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SUBJ/PERMANENT CHANGE OF STATION ORDERS LETTER OF INTENT//

RMKS/1. This NAVADMIN announces new processes to help Sailors awaiting permanent change of station (PCS) orders coordinate a PCS move earlier.

2. Our current fiscal environment has contributed to PCS funding shortfalls and resulted in significantly compressed orders lead time. This compressed lead time adds uncertainty and stress and impacts all aspects of the already difficult task of executing a PCS move. In an effort to mitigate the impact of short notice release of orders, BUPERS and NAVSUP have worked some innovative processes that will allow expansion of use of Letters of Intent (LOIs) in order to enable greater flexibility and to reduce the stress associated with a PCS move.

3. Starting 5 July 2017, Navy Personnel Command (NPC) will begin issuing LOIs for most PCS moves. These LOIs will allow advance scheduling of movers. Additionally, Sailors will be able to complete operational (sea duty) screening, update security clearances, take permissive Temporary Duty (TDY) for residence hunting, and begin the entitlement counseling and application processes for the movement of HHG. Because an LOI does not contain a line of accounting, it cannot be used to issue tickets, receive advanced military and/or travel pay, ship Household Goods (HHG) and Privately Owned Vehicles (POV), place HHG and POV in storage, or used to reimburse for a personally procured move (PPM). Previously, LOIs were only able to be issued for overseas moves, and could not be used to schedule moves.

4. Upon receipt of the LOI, Sailors should access the Defense Personal Property System (DPS) at [www.move.mil](http://www.move.mil). For detailed instructions on completing the online HHG move application in

the DPS, Sailors are encouraged to visit <https://www.navsup.navy.mil/household/>. Once an account is established and when asked if in receipt of hard copy orders, select yes. If not in receipt of funded PCS orders, enter "NAVYLOI" as the PCS order number. The LOI and supporting documents, e.g., a signed DD 1299 (Application for Shipment and/or Storage of Personal Property) and DD 1797 (Personal Property Counseling Checklist), must be digitally scanned and uploaded into DPS. Acknowledgement of receipt of the application will be sent to the email address provided in the application. Scheduling of the move may be completed with this information.

5. When funding is received and PCS orders are issued, NPC will provide the HHG Offices with a copy of the members PCS orders. The HHG Offices will upload the official orders in DPS and send the moving request to industry, which allows the move to be executed. The Sailor will be notified via email of name and contact information for the assigned moving company. The moving company will contact the Sailor to schedule a pre-move survey and coordinate the final packing and pick up dates.

6. NAVSUP will collaborate with other Services to support Navy members who use non-Navy Personal Property. Sailors may email questions to [householdgoods@navy.mil](mailto:householdgoods@navy.mil) or call 1-855-HHG-MOVE (444-6683) for assistance.

7. The following types of orders will not be eligible for LOIs: Temporary Limited Duty (TLD), Home Port Changes, Pre Commission units, Expeditionary Combat Readiness Center (ECRC), Afghanistan-Pakistan (AFPAK) Hands, pregnancies, accessions, retirements, and separations. These types of orders have defined release timelines well in advance, making an LOI unnecessary.

8. Commander Navy Installations Command (CNIC) provides the following reminders to facilitate other aspects of PCS move planning:

a. In line with CNICINST 11103.5, Navy Housing Eligibility, Assignment and Termination Criteria, Sailors applying for Navy family housing are placed/positioned on the housing waitlist according to the date of detachment from the members prior permanent duty station based on their PCS orders, provided that a housing application is submitted within 30 days of the reporting date. Advance applications will be accepted. However, placement on the list will not occur until the member reports to the gaining command. This ensures Navy family housing waitlists are independent of orders receipt date.

b. The Housing Early Assistance Tool (HEAT) allows Sailors and families to contact Housing Service Centers at multiple Navy installations before they receive their PCS orders. Sailors can search and apply for housing Navy-wide. HEAT can be accessed at [www.cnic.navy.mil/HEAT](http://www.cnic.navy.mil/HEAT). The website is available online 24/7 with no CAC requirement.

c. [MilitaryChildCare.com](http://MilitaryChildCare.com) provides a single, online gateway for families to access military-operated or military-subsidized childcare options worldwide across all Services. The site enables families to create a household profile, conduct childcare searches, submit and manage requests for care anytime and from anywhere. Families may remain on a preferred programs waitlist even

after being offered care or enrolling in another program. Due to the standardized request process and waitlist management tools, the DoD site offers a more streamlined approach for finding care, requesting care, and providing Anticipated Placement Time (APT) estimates. This allows families to submit requests for care at programs with an APT that most closely fulfills their needs. Since APT estimates may change, families are advised to review all their options on a regular basis and submit requests for all DoD child care options that may meet their requirements. For example, there may be another child development center or in-home provider (Family Child Care/Child Development Home) with a shorter placement time. The site also has an interactive map feature to determine if program locations are within the family's preferred geographic area.

9. It is incumbent on Personnel Support Detachment transfer clerks and Command Pay Personnel Administrators to become familiar with this NAVADMIN and ensure transferring Sailors are promptly notified of receipt of LOI.

10. For assistance or further information, contact The Navy Personnel Customer Service Center at 1(866) U-Ask-NPC (827-5672), DSN 882-5672/Email: UASKNPC(AT)NAVY.MIL.

11. Released by Vice Admiral R. P. Burke, N1.//