

ADDITIONAL INFORMATION REGARDING YOUR PCS TRANSFER

ATTEND THE PCS TRANSFER BRIEFING

PCS Transfer briefings are held every FIRST and THIRD Tuesdays of each month in the PSD classroom No. 143 from 0800-1000 hours. This is the starting point for your transfer, so attendance is highly encouraged. Questions regarding transfers are welcomed. Personnel who show up other than designated schedule will be referred back to their Command Personnel Coordinator (CPC) or to the next PCS transfer brief.

KEEP YOUR CPC IN THE LOOP

Your CPC is the primary point of contact. All questions are to be directed to him or her. Likewise, all documents pertaining to your transfer are to be delivered to the CPC for further delivery to PSD. The CPC will upload the documents electronically via the Transaction Online Processing (TOPS).

PERSONAL PROPERTY

The Joint Personal Property Shipping Office (JPPSO) is located in the Navy Aloha Center at 4825 Bougainville Drive, Honolulu, HI 96818.

Their office hours are:

0730-1500 (M, T, Th, F)

0900-1500 (W)

Walk-in Hours until 1200 (emergencies only)

Entitlements & Appointments: 473-7702

Inbound and Outbound Information: 473-7750

Quality Assurance: 473-7775

Smooth Move Briefs: 474-1999 xtn 0 (Given by Family Services)

Highly recommend to apply online, www.move.mil (DPS or Smart Web Move). If you are traveling overseas, you may need a Family Entry Approval (FEA).

IN CLOSING....

We are emphasizing use of the CPC in an effort to streamline in-house processes and enhance customer service. If for any reason you are having difficult dealings with your CPC, please contact the Transfers Section LPO at 471-2405 xtn 5510 or Division Officer at ext 5503.