

Transformation and Relocation Cheat Sheet

15 Days Prior - 5 Days After Move

Barracks moves are same day - Door to Door

HHG Pick Up
Clean & Clear Housing
Clear USAG-Yongsan
Move In: HHG Delivery
Sign New Lease

-15 -14 -13 -12 -11 -10 -9 -8 -7 -6 -5 -4 -3 -2 -1 0 1 2 3 4 5

Permissive Temporary Duty Status
(House Hunt, Negotiate to Hold Unit & Schedule and conduct Safety Inspection)

Household Goods Storage

Live in Yongsan Lodging

Pick Up Clearing goods

Out-Process USAG-Yongsan & In-Process USAG-Humphreys

30 Days Prior

Government Leased Housing can be requested and assigned if available

45 Days Prior

Families provide transfer notification to Child Youth Services (CYS)

60 Days Prior

1. Schedule household goods pick up & delivery dates at Transportation Office with orders ***As soon as individual Movement date is confirmed and no later than 60 days prior to the move
2. Reserve temporary lodging at Yongsan (as needed)
3. Submit Exception to Policy for second vehicle (as needed)
4. Attend ServiceMember Relocation Transition Brief

90 Days Prior

Official Permanent Change of Station (PCS) orders are cut by official military and civilian agencies. Pre-clearance of some out-processing requirements will be initiated with **NO ACTION** required by the Family or Service Member

120 Days Prior

Service Member and Civilian personnel offices formally submit relocation order requests after verifying EFMP service needs can be met at USAG-H

Service Member Relocation Transition Briefs

Purpose:

Subject Matter Experts (SMES) brief transition tasks to individual relocating personnel

Frequency: Twice per month starting in March through Relocation

Briefers:

- Yongsan & Humphreys Garrisons
- Department of Human Resources
- Civilian and Service Member Orders Agencies
- Vehicle Registration Office
- Housing Offices

Entitlements

Uniformed Service Members & Families

- Temporary Lodging Allowance (TLA)
- Dislocation Allowance if eligible for type of residence (DLA)
- Per Diem for Travel
- Travel By Privately Owned Conveyance
- Household Goods (HHG) Transportation
- Damage Claims

Civilian Families

- Temporary Quarters Subsistence Allowance (TQSA)
- Miscellaneous Expense Allowance (MEA) for DoD Civilian Employees
- Per Diem
- Travel by Privately Owned Conveyance
- Household Goods (HHG) Transportation
- Damage Claims
- Advance Pay

	Tasks	USAG - Yongsan				USAG - Humphreys			
		Transfer	Pre-Clear	Individual					
Military	Medical Records	×	×		7005	737-2273	S555	737-2273	
	Army Community Service		×		4106	738-7505	S311	753-8401	
	Dental Records	×	×		5107	725-3063	S555	737-9162 753-6559	
	Family Member Dental Records			×	5107	736-4779	S555	737-9162 7536559	
	Education Office		×		2212	723-8098	S300	753-8901	
Military & Civilian	Central Issue Facility	×	×		5495	736-7992	T616	753-3438	
	Ration Control	×	×		4034	738-4612	344	753-3012	
	Property Book Office		×		2720	723-7939	1644	753-5820	
	ID Card		×		4034	723-6527	544	753-3012	
	Library		×		2215	723-7380 723-7382	301	753-8433	
	Unit Mail Room		×		2640	723-2648			
	Pass and ID Registration		×		1230	724-4811	S544	753-5931	
	Vehicle/POV/POW reg.			×	1230	724-4811	S544	753-5931	
	Finance			×	2254	723-5394	S544	753-8209 753-8215	
	Housing Office			×	4106	738-3489 738-3211	307	753-6617 753-7358	
	Household Goods Shipment			×	4106	738-4817			
	Child & Youth Services		×		5210	738-5036	1127	753-3413	
	LGU-Cable/Internet			×	2295	725-7788	400	080-850-2891 070-7598-2000	
	TRICARE			×	7005	737-1433	S576	737-2780	
	DoDEA	×			3644	738-5265	1127	753-8069	
	Area III Newcomers Brief			×			1949	753-8807	
	Civilian	Civilian Payroll			×	2254	723-4606	2255	723-4608 723-3488
		LQA/TQA/SMA			×	4314	738-3285	583	753-8073

Relocation Information Resources

8A Transformation Website: <http://8tharmy.korea.army.mil/transformation/>
Humphreys Garrison Website: <http://www.army.mil/humphreys>
Humphreys Garrison Facebook: <http://www.facebook.com/usaghumphreys>
Humphreys Flickr Site: <http://www.flickr.com/photos/usaghumphreys>