055/5056	BLDG 4260, OMC
FAX	6641	
OUTDOOR RECREATION		BLDG 228, POM
Supervisory Recreation Specialist	6132	
Clerk	6038	
Adventure Sports	6204	
Front Desk/Customer Service	5506/6133	
Leisure Tours	6037	
BOSS Advisor / Recreation Specialist	4423	
Maintenance Supervisor	6407	
Transportation Manager	7441	
SCUBA	6401	
FAX	6310	
PRICE FITNESS CENTER		BLDG 842, POM
Facility Manager	5557	
Front Desk/Equipment Issue/Turn-In	5641	
Intramural Sports Manager	5557	
Custodial Manager	5557	
FAX	5122	
SCHOOL-AGE & YOUTH SERVICES		BLDG 4283, OMC
Facility Director	7606	
School Age Services Program Manager	6595	
Middle School & Teen Director	7821	
Youth Sports Director	7809	
Front Desk/Receptionist	7823	
FAX	7825	
JAVA CAFÉ		
HOBSON JAVA CAFÉ		BLDG 843, POM
Business Manager	233-8248	
Operation Assistant	7323	
LOWER-POM JAVA CAFÉ		SOLDIER FIELD
Operation Assistant	236-3274	
MID-POM JAVA		BLDG 632, POM
Operation Assistant	7123	
DIRECTORATE OF HUMAN RESOURCES		BLDG 614, POM
Director	7099	
Workforce Development Specialist (Vacant)	5474	
Retirement Services Officer (Vacant)	5976	
Administrative Assistant	4074	
FAX	6608	
Casualty/Mortuary Affairs	6696	BLDG 616, POM
FAX	6694	

PRESIDIO OF MONTEREY TELEPHONE DIRECTORY

ADMINISTRATIVE SERVICES DIVISION		BLDG 272, POM
Chief	6319	
Management Assistant	6215	
Mail Clerk	6375	
Freedom of Information Act/Privacy Act Program	6215/6319	
FAX	6979	
ALCOHOL & SUBSTANCE ABUSE PROGRAM		BLDG 257, POM
Alcohol & Drug Control Officer	6960	
Drug Test Coordinator	6588	
Prevention Coordinator	6810	
Risk Reduction Program Coordinator	6805	
Administrative Assistant	6808	
Clinical Program Manager	6963	BLDG 254, POM
Clinical Appointment	7436	
FAX	6959	
ARMY CONTINUING EDUCATION SYSTEM		BLDG 630, POM
Supervisory Education Specialist	5325	
Guidance Counselor	5325	
Test Examiner (Contract)	5325	
FAX	6817	
MILITARY PERSONNEL DIVISION		BLDG 616, POM
Chief	5421	
FAX	7397	
PERSONNEL OPERATIONS		
Supervisor	5210	
Identification Card (ID Card) Section	5209/5949	
Manager, Army Training Requirements and Resources System	5401	
Personnel Management Clerks	4737/5693/7212/5626	
Lead Records Clerk	5373	
Records Clerks	5177/7211	
FAX	5966	
PERSONNEL SERVICES		
Supervisor	5232	
Personnel Actions/Military Awards	5704	
Promotions/Agent Letters/Special Pay	5485/6697	
Transition and Separation	6691/6695	
PERSONNEL SERVICES AND SUPPORT CENTER		
Information Management/IT Support/EMILPO	6690/6692	
FAX	5966	
DIRECTORATE OF PLANS, TRAINING, MOBILIZATION & SECURITY		BLDG 614, POM
Director	7495	
PLANS & OPERATIONS		
Operations Officer	4030	
Plans Officer	7027	
Antiterrorism Officer	7884	
Operations Specialist	4080	
Audio-Visual Specialist	5191	BLDG 418, POM
SECURITY		
Security Manager	6844	
Security Specialist	7930	
FAX	5502	
Secure Phone	7467	
TRAINING		
Training Coordinator	4080	
VISUAL INFORMATION CONTRACTOR		BLDG 418, POM
Project Manager	5207	
Recording Studio	5145	
Photography Laboratory	5249	BLDG 517, POM
FAX (All Audio Visual Work Orders)	5219	
DIRECTORATE OF PUBLIC WORKS		BLDG 4463, OMC
Director	7916	
Administrative Officer	7924	
FAX	7019	
BUSINESS OPERATIONS/INTEGRATION DIVISION		BLDG 4455, OMC
Chief	7778	
Management Analyst	6273	
Industrial Engineer	7632	
Engineer Technician/Estimator	4199	
FAX	7019	
ENVIRONMENTAL DIVISION		BLDG 4463, OMC
Chief	7925	
Environmental Protection Specialists	4829/7829/4132	
Natural Resources Specialist	6736	
FAX	7019	

PRESIDIO OF MONTEREY TELEPHONE DIRECTORY

HAZARDOUS WASTE MANAGEMENT OFFICE		BLDG 4495, OMC
Environmental Protection Specialists	7204/7933	
FAX	7018	
ENGINEERING DIVISION		BLDG 4455, OMC
Chief	7778	
Mechanical Engineer/Energy Manager	7508	
Energy Monitor	7815	
Civil Engineer	7781	
General Engineer	7922	
FAX	7019	
HOUSING DIVISION/RESIDENTIAL COMMUNITY INITIATIVES		BLDG 4250, OMC
Chief	7992	
RCI Project Manager	7984	
Housing Management Specialist	7973	
Housing Management Specialist	7974	
Management/Financial Analyst	7708	
Housing Management Specialist	5702	
Housing Services Office	7979	
FAX	7793	
Privatized Housing Work Orders	333-4343	
The Parks at Monterey Bay Welcome Center	644-0400	
La Mesa Community Office	642-4300	
Ord Military Community Office	392-0740	
Moore's Landing Office	393-1000	
MASTER PLANNING DIVISION		BLDG 4455, OMC
Chief	7777	
Community Planner	7928	
Real Property Specialist	7905	
Engineer Technician (CADD/GIS)	7692	
FAX	5569	
OPERATIONS AND MAINTENANCE DIVISION		BLDG 4455, OMC
Chief	5327	
Chief, Building & Grounds Branch	7779	
Engineering Technicians	7768/6013/6315	
Utilities Specialist	3100	
Chief, Municipal Services Branch	6825	
Engineering Technicians	7816/5255	
SERVICE ORDERS - WORK REQUESTS		
Service Orders (Monday - Friday, 0800 - 1630)	5526	
Emergency After Hours Service Orders (Staff Duty Officer)	5119	
Check Status of Work Requests	6273	
FAX	5569	
CIVILIAN PERSONNEL ADVISORY CENTER		BLDG 277, POM
Director	5244	
Customer Information Center	5160	
Payroll Coordinator	5714	
Workers' Compensation	5149	
Chief, Recruitment and Staff Division	5238	
Human Resource Specialists - Staffing	4245/5744/6434	
Chief, Labor/Management Employee Relation (L/MER) Division	6113	
Human Resource Specialists - L/MER Division	4888/6114/7706	
NAF Human Resource Officer	6115/6119	
FAX	5199	
MISSION AND INSTALLATION CONTRACTING COMMAND - PRESIDIO OF MONTEREY		BLDG 4385, OMC
Director	6605	
IMCOM/DOL/DMDC Division	6563	
DLI/NEC Division	4641	
Contracting Officers	6563/4641/6581	
Contract Specialists	4078/6560/6577/7249	
Administrative Officer	6586	
Management Support Assistant	3292	
FAX	6562/6585/6591	
PRESIDIO OF MONTEREY NETWORK ENTERPRISE CENTER		BLDG 344, POM
Director	5790	
Administrative Assistant	5383	
Budget Analyst	4388	
FAX	5476	
Information Assurance Division	5864/7181	
Business and Plans Division	5269/6779/6911	
Telecommunications Manager	5500	
Telecom Help Desk	4098	BLDG 343, POM
Information Technology Systems Support Division	6055	
Video Teleconferencing	6060	BLDG 418, POM
Help Desk	5028	

PRESIDIO OF MONTEREY TELEPHONE DIRECTORY

Help Desk FAX	6899	
Conference Room	7000	
U.S. ARMY LOGISTICS READINESS CENTER, PRESIDIO OF MONTEREY		BLDG 235, POM
Director	6966	
Logistics (A76) Contracting Officer Representative (COR)	6450	BLDG 517, POM
Logistics Contract Program Manager (Contract)	4637	
Logistics Contract Program Manager Assistant (Contract)	7963	
Plans and Operations	6967	BLDG 235, POM
FAX	6996	
SERVICES BRANCH		
Contract Compliance (Food Services COR)	7953	BLDG 614, POM
Contract Compliance (Laundry COR)	7274	BLDG 235, POM
Laundry Supply (Contract)	7952	BLDG 235, POM
Stock Clerk (Contract)	7948	BLDG 235, POM
Combs Dining Facility (Contract)	5384	BLDG 627, POM
Belas Dining Facility (Contract)	5008	BLDG 838, POM
Information Management Officer	7600/7601	BLDG 4506, OMC
SUPPLY DIVISION		BLDG 235, POM
Chief	7951	
SUPPLY BRANCH		
Property Book Officer	6542	
Command Supply Discipline Program/Financial Liability Investigation of		
Property Loss Monitor	6539	
Hand Receipt Manager (Contract)	5430/6546	
Textbook Stock Clerk (Contract)	5575	
Textbook Order Clerk (Contract)	6535	
Warehouse Material Coordinator (Contract)	6555	
Warehouse Clerk (Contract)	6537	
Warehouse Specialist (Contract)	4511/6103	BLDG 4499, OMC
FAX	7031	BLDG 235, POM
TRANSPORTATION DIVISION		BLDG 517, POM
Transportation Officer	6450	
PERSONAL PROPERTY BRANCH		
Site Manager (Contract)	6848	
Assistant Site Manager/Personal Property Site Administration (Contract)	5023	
Inbound Personal Property Counseling (Contract)	5096	
Material Movement/Freight/Direct Procurement Move (Contract)	5094/5096	
Nontemporary Storage/Billing (Contract)	6803/6838	
Outbound Personal Property Counseling (Contract)	6456	
Personnel Movements/Passports	5203/6380	
Nontemporary Storage (Contract)	5072/6803	
Quality Control (Contract)	6457	
Document Control (Contract)	5094	
FAX	5821/5923	
TRANSPORTATION OPERATIONS BRANCH		BLDG 4499, OMC
Transportation Operations Contracting Officer Representative	6380	BLDG 517, POM
Transportation/TMP Quality Assurance and Inspection	6380	BLDG 517, POM
Transportation Operations Contract Manager (Contract)	7785	
Lead Dispatcher/Drivers Testing and Licensing (Contract)	7785/7791	
FAX	392-0224	
MAINTENANCE DIVISION		BLDG 4506, OMC
Maintenance Chief/Quality Assurance and Inspection	7600/7601	
FAX	7603	
Vehicle Mechanic (Contract)	7612/7616	
Production Control (Contract)	7612	
FAX	7595	
Electronic Section (Contract)	7600	

TENANT ACTIVITIES

CALIFORNIA MEDICAL DETACHMENT		BLDG 277, POM
Commander	7550	
Executive Office	6830	
Human Resources	4850	
Secretary	7550	
FAX	7558	
PRESIDIO OF MONTEREY ARMY HEALTH CLINIC		BLDG 422, POM
Head Nurse	6367	
Clinic Noncommissioned Officer In Charge	6688	
Appointments Desk	5741/5663	
Case Manager	5777	
Clinic FAX	6745	
Pediatrics (Civilian Contract PCM, limited enrollment)	646-5113	
Health Benefits Advisor	4434/4458	
Medical Supply	7584	

PRESIDIO OF MONTEREY TELEPHONE DIRECTORY

Optometry Appointments	6829	
Patient Administration & Information	4117	
Patient Representative	5332	
Pharmacy	5382	
Physical Examination	5672	
Physical Therapy Appointments	6740	
Physical Therapy Assistant	6740	
Naval Medical Administration Unit (NAMU)	5614/5615	
FAX (NAMU)	5664	
WELLNESS CENTER, PSYCHOLOGY, NUTRITION		BLDG 454, POM
Administrative Assistant/Appointments	4328	
PREVENTIVE MEDICINE SERVICE		
Chief, Preventive Medicine	7562	
Noncommissioned Officer In Charge	7555	
Administrative Assistant	7562	
Industrial Hygiene	7585	
Occupational Health Nurse	4842	
Community Health Registered Nurse	6344	
Environmental Health	4552	
DEPARTMENT OF SOCIAL WORK (WELLNESS CENTER)		
Chief	7589	
Family Advocacy Program	6343	
DENTAL CLINIC COMMAND		BLDG 423, POM
Commander	5676	
Staff Dentist	5612	
Noncommissioned Officer In Charge	5678	
Appointments	5612/5613	
FAX	5772	
AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES (AFGE) LOCAL 1263		BLDG 272, POM
Office	372-7463	
President	5187	
FAX	6929	
CRYPTOLOGIC TRAINING SYSTEM (CTS) REPRESENTATIVE		BLDG 278, POM
Director	5411	
Assistant CTS Representative	5412	
FAX	5341	
DEFENSE MILITARY PAY OFFICE		BLDG 616, POM
Supervisor	4783	
Travel	4784	
Military Pay Processing	4782	
Military Pay Separation/Retirement	4785	
RC/National Guard	6371	
FAX	6376	
DEFENSE LOGISTICS AGENCY - DOCUMENT AUTOMATION & PRODUCTION SERVICE		BLDG 233, POM
Document Automation	5509	
Production Department	5280	
FEDERAL INVESTIGATIVE SERVICES		BLDG 276, POM
Special Agents	901-5535 through 901-5537	
Special Agents	901-5539/901-5566	
MONTEREY CRIMINAL INVESTIGATION DIVISION OFFICE		BLDG 4468, OMC
Special Agent In Charge	7638	
Duty Agent	393-1851	
Administrative Assistant	6352	
FAX	393-2018	
PUBLIC HEALTH COMMAND DISTRICT - JOINT BASE LEWIS McCHORD, MONTEREY SECTION		BLDG 4380, OMC
Noncommissioned Officer In Charge	4348	
Food Safety Officer	4812	
Food Inspection Noncommissioned Officer In Charge	4346	
Food Inspection Noncommissioned Officer	5710	
Food Inspection Noncommissioned Officer	4347	
FAX	4879	
POM VETERINARY TREATMENT FACILITY		BLDG 4380, OMC
Appointments	7718	
FAX	7722	
902d MILITARY INTELLIGENCE RESIDENT OFFICE		BLDG 263, POM
Special Agent In Charge	4725	
Special Agent	4325/7739/4726	
FAX	4729	

Website References

- ❑ US Army Garrison, Presidio of Monterey: www.monterey.army.mil
- ❑ DLIFLC: www.dliflc.edu
- ❑ Air Force 517th Training Group:
http://www.monterey.army.mil/Tenant_units/517th.html
- ❑ Army 229th Military Intelligence Battalion:
http://www.monterey.army.mil/Tenant_units/229th_mib.html
- ❑ Automated Housing Referral Network (Off-post Housing): <http://www.ahrn.com/>
- ❑ BOSS, Better Opportunities for Single Service Members: <http://www.pom-fmwr.com/fmwr/index.php/recreation-a-leisure/better-opportunities-for-single-service-member-boss>
- ❑ Calendar of Events: <http://www.pom-fmwr.com/fmwr/index.php/home/events-calendar#year=2014&month=10&day=10&view=month>
- ❑ Child, Youth and School Services:
<http://www.pom-fmwr.com/fmwr/index.php/family/child-youth-a-school-services-cyss/parent-central-services>
- ❑ Exceptional Family Member Program:
<http://www.pom-fmwr.com/fmwr/index.php/family/acs/efmp>
- ❑ The GLOBE, the installation quarterly newsletter:
<http://www.dliflc.edu/globemagazine.html>
- ❑ Housing Services Office: http://www.monterey.army.mil/Housing/housing_main.html
- ❑ ID Card webpage: http://www.monterey.army.mil/Human_Resources/id_card.html
- ❑ Legal Services, Staff Judge Advocate (SJA):
http://www.monterey.army.mil/Legal/legal_main.html
- ❑ Marine Corps Detachment: <https://www.trngcmd.usmc.mil/MCCES/DLI/default.aspx>
- ❑ Military in Monterey": <http://www.mybaseguide.com/Military-Relocation-Guide/675/Military%20In%20Monterey>
- ❑ Monterey Airbus: <http://www.montereyairbus.com/>

- ❑ Monterey Salinas Transit (Bus service to and from POM): http://www.monterey.army.mil/Bus/bus_program.html
- ❑ Navy Center for Information Dominance Detachment: http://www.monterey.army.mil/Tenant_units/cidum.html
- ❑ Oakland International Airport: <http://www.oaklandairport.com/>
- ❑ The Parks at Monterey Bay (On-post Housing): <http://monterey.pinnaclefamilyhousing.com/>
- ❑ Presidio of Monterey Army Health Clinic: <http://www.mamc.amedd.army.mil/presidio-of-monterey/default.aspx>
- ❑ Religious Support Office: http://www.monterey.army.mil/Religious_Support/chaplain_main.html
- ❑ San Francisco International Airport: <http://www.flysfo.com>
- ❑ San Jose International Airport: <http://flysanjose.com>
- ❑ School Liaison Office: <http://www.pom-fmwr.com/fmwr/index.php/family/child-youth-a-school-services-cyss/school-liaison-office>
- ❑ See Monterey: <http://www.seemonterey.com>
- ❑ Temporary Lodging on the Presidio: <http://www.pomlodging.com/>
- ❑ Temporary Lodging on the Naval Postgraduate School (Combined Bachelor Quarters): <http://www.nps.edu/Services/NGIS/>
- ❑ Temporary Lodging on the Naval Postgraduate School (LaMesa Housing): http://www.nps.edu/Visitors/guest_lodging.html
- ❑ Transportation: <http://www.monterey.army.mil/Logisitics/transportation.html>
- ❑ United Healthcare Military Veterans Tricare: <https://www.uhcmilitarywest.com/>
- ❑ USO at San Jose or San Francisco Airports: <http://www.uso.org/Centers/USO-Centers---United-States.aspx>



ATTACHMENT K2
“IT’S YOUR MOVE”
DEPARTMENT OF DEFENSE (DOD)
CIVILIAN EMPLOYEES



October 2014

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A. WHO IS THIS ATTACHMENT FOR?

1. This attachment was created to assist Department of Defense (DOD) Civilian Employees. It is intended to help you understand your allowances and responsibilities involving the shipment and or storage of your Household Goods (HHG) and/or Unaccompanied Baggage (UB). This attachment does not apply to United States (US) Coast Guard Civilian employees as their allowances are prescribed by the Federal Travel Regulation and Homeland Security policy. This policy directive has been reviewed by the Per Diem, Travel and Transportation Allowance Committee (PDTATAC) according to DOD Directive 5154.29, DOD Pay and Allowances Policy and Procedures, as PDTATAC Case RR090701. Any conflict between this directive and the Joint Travel Regulations (JTR), is resolved based on the JTR and not this directive.
2. The contents contained in this attachment are not all inclusive of allowances. For additional information, please consult the JTR or your local Transportation Office (TO) for up to date information.

B. DEFENSE PERSONAL PROPERTY PROGRAM (DP3)

1. To improve your moving experience and streamline the process for those who support it, the DOD developed a new program called the Defense Personal Property Program (DP3). This new program focuses on meeting the needs of Armed Forces (Army, Navy, Air Force, Marine Corps, and Coast Guard) Members, DOD Civilian Employees, and their families by promoting quality of service.
2. The backbone of the DP3 is the Defense Personal Property System (DPS) which automates and simplifies your personal property move process.

C. DEFENSE PERSONAL PROPERTY SYSTEM (DPS)

1. As a centralized, integrated system, DPS supports the DP3 as the one-stop source for managing personal property moves. For the first time, the Military Surface Deployment and Distribution Command (SDDC) has oversight of claims and Transportation Service Provider (TSP) information in one convenient location. In addition, DPS provides 24/7 access to personal property shipment information and a conduit for a direct relationship between DOD customers and TSPs throughout the entire moving process.
2. Some highlights of DPS include the ability of DOD customers to use DPS to settle claims directly online with their TSP. Claims protection includes Full Replacement Value (FRV) of lost items and/or items damaged beyond repair, direct communications and claims settlement between the customer and the TSP. DPS becomes the focal point for all DOD Customers, TSPs, Personal Property Shipping Offices (PPSOs), the Service Headquarters (HQ), TO, and others who participate in the personal property moving process.

D. ACCESSING DPS

1. First time DPS users must obtain an Electronic Transportation Acquisition (ETA) login Identification (ID) and password before accessing DPS.
2. To obtain an ETA login ID and password, go to: <http://www.move.mil>.
3. Once you have accessed Move.mil, click on "New to Move.mil -- First Time Users Click Here!"
4. Follow instructions for checking browser capability and to obtain User ID and Password.
5. After obtaining User ID and Password, select "Login to DPS".

E. INTRODUCTION

1. A successful move is not a matter of chance. It is the result of planning and hard work. At the center of these efforts is you, the customer. If you expect a good move, you must play an active role.
2. This attachment has been prepared to help you understand your allowances and responsibilities concerning shipment and or storage of your HHG and/or UB. It also is intended to help you understand your allowances and responsibilities in the event you have to file a claim for loss and/or damage.
3. For additional DPS user and personal property shipping information, please visit <http://www.move.mil> or contact your local PPSO, TO, or Personal Property Processing Office (PPPO). Additional websites are listed at the end of [this attachment](#).
4. Your new unit may assign you a sponsor who should contact you some weeks in advance of your reporting date. A sponsor can often provide information helpful to you in arranging a smooth move. Contact your new unit if you have not heard from your sponsor within a reasonable period. It is your move. Ask questions. Read and understand what you sign. Get involved.

F. VALUABLE TIPS

1. Have expensive and valuable items (e.g., artwork, collectibles, heirlooms) appraised. The Government does not pay for the appraisals, but consider this part of your investment in the event of loss or damage. Attempt to locate original purchase receipts for your more expensive items and keep them separate from the rest of your shipment. Consider using a video camera or taking close-up pictures to record the condition of your furniture, working condition of your stereo, television, and the actual appearance of your expensive and/or valuable items prior to the HHG pack/pickup dates. This could help in the event you must file a Loss/Damage Claim.
2. Do not ship small, extremely valuable items such as stocks, bonds, jewelry, coins/coin collections, and items of great sentimental value such as photo albums. Pack them in your suitcases and hand-carry them, as well as your purchase receipts, pictures, and appraisals.

G. WEIGHT ALLOWANCES

1. HHG:
 - a. In Accordance With (IAW) the JTR Chapter 5, the worldwide maximum weight of HHG that may be transported (and/or stored In Connection With [ICW] transportation) is 18,000 pounds net weight for each employee.
NOTE: HHG transportation time limitation is two years from the employee's reporting date at the new Permanent Duty Station (PDS).
2. UB:
 - a. IAW JTR Chapter 5, UB weight allowance is 350 pounds net weight for each adult and dependent age 12 or older and 175 pounds net weight for each child under age 12.
 - b. UB is the part of an employee's prescribed weight allowance of HHG that:
 - (1) Is not carried free on a ticket used for personal travel,
 - (2) Ordinarily is transported separately from the bulk of HHG, and
 - (3) Usually is transported by an expedited mode because it is needed immediately or soon after arrival at destination

c. UB shipped ICW permanent duty and Renewal Travel Agreement consists of:

- (1) Personal clothing and equipment.
- (2) Essential pots, pans and light housekeeping items.
- (3) Collapsible items such as playpens, cribs and baby carriages.

NOTE: Items such as refrigerators, washing machines, major appliances, and furniture must not be included in UB.

3. You, not your TO or your TSP, are responsible for staying within your authorized weight allowance. If the weight of items packed, shipped, or stored exceeds your weight allowance, your Service is responsible for collecting excess costs from you.
4. For this reason, estimating the weight of your HHG is very important. Estimates should start early, even before you visit your TO or before you prepare your application to ship and or store personal property in DPS. The counselor at your TO requires an estimated weight for each shipment you intend to make.
5. An easy and usually dependable method for making this estimate is to figure 1,000 pounds per room (not including storage rooms or bathrooms), then add the estimated weight of large appliances and items in the garage, storage rooms, basement. An optional method is to use the “Weight Estimator” at: http://www.move.mil/dod/before_you_begin/weight_allowance.cfm then access the “Weight Estimator” tab.
6. Weight Estimates Not Official:
 - a. Weight estimates are not official, they are planning tools only. You can never use weight estimates to refute excess weight charges.
7. Excess Weight Can Cost Big Money:
 - a. Exceeding your authorized weight allowance on a move can cost you a lot of money. Charges for excess weight can range from several hundred to several thousand dollars.
 - b. Notification of overweight charges can take many months after your move is completed. For shipments in excess of the authorized weight allowance, the employee is financially responsible for all costs associated with the excess weight following transportation completion, as determined by the Service concerned. Payment for the transportation and collection from the employee for excess charges are IAW finance regulations (JTR Chapter 5). Contact your local TO for additional information regarding excess costs.
8. Request for Reweigh:
 - a. The TO at origin or destination can authorize a reweigh of your personal property shipment at your request at no cost to you. This ensures a reweigh of your personal property is completed or scheduled prior to accepting delivery. If you are available when your shipment is reweighed, you have the right to witness the reweigh and/or request to see the reweigh tickets for verification.
9. Overseas Weight Limitations:
 - a. When Government furnishings are provided at an Outside Continental US (OCONUS) location, HHG transportation at Government expense to or from such an OCONUS location ordinarily is limited to 4,500 pounds net weight, not including UB weight.

NOTE: Appropriate storage, or transportation to a designated place, is authorized for the remainder of an employee’s weight allowance.

H. MOTORCYCLE/DIRT BIKE SHIPMENTS

1. Generally, motorcycles and or dirt bikes can be shipped either as a separate Privately Owned Vehicle (POV) shipment, or in your HHG shipment. However, some countries do not allow the importation of motorcycles and or dirt bikes. If shipped to a country which does not allow their importation, the entire HHG shipment and or motorcycle/dirt bike shipment may be held by the Host-Country Customs Officials and may not be released until the unauthorized shipment has been corrected. This action may result in significant delays and a monetary inconvenience on your part.
2. Contact your local TO for details based on Host-Country requirements to which being assigned to, or you may consult the Personal Property Consignment Instruction Guide by visiting <https://tops.ppcigweb.sddc.army.mil/ppcig/menu/home/warning.do> and selecting the Query CG tab and then the Country Instructions:
3. When shipping a motorcycle, the following outlines your responsibilities during the moving process:
 - a. Fuel injected models must be drained of fuel. Carbureted models must be drained down to reserve, or as low as possible. This can be done by running the engine until empty and/or using a siphoning device.
 - b. Make sure that tires are properly inflated, and vehicle is free of fluid leaks. Oil, transmission and fuel leaks are the usual culprits that must be repaired prior to shipment.
 - c. Disconnect battery and tape ends with electrical tape to prevent sparking.
 - d. Empty saddlebags and ensure you remove all belongings. Any paperwork, keys, boxes, or spare parts need to be shipped separately. Saddlebags and windshields can stay on the motorcycle and helmets may be shipped as long as they are securely strapped to the motorcycle.

NOTE: Ensure inventory reflects when helmet is attached to the motorcycle.
 - e. Ensure motorcycle is unlocked so the driver can roll onto the truck and onto the skid.
 - f. If equipped with a full style touring windshield, it is recommended that it be removed and shipped separately (crated if necessary).

I. WHEN TO MAKE ARRANGEMENTS

Upon receipt of official orders, you may access DPS (see [Paragraph D](#) for details) or visit your local TO. The sooner you perform these actions after receipt of orders, the better chance you have getting your personal property moved on the date you want. To ensure a smooth move, the TSP or its representative coordinates the pack and pickup dates with you during the pre-move survey.

J. WHO TO SEE

The Army, Navy, Air Force, Marine Corps, and Coast Guard operate TOs. Your origin TO is your first point of contact when questions or problems arise concerning the movement and or storage of your HHG/UB.

K. WHAT YOU “MAY” SHIP AS HHG

1. Items associated with the home and all personal effects belonging to an employee and dependents on the employee's effective date of transfer or appointment that legally may be accepted and transported by a commercial HHG carrier. HHG also include:
 - a. Professional Books, Papers, and Equipment (PBP&E)/Pro-Gear needed and not needed for the performance of official duties at the next or a later destination. PBP&E/Pro-Gear that are needed but may cause the HHG total weight to exceed 18,000 pounds optionally may be shipped administratively and therefore must be weighed separately and identified on the origin inventory as PBP&E/Pro-Gear.
 - b. Spare POV parts (e.g., car engine/transmission) not to exceed the member's administrative HHG weight allowance and a pickup tailgate when removed.
 - c. Integral or attached vehicle parts that must be removed due to high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), Compact Disk players, Global Positioning Systems, and miscellaneous associated hardware).
 - d. Consumable goods for an employee with Permanent Change of Station (PCS) travel authorization to locations listed in the JTR, Appendix F.
 - e. A vehicle other than POVs (such as a motorcycle, moped, hang glider, golf cart, jet ski, and snowmobile [and/or the associated trailer] of reasonable size, that can fit into a moving van).
 - f. Boat or personal watercraft with or without an associated trailer for employees are limited to the size that will fit into a moving van. The maximum size that will fit into a moving van is 18 feet in length, 6 feet 10 inches in width, and a height of 6 feet 5 inches. Boats or personal watercraft and their associated trailers belonging to civilian employees which exceed 18 feet in length do not meet the definition of HHGs, therefore are not authorized for shipment Government expense.
- NOTE:** Special packing, crating and/or handling expenses for these articles are the employee's financial responsibility.
- g. Ultra-Light vehicles (defined as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if unpowered or less than 254 pounds if powered; having a fuel capacity Not To Exceed [NTE] five gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).
 - h. A utility trailer, with or without a tilt bed, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than eight feet (outside tire to outside tire). Side rails/body no higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than four feet (unless detachable).

L. WHAT YOU “MAY NOT” SHIP AS HHG

1. Personal baggage when carried free on commercial transportation.
2. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles.
3. Live animals including birds, fish and reptiles.
4. Cordwood and building materials.
5. HHG for resale, disposal or commercial use.
6. Privately owned live ammunition.

7. Boats (other than those listed above).
8. Hazardous articles including explosives, flammable and corrosive materials, poisons, propane gas tanks.

Local laws or TSP regulations may prohibit commercial shipment of certain articles not listed above. Laws and regulations prohibit articles liable to impregnate or otherwise damage equipment or other property—for example, hazardous materials including explosives, flammable, and corrosive materials, and poisons. Contact your TO if you have a question about any item refused for shipment by the TSP.

M. PROFESSIONAL BOOKS, PAPERS & EQUIPMENT/PRO-GEAR (PBP&E)

1. PBP&E allowances have changed for employees whose travel orders are issued 1 May 2014 and after. The new allowances limit PBP&E to 2,000 pounds net weight and no longer include personal computers and accompanying equipment, and/or awards presented for significant contributions while performing official duties.

NOTE: Employees whose travel orders were issued prior to 1 May 2014 are not subject to the PBP&E weight limitation and may include personal computers and accompanying equipment, and awards presented for significant contributions while performing official duties. Employees who have transported more than 2,000 pounds of PBP&E overseas prior to the change will be grandfathered and allowed to return the same amount to the CONUS. Please see the JTR, Par. 5688 PBP&E Weight Limitation for further information.

2. A DOD employee must receive prior approval from the gaining duty station to ship PBP&E/Pro-Gear, travel orders must state that shipment of PBP&E/Pro-Gear is authorized, and the official travel order must contain a separate line of accounting for PBP&E/Pro-Gear. Additionally, the weight of your PBP&E/Pro-Gear shipped counts toward your authorized weight allowance.
3. If the shipment of PBP&E/Pro-Gear might cause an excess weight condition as determined before transportation, PBP&E/Pro-Gear may be moved as an administrative expense as opposed to a HHG transportation expense; which may be authorized subject to the following conditions:
 - a. Before shipment occurs, the employee must furnish an itemized inventory of PBP&E/Pro-Gear for review by an official designated by the authorizing/order-issuing command
 - b. The employee must furnish evidence (as determined by the authorizing/order-issuing command) that transporting the itemized materials as part of the HHG results in a weight in an excess weight situation
 - c. An official designated by the authorizing/order-issuing command at the new PDS, must review and certify that the itemized PBP&E/Pro-Gear, are necessary for the proper performance of the employee's duties at the new PDS, and that if these items are not transported to the new PDS, the same or similar items would have to be obtained (at Government expense) for the employee's use at the new PDS.
4. PBP&E/Pro-Gear are articles of HHG in an employee's possession needed for the performance of official duties at the next or later destination. The following are examples of PBP&E/Pro-Gear:
 - a. Reference material.
 - b. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions.
 - c. Specialized clothing such as dive suits, astronauts' suits, flying suits and helmets, band uniforms, chaplains' vestments, and other specialized apparel not ordinary or usual uniform or clothing.

- d. Communication equipment used by an employee in association with the Military Affiliate Radio System.
- e. Individually owned or specially issued field clothing and equipment.
- f. Government-or uniformed service-owned accountable Organizational Clothing and Individual Clothing property issued to the employee by the Service/DOD Component for official use.

NOTE: The following are excluded from PBP&E/Pro-Gear:

- (1) Commercial products for sale/resale used in conducting business,
- (2) Sports equipment,
- (3) Office furniture,
- (4) Household furniture,
- (5) Shop fixtures,
- (6) Furniture of any kind even though used In Connection With (ICW) the PBP&E (e.g., bookcases, study/computer desks, file cabinets, and racks),
- (7) Personal computer equipment and peripheral devices,
- (8) Memorabilia including awards, plaques or other objects presented for past performance, (includes any type of going away gifts, office decorations, pictures, etc.)
- (9) Table service including flatware (including serving pieces), dishes (including serving pieces, salvers and their heating units), other utensils, and glassware.
- (10) Other items of a professional nature that are not necessary at the next/subsequent PDS, such as text books from previous schools unrelated to future duties, personal books, even if used as part of a past professional reading program or course of instruction and reference material that ordinarily would be available at the next/subsequent PDS either in hard copy or available on the Internet.

N. ALCOHOLIC BEVERAGE SHIPMENT

- 1. Each Service allows for the importation of Alcoholic Beverage Shipment; however, the method of importation varies. The following extract from the JTR states that the shipment of alcoholic beverages as HHG must conform to 27 United States Code Section 122. For further details, contact your local TO.
 - a. *Sec. 122. - Shipments into States for possession or sale in violation of State law. The shipment or transportation, in any manner or by any means whatsoever, of any spirituous, vinous, malted, fermented, or other intoxicating liquor of any kind from one State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, into any other State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, or from any foreign country into any State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, which said spirituous, vinous, malted, fermented, or other intoxicating liquor is intended, by any person interested therein, to be received, possessed, sold, or in any manner used, either in the original package or otherwise, in violation of any law of such State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, is prohibited.*
- 2. Visit the following websites for additional information on the importation of alcoholic beverages:
 - a. State Wine Laws: <http://www.wineinstitute.org> (*) **Non-DOD Website** (Select the State Shipping Laws link on the left side of the web page.)

- b. Personal Importation of Alcoholic Beverages:
http://www.ttb.gov/importers/personal_importation.shtml (*).
- c. Alcohol Beverage Control Boards for the United States:
<http://www.ttb.gov/wine/state-ABC.shtml> (*).

O. FIREARMS

When shipping firearms within or to the Continental US (CONUS), you must comply with local and/or state laws, and Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) regulations. For the website address, visit <http://www.atf.gov/> (*). For shipments to overseas countries, you must abide by the laws of the host country. When returning firearms from overseas to the US, you must identify your firearms on your individual customs declarations and obtain ATF Forms 6. This form is required to bring firearms into the US. The form is available on the ATF website and the process period may be as long as six weeks.

P. GYPSY MOTH

1. Planning to move from a State infested with gypsy moth to one that is not infested? Moving your outdoor lawn furniture, lawnmower, garden tools and/or playground equipment across State lines? You need to know about a regulation intended to prevent the interstate spread of this pest.
2. To prevent the spread of Gypsy Moth you are responsible for making sure that your outdoor household articles do not move the gypsy moth. How you do this is your decision. The quarantine regulations allow for self-inspection of HHG, and this attachment was developed to assist you should you choose to self-inspect. Alternatively, you may pay a US Department of Agriculture (USDA)-trained certified pesticide applicator to inspect the articles you plan to move.
3. To learn more about Gypsy Moth, where the problematic areas are, and how you can prevent the spread of Gypsy Moth, go to <http://www.move.mil>, access the Before You Move Tab and click on General and then Gypsy Moth. Your local TO can also provide additional details. Your local TO can also provide additional details.

Q. PERSONALLY PROCURED MOVEMENT (PPM) OF HHG

The employee must make the necessary arrangements for the HHG move and pay for the move. Reimbursement is limited to actual expenses incurred by the employee, NTE the cost of a Government-arranged move for the same weight of HHG. Ensure your official travel orders indicate a PPM is authorized prior to the movement of HHG. For additional information, contact your local TO and/or Civilian Personnel/Human Resource Offices.

R. PRIVATELY OWNED VEHICLE (POV)

To obtain information regarding Shipping and/or Storing Your POV, please visit the DTR Web Page Shipping Your POV; at <http://www.sddc.army.mil/PP/default.aspx> and select “Shipping Your POV” and Storing Your POV at <http://www.sddc.army.mil/PP/default.aspx> and select “Storing Your POV”.

S. STORAGE

When authorized, an employee may be entitled to either temporary storage known as Storage-In-Transit (SIT) or long term storage known as Non-Temporary Storage (NTS).

1. SIT:

- a. SIT is short-term storage that is part of HHG transportation. SIT may occur at origin, destination, and/or anyplace en route. SIT is not authorized for HHG moves between local quarters when no PCS exists.
- b. SIT (ICW authorized HHG transportation) should not exceed 60 days (CONUS-CONUS) and 90 days (to/from OCONUS) unless the employee requests (in writing) an additional period, NTE 90 days, that is authorized/approved by a Service/Defense AGENCY designated official. Under no circumstances may a Service/Agency authorize/approve SIT at GOV'T expense for CONUS to CONUS shipments exceeding a total of 150 days (CONUS) or 180 days (to/from OCONUS). If no additional storage is authorized/ approved, the employee is financially responsible for additional storage expense (FTR §302-7.9).
- c. Acceptable justification for an additional SIT period includes:
 - (1) An intervening Temporary Duty or long-term training assignment.
 - (2) Non-availability of suitable housing.
 - (3) Completion of residence under construction.
 - (4) Serious employee illness.
 - (5) Dependent illness or death.
 - (6) Strikes.
 - (7) Natural Disaster.
 - (8) Other circumstances beyond the employee's control.
 - (9) Similar reasons.

2. NTS. An employee may be eligible for NTS when:

- a. An employee performs PCS travel or new appointee travel to a designated isolated CONUS PDS.
- b. An employee moves to/between OCONUS areas, and
 - (1) Is not authorized to transport HHGS
 - (2) Is unable to use HHG at the PDS
 - (3) Storage is in the best interest of the Government, or
- c. The estimated storage cost would be less than the round-trip transportation of HHG including SIT to the new PDS.
- d. A Department of Defense Dependent Schools employee.

NOTE: The Government does not pay for climate controlled NTS. For additional information, contact your local TO.

T. ARRANGING THE MOVE

You either visit your TO to arrange the movement and/or storage of your personal property, or if applicable, you may “Self Counsel” yourself using DPS. Reminder: All first DPS users must obtain

an ETA account before you can access DPS. Refer to [Paragraph D](#) of this brochure for additional information. Provide the following at time of counseling:

1. Complete set of orders/authorization including amendments/ for each type of shipment planned (e.g., HHG, NTS, UB).

NOTE: If you perform “Self-Counseling” in DPS and electronically submitted your Application(s) to Ship and or Store Personal Property to the responsible TO for review, you must either e-mail, fax, mail, or hand-carry your orders/authorization to include amendments/endorsement to the responsible TO for review/approval. Failure to do so may result in your personal property not getting packed/picked up on the dates you requested.

2. An idea of when you want to move and an estimated weight. Be as flexible as possible when selecting HHG pack and pickup dates. Your preferred dates may not be available during some periods such as summer or days near official holidays. Avoid scheduling lease termination or house sale closing on the same date your HHG are scheduled to be packed, picked up, or delivered. Leave some time in your schedule for the unforeseen.
3. You or your designated representative must be available between the hours of 8:00 AM to 5:00 PM on pack, pickup, and delivery dates.
4. The date you plan to arrive at your new duty station. Your arrival date assists your TSP and/or local TO schedule delivery of your shipment(s) which may reduce storage costs paid by the Government. For example, if you know you are unavailable to accept a shipment for three months, do not schedule a HHG delivery date during the three months you are not available.
5. What type of shipment you want to make (HHG, UB and/or NTS) and the estimated weight. Do not forget to declare PBP&E/Pro-Gear.
6. Information on excess cost. The minimum excess cost is approximately \$100.00 per hundred pounds over the maximum weight allowance. If you have not used an item, or you plan to get rid of it “soon” we encourage you to “pitch it before we ship it”.
7. A list of large or unusual items (i.e., large screen TV plasma, LCD, DLP, piano, pool table, china cabinet, wall unit, satellite dish, hot tub, boat, motorcycle, recreational vehicle).
8. A letter of authorization signed by you or a power of attorney; required if you are unable to visit the TO. You may appoint your spouse or an agent to act on your behalf. Be sure the person you choose knows what you want and has the information to make the right arrangements. Remember, this person is acting for you, and you are responsible for that person’s decisions.

U. DOCUMENTATION

1. If you receive a personal property counseling at your TO, your counselor provides you with copies of all documentation associated with the movement and/or storage of your shipment(s). Look over your documentation carefully before signing.
2. If you performed “Self-Counseling” in DPS, you are prompted screen-by-screen to read and acknowledge your inputs. You also receive a shipment summary prior to electronically submitting your application(s) for shipment and/or storage to your responsible TO for review. You then are able to print the documentation created for each shipment request. In the event corrective actions are required on your part in DPS, your TO notifies you by phone and/or e-mail.

NOTE: Keep copies of all documentation related to the shipment and/or storage of HHG. Do not pack them in your shipments. It is recommended that you hand-carry your documentation to your new destination.

V. RESPONSIBILITIES

A good move depends largely on how much you get involved and how well prepared you are when the TSPs arrive. The following is a guide to assist you and may be used as your record of tasks accomplished.

1. Your Responsibilities (at Origin). Keep your TO/TSP informed of any change in your orders or other changes, such as a current telephone number or e-mail address where you are available until you leave your old duty station.
 - a. If shipping any engine power driven equipment (i.e.; motorcycle, dirt bike, lawnmower, snowmobile, moped, boat), ensure they are free of dirt or grease. Disconnect the battery cables and tape the leads so they do not make contact with the battery terminals. Batteries with acid or alkali are prohibited from shipment; only nonspillable gel-type batteries are authorized. Disconnect lead from spark-plug and also tape lead so it does not make contact with spark-plug. With the motorcycle/dirt bike running, completely run it out of gas until it stalls. No fuel can be in the tank when shipping a motorcycle/dirt bike as a HHG shipment.
 - b. Do not change your shipping dates unless necessary. Changing moving dates, especially during the summer months, can mean a lengthy delay in getting your move rescheduled. Contact the TO and/or TSP, immediately if rescheduling the shipping dates is necessary. Notify the TO/TSP if you or your designated representative is not available during the scheduled pack and/or pickup dates. If the TSP arrives to pack/pick-up your personal property and either you or your designated representative is not available, you may be financially responsible for an “Attempted” pickup charge. This fee must be paid in full prior to re-scheduling new pack and pickup dates.
 - c. Contact the origin TO if the TSP, or the TSP’s representative, has not contacted you a few days prior to your scheduled pickup date.
 - d. You or your representative designated in writing must be home when the TSP arrives to pack and remove your belongings. (Between the hours of 8:00 AM – 5:00 PM)
 - e. Thirty days in advance is not too early to begin preparation for your move.
 - f. Ensure that any untidiness of your residence or pickup location does not hinder the job performance of the crew that packs your property.
 - g. Remove your TV antenna; disconnect your satellite dish.
 - h. Empty, defrost, and thoroughly wash the inside of your refrigerator and/or freezer to keep mildew at a minimum during transit and storage, these appliances need at least two days to dry out. Leave doors open after cleaning.
 - i. Drain water from hot tubs and waterbeds.
 - j. Remove window air conditioners.
 - k. Disconnect and prepare all components such as stereos, compact disc players, videodisc players, computers, printers, televisions, and VCRs for the move.
 - l. Disconnect all appliances, such as washer, dryer, and stove. Charges associated with disconnecting these appliances are your responsibility so you should complete disconnections prior to the HHG pack and pickup dates. If you are shipping or storing a front-load washer, please provide necessary hardware (e.g., shipping bolts) when available.
 - m. Disconnect TVs (Plasma/LCD/DLP); un-mount them from the wall.
 - n. Dispose of foods that could spill or spoil in transit or in storage.

- o. Dispose of worn out and unneeded items before the move to avoid wasteful packing, moving, or storage expenses and excess weight to you.
- p. Remove hanging objects scheduled for shipping from the walls, ceilings and cabinet. This includes curtain rods, kitchenware (kitchen utensil, food racks), mirrors, and pictures.
- q. Dismantle outdoor play equipment and outdoor structures (i.e., utility sheds, playhouses, swing, or gym sets).
- r. Ensure personal property items are free of soil/pest infestation (i.e., gypsy moths, brown tree snakes). Remember: Complying with requirements of the USDA and state laws is your responsibility.
- s. Remove personal property from an attic, crawl space, or similar storage area within the residence. The TSP is not required to go into areas which:
 - (1) Are not accessible by a permanent stairway (ladders are not considered a permanent stairway),
 - (2) Are not adequately lighted,
 - (3) Do not have a finished floor, and
 - (4) Do not allow a person to stand erect.
- t. Have your property separated by shipment and distinctly marked. Put items that are to go in the UB shipment in one room. Distinctly mark items for storage, items not to be packed, and so on. This reduces the chance of items getting into the wrong shipment or preventing the shipment of items intended for disposal. When possible, dispose of all trash and items to be discarded prior to the TSP's arrival.
- u. Separate your professional items and any authorized additional consumables. Be sure they are identified on the inventory as "PBP&E/Pro-Gear" or "Consumable Items" and ensure they are weighed separately or a constructive weight has been annotated on the inventory.
- v. Remove all old TSP markings and stickers from furniture and boxes.
- w. Identify contents left in drawers. Be sure the inventory reflects the contents.
- x. Safeguard all cash, jewelry or other expensive items. Hand-Carry them.
- y. Airline tickets and passports are important documents. It is a good idea to keep these items locked in your car, or ask a friend or neighbor to keep them until your HHG shipment is picked up.
- z. Ensure each carton and loose item (e.g., ladder, rake) has an inventory tag and all tag numbers appear on the inventory.
- aa. Monitor the wrapping and packing of your items. Make sure everything is wrapped individually and adequately. Make sure heavy items are not packed on top of light items. Do not allow your property to be taken to the warehouse to be packed without first consulting the TO.
- bb. Drain all gasoline, oil, and water from power- equipment (e.g., lawn mowers, snow blowers,) prior to pickup.
- cc. Have any pre-packed boxes, cartons or totes available for the TSP to check. TSPs may repack items in pre-packed containers to ensure safe transport of your property.
- dd. Carefully read the inventory prepared by the TSP's personnel before you sign. Look at it from time to time while the items are packed. Ensure all boxes and loose items are listed

- correctly on the inventory. If a box contains crystal, or ceramic figurines, make sure the inventory says “crystal” or “Hummel’s” or “Lladros,” instead of a generic description such as “kitchen items” or “glass.”
- ee. Make sure major items (e.g., pieces of stereo equipment) are individually noted on the inventory with complete and accurate descriptions.
 - ff. If the packers list “color television,” have them add the size, make, model, and serial number (when readily accessible). This procedure also applies to stereo and video components. Closely check the string of symbols showing pre-existing damage. These symbols are explained in the top, right-hand corner of the inventory. For example, “BR 2-4-5-3” means “broken, bottom, front-left corner.”
 - gg. A good inventory shows what you shipped and what condition the item was in at the time of pickup. If your inventory is inaccurate, tell the TSP’s representative, and write down why you disagree at the bottom of the inventory in the space marked for exceptions.
 - hh. Do not argue with the TSP’s representative. If you have a problem, call your TO at once.
 - ii. Do not sign anything until you read, understand, and agree with it. You must be provided a legible copy of everything you sign. Never sign a blank, incomplete, or illegible form, or a form you cannot clearly understand.
2. Your Responsibilities (at Destination):
- a. Contact the destination TO and/or the TSP delivering your personal property as soon as possible after your arrival even though you may not know the delivery address for your personal property. The TO/TSP needs a telephone number and/or address where you can be reached on short notice.
 - b. As soon as you have a delivery address for your personal property, call the TO again and provide this information.
 - c. If possible, be prepared to accept delivery of your property as soon as it arrives. This prevents additional handling, reduce the chance of loss or damage, and reduce or eliminate storage expenses.
 - d. You or your designated representative in writing must be home on the day of delivery.
 - e. Know in advance where you want each piece of furniture placed in your new residence. You are allowed a “one time placement of goods” by the TSP upon your request.
 - f. Check each carton or item off the inventory. Make sure everything that was picked up is delivered.
 - g. If you discover any loss and/or damage at the time of delivery, list all missing and/or damaged items by appropriate inventory number on the DD Form 1840, Joint Statement of Loss or Damage at Delivery/Defense Personal Property Program Notification of Loss or Damage AT Delivery” Form. Do not sign for services if the TSP did not perform them.
 - h. Do not argue with the TSP. Contact the destination TO if problems arise.
3. TSP’s Responsibilities (at Origin):
- a. Conduct Pre-Move Survey (Physical or Telephonic) depending on the type of shipment and estimated weight. When required, it should be conducted prior to the first day of packing.
 - (1) Purpose of Pre-Move Survey: TSP or TSPs representative determines weight/volume of property to be packed/loaded, quantity and type of packing materials required, whether or not items require special crating (e.g., marble tops, artwork, grandfather clock),

whether a Third-Party should be involved to disassemble certain objects (e.g., German Wall Unit, other specialized furniture/equipment). If a TSP/TSP representative feels special services are required that were not identified at the time of counseling, the TSP/TSP representative submits their request to the TO for review/approval. The TO makes the final determination. If denied, you can request the TSP to provide specialized services; however, at your own expense.

- (2) TSP/TSP representative determines the number of days required to pack/pick-up shipment.
 - (3) TSP/TSP representative and you can negotiate pack, pickup and delivery dates during the Pre-Move Survey. Keep both your origin and destination TO informed of any changes to include pickup/delivery address, telephone number/e-mail address changes.
 - b. Begin packing/pickup between 8:00 AM – 5:00 PM.
 - c. Protect appliances against damage while in transit. The TSP secures moving parts that, if allowed to move in transit, could damage the appliance.
 - d. Use new, clean packing materials for linen, clothing, and bedding.
 - e. Use new or like-new packing materials for all other items. Excelsior or newspaper is not allowed. Items packed in boxes should be padded and insulated from carton walls.
 - f. Pack mirrors, pictures, and glass tabletops in specially designed cartons.
 - g. Wrap and protect all finished surfaces from marring or scratching; use furniture pads.
 - h. Properly roll and protect rug and rug pads at residence. Only small throw rugs may be folded.
 - i. Pack all designated professional books, papers, and equipment in separate boxes. These cartons must be marked “PBP&E/Pro-Gear”, weighed separately, and listed on the inventory form.
 - j. Put all nuts, bolts, and screws from a disassembled item in a bag and attach securely to the item.
 - k. Mark each carton to show general contents.
 - l. Prepare an accurate and legible inventory.
 - m. Obtain approval from the TO prior to loading on the tailgate of the moving van.
 - n. Remove all excess packing material from your residence.
4. TSP’s Responsibilities (at Destination):
- a. Begin delivery between 8:00 AM – 5:00 PM.
 - b. Perform a one-time placement of rugs prior to placement of your HHG.
 - c. Unpack and unwrap all cartons, boxes, and crates.
 - d. Place each item or carton in the room you indicate. This one-time placement includes placing unpacked articles in cabinets, cupboards, or on kitchen shelves when convenient, safe, and it is your desired location. Have placement planned out before the TSP arrives. TSPs are required to place each item only once.
 - e. Assemble all furniture and equipment if disassembled at origin.

- f. Remove packing and blocking from appliances. The TSP is not required to connect appliances to electric, gas, or water outlets.
 - g. Provide a “Joint” written record of any loss and/or damage at delivery on DD Form 1840 or on the Defense Personal Property Program Notification of Loss or Damage AT Delivery Form. You and/or your designated representative along with the delivery TSP sign this form. The TSP’s representative must provide a copy of this form.
5. Once the shipment has been delivered, the TSP is not required to deliver property to a self-storage facility.

NOTE: It is not advisable to waive unpacking at any time during the delivery. However, if unpacking is waived, the TSP is not required to return later to unpack or remove debris.

W. CLAIMS FOR LOSS AND DAMAGE (FRV)

Unfortunately, you may suffer loss or damage to your personal property during movement. If your property is lost or damaged you have the right to file a claim directly with the TSP. (You may also purchase additional insurance for your move through the TSP or from a private insurance company.

1. For shipments not processed in DPS, an employee files a claim for Loss/Damage noted the day of delivery on DD Form 1840. The employee/designated agent and the TSP signs/dates DD Form 1840 on the date of delivery. Additional loss/damage noted after the delivery date is recorded on DD Form 1840R, Notice of Loss or Damage. The time-frame and FRV listed below apply. You file a claim for Loss/Damage at your Military Claims Office.
2. All DOD customers are eligible for FRV protection on DOD funded personal property shipments at no cost to you.
3. If the employee’s property is lost or damaged during a move, they may file a claim against the TSP. The employee can file a claim directly in DPS with the TSP for damaged or lost items at the time of delivery or after delivery. The employee is authorized FRV coverage as detailed below:
 - a. FRV:
 - (1) If a claim is filed directly with the TSP within nine months of delivery, then the TSP’s maximum liability on each Domestic HHG (dHHG), International HHG (iHHG) and International Unaccompanied Baggage (iUB) shipment is:
 - (a) \$5,000 per shipment, or
 - (b) \$4.00 times the net weight of the HHG shipment, or gross weight of the iUB shipment, in pounds, not to exceed \$50,000, whichever is greater.
 - (2) For loss/damage discovered on the date of delivery, the employee must complete Defense Personal Property Program Notification of Loss or Damage AT Delivery.
 - (3) For loss/damage discovered after the delivery date, the employee must complete Defense Personal Property Program Notice of Loss or Damage After Delivery.
 - (4) For direct claims settlement between employee and TSP:
 - (a) Claims must be filed through DPS.
 - (b) Claims must be filed with the TSP first to maintain FRV eligibility.
 - (5) An employee has the option to transfer the claim to the military claims service after 30 days. In this instance, the claims service pays the employee depreciated value and then pursues the FRV claim with the TSP. After settlement with the TSP, if the FRV

settlement exceeds the amount paid by the claims service to the employee, the employee receives the difference.

- b. The TSP may offer quick claim settlement.
 - (1) Less than \$500.
 - (2) Within five days of delivery.
 - (3) Not reported in DPS unless customer files an additional claim.
- c. The TSPs are responsible for obtaining repair estimates.
- d. Employee and TSP negotiate settlement through DPS.
 - (1) The TSP must pay, deny, or make an offer within 60 days of receipt of a complete claim through DPS.
 - (2) The employee has the ability to accept or reject the TSP's offer on a line-by-line basis.
- e. Inconvenience Claims. It is the TSP's responsibility to pickup and deliver personal property shipments on the dates reflected on the BL. Failure to do so can cause serious inconvenience to the DOD employee and their dependents, and can result in unnecessary expenditure of funds for lodging, food, rental/purchase of household necessities. An inconvenience claim may be filed for out-of-pocket expenses caused by the TSP's failure to act on the agreed dates at origin or destination. Inconvenience claims against the TSP must be reasonable, supported by receipts, and relate directly to relieving a definite hardship when establishing a household.
- f. For dHHG and iHHG shipments, the employee receives a toll free number prior to pickup for direct communication between the employee and the TSP. The toll free number may be used for customer inquiries and problem resolution during any phase of the move. The TSP must respond to the employee's concerns within 24 hours from the employee's initial call if received Monday through Friday and by close of business the following workday for calls/inquiries received by the carrier on Saturdays, Sundays or legal (officially declared national) holidays. Each employee should be counseled that the toll free number is not to be used for shipment changes (pickup date or delivery date changes). The employee must contact the local Transportation Office for any changes after shipment award to a TSP.

X. PURCHASING ADDITIONAL INSURANCE

Depending on the value of your HHGs, you may decide to purchase additional insurance through the TSP or a commercial company (at your own expense). Additionally, some homeowner policies may cover some items in shipment; check your policy or contact your insurance company for details.

NOTE: The option to purchase additional insurance through the Government no longer exists.

Y. SERVICE CLAIMS OFFICES

Army:

<https://www.jagcnet.army.mil/>

Air Force:

<https://claims.jag.af.mil>

Navy:

http://www.jag.navy.mil/organization/code_15.htm

Marine Corps:

https://www.manpower.usmc.mil/portal/page/portal/M_RA_HOME/MF/C_PERSONNEL/Property

Coast Guard:

<http://www.fincen.uscg.mil/hhg.htm>

Z. DURING AND AFTER THE MOVE

Evaluation of Move. At some time during packing, pickup and/or delivery of your personal property, a Quality Control inspector from the TO may drop by to check on the progress of the services being performed by the TSP. If you have any questions or problems, inform the inspector or contact the TO.

1. Customer Satisfaction Survey (CSS).
 - a. Your voice counts. After receiving your delivery at destination you are asked to complete a CSS survey. The CSS is the primary source of data that is used in determining the performance portion of each TSP. It is very important to update your email address and contact information at destination. You will be informed on the importance of completing the CSS on the web upon delivery of each shipment moved. If you did not complete this survey you will receive e-mail reminders. You, as a customer, can assist in improving the quality of personal property moves. Your opinion counts and every completed survey enhances the program.
 - b. To access the survey, please call 800-462-2176 Option 4 to complete the CSS.

AA. WEB SITES TO VISIT

(If clicking on the link does not work, copy and paste the link into your web browser URL address bar and press enter.)

1. State Wine Laws: <http://www.wineinstitute.org> (*).
2. Personal Importation of Alcoholic Beverages: http://www.ttb.gov/importers/personal_importation.shtml (*).
3. Alcohol Beverage Control Boards for the United States: <http://www.ttb.gov/wine/state-ABC.shtml> (*).
4. Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) regulations <http://www.atf.gov/> (*).
5. Alcohol Beverage Control Boards for the United States: <http://www.ttb.gov/wine/state-ABC.shtml> (*).
6. CSS: 1-800-462-2176 Option 4.
7. GSA “FedRooms” program offers specially negotiated Federal government hotel rates with FEMA certified hotels, simplifying hotel selections for Government travelers. Website address is <http://www.fedrooms.com> (*).
8. Homeowner’s Assistance Program is a special relief program designed to provide financial assistance to eligible Military and Federal employee homeowners when the real estate market is so adversely affected by a military installation partial or complete closure, a reduction in scope of operations, or a realignment that the personnel are unable to dispose of their dwellings under reasonable terms and conditions. <http://hap.usace.army.mil/>.

9. Internal Revenue Service Form 3903 and Publication 521, Moving Expenses: Websites are <http://www.irs.gov/publications/p521/index.html>, <http://www.irs.gov/pub/irs-pdf/f3903.pdf> (*).
10. Internal Revenue Service Form 4684 and Publication 4684; Casualties and Thefts: Websites are <http://www.irs.gov/pub/irs-pdf/i4684.pdf> and <http://www.irs.gov/pub/irs-pdf/f4684.pdf> (*).
11. DOD Household Goods Portal: <http://www.move.mil>.
12. Moving Your Mobile Home: <http://www.sddc.army.mil/PP/default.aspx> and select “Moving Your Mobile Home”
13. Navy employees can contact the Navy’s HHG Helpline at 800-444-7789 for assistance. To determine if you qualify as a SWM customer please visit: <http://www.xmarks.com/site/www.smartwebmove.navsup.navy.mil/swm/>.
14. Per Diem, Travel and Transportation Allowance Committee (PDTATAC) maintains and implements new statutory changes to the JTR. Within the regulations are per diem, travel and transportation allowances, relocation allowances, and certain other allowances of DOD civilian employees based on law. Website is: <http://www.defensetravel.dod.mil/site/travelreg.cfm>.
15. POV Locator: <https://www.WhereIsMyPOV.com> (*).
16. Program Management Office - Defense Travel System (PMO-DTS): <http://www.defensetravel.DOD.mil>.
17. Shipping a POV: <http://www.move.mil>.
18. Storing a POV: <http://www.move.mil>.
19. Military Surface Deployment and Distribution Command, SDDC: <http://www.army.mil/info/organization/unitsandcommands/commandstructure/sddc/>.
20. Weight Estimator Form is at website: http://www.move.mil/dod/before_you_begin/weight_allowance.cfm; then access the “Weight Estimator” tab.



ATTACHMENT K1
“IT’S YOUR MOVE”
ARMED FORCES MEMBERS



October 2014

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A. WHO IS THIS ATTACHMENT FOR?

This attachment was created to assist Armed Forces Members (Army, Navy, Air Force, Marine Corps and United States (US) Coast Guard). It helps you understand your allowances and responsibilities involving the shipment and or storage of your Household Goods (HHG) and Unaccompanied Baggage (UB). This policy directive has been reviewed by the Per Diem, Travel and Transportation Allowance Committee (PDTATAC) according to Department of Defense Directive 5154.29, DOD Pay and Allowances Policy and Procedures, as PDTATAC Case RR090630. Any conflict between this directive and the Joint Travel Regulations (JTR), is resolved based on the JTR and not this directive.

B. WHAT'S NEW IN THIS ATTACHMENT?

1. The Defense Personal Property Program (DP3), Defense Personal Property System (DPS), Full Replacement Value (FRV) protection in the event you suffer loss and or damage to your personal property and Customer Satisfaction Survey (CSS) requirements just to name a few.
2. The contents contained in this attachment are not all inclusive of allowances. For detailed Service specifics, consult your Service regulations. For uniformed member allowances, consult the JTR. For further information, contact your local Transportation Office (TO).

C. DEFENSE PERSONAL PROPERTY PROGRAM

1. To improve your moving experience and streamline the process for those who support it, the Department of Defense (DOD) developed a new program called the "Defense Personal Property Program (DP3)". This new program focuses on meeting the needs of Armed Forces Members, DOD Civilian Employees and their families by promoting a higher service quality.
2. The backbone of the DP3 is the DPS which automates and simplifies your personal property move process.

D. DEFENSE PERSONAL PROPERTY SYSTEM

1. As a centralized, integrated system, DPS supports the DP3 as the one-stop source for managing personal property moves. For the first time, the Military Surface Deployment and Distribution Command (SDDC) has oversight of claims and Transportation Service Provider (TSP) information in one convenient location. In addition, DPS provides the convenient 24/7 access to personal property shipment information and a conduit for a direct relationship between DOD customers and TSPs throughout the entire moving process.
2. Some highlights of DPS include the ability of DOD customers to use DPS to settle claims directly online with their TSP. Claims protection includes FRV of lost items and/or items damaged beyond repair, direct communications and claims settlement between the customer and the TSP. DPS is the focal point for all DOD customers, TSPs, Personal Property Shipping Offices (PPSOs), the Service Headquarters (HQ), TOs, and others who participate in the personal property moving process.
3. Accessing DPS:
 - a. First time DPS users must obtain an Electronic Transportation Acquisition (ETA) login Identification (ID) and password before accessing DPS.
 - b. To obtain an ETA login ID and password, go to: <http://www.move.mil>.
 - c. Once you have accessed Move.mil, click on "New to Move.mil -- First Time Users Click Here!"

- d. Follow instructions for checking browser capability and to obtain User ID and Password.
- e. After obtaining User ID and Password, select "Login to DPS".

E. INTRODUCTION

1. A successful move is not a matter of chance. It is the result of planning and hard work. At the center of these efforts is you, the customer. If you expect a good move, you must play an active role.
2. This attachment has been prepared to help you understand your allowances and responsibilities concerning the shipment and or storage of HHG and/or UB. It is also intended to help you understand your allowances and responsibilities in the event you have to file a claim for loss and/or damage.
3. For additional DPS user and personal property shipping information, please visit <http://www.move.mil> or contact your local PPSO, TO, or Personal Property Processing Office (PPPO). Additional websites are listed at the end of [this attachment](#).
4. Your new unit may assign you a sponsor who should contact you some weeks in advance of your reporting date. A sponsor can often provide information helpful to you in arranging a smooth move. Contact your new unit if you have not heard from your sponsor within a reasonable period. It is your move. Ask questions. Read and understand what you sign. Get involved.

F. VALUABLE TIPS

1. Have expensive and valuable items (e.g., artwork, collectibles, heirlooms) appraised. The Government does not pay for the appraisals, but consider this part of your investment in the event of loss or damage. Attempt to locate original purchase receipts for your more expensive items and keep them separate from the rest of your shipment. Consider using a video camera or taking close-up pictures to record the condition of your furniture, working condition of your stereo, television and the actual appearance of your expensive and/or valuable items prior to the HHG pack/pickup dates. This could help in the event you must file a Loss/Damage Claim.
2. Do not ship small, extremely valuable items such as stocks, bonds, jewelry, coins/coin collections, and items of great sentimental value such as photo albums. Pack them in your suitcases and hand-carry them, as well as your purchase receipts, pictures, and appraisals.

G. WEIGHT ALLOWANCES

1. The JTR prescribes the maximum Permanent Change of Station (PCS) and Non-Temporary Storage (NTS) weight allowances that you can ship and/or store at Government expense based on the member's rank and dependency status. The JTR also prescribes Temporary Duty (TDY) weight allowance based on the member's rank. Weight allowances do not include Professional Books, Papers and Equipment (PBP&E/Pro-Gear) or required medical equipment.

NOTE: The Secretary concerned may authorize a higher weight allowance (Not to Exceed [NTE] 18,000 pounds) of a member below pay grade O-6, but only on a case-by-case basis. The Secretary may increase the member's PCS weight allowance if the Secretary determines that failure to increase the member's weight allowance would create a significant hardship to the member or the member's dependents

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