



## DEPARTMENT OF THE NAVY

NAVAL CIVIL ENGINEER CORPS OFFICERS SCHOOL  
3502 GOODSPEED STREET, SUITE 1  
PORT HUENEME, CA 93043-4336

10 MAY 10

**“WELCOME ABOARD”** to the Naval Civil Engineer Corps Officers School (CECOS) Basic Class #247. Your class convenes at 0745 in BLDG 1444 on 10 May 2010. Your training at CECOS is designed to orient you to the roles of the Civil Engineer Corps (CEC) officer in the Navy and prepare you to be effective immediately in your first CEC assignment.

The training at CECOS consists of four courses of study that build upon each other in sequence. The Basic CEC Qualification Course lasts seven weeks and focuses on CEC Officer Competencies, Military Training, Facilities Management, and Construction Technology. Students will also complete in-class and online classes teaching the Fundamentals of Contracting. Upon completion of the Basic Course, you will take a two-week course in a CEC specialty area (Public Works or Construction Battalion Operations), depending on your first duty station. Ensigns will receive an additional week of training in the Division Officer Leadership Training Course starting July 26th and ending July 30th (REFER TO YOUR ORDERS FOR REPORTING DATE).

I have enclosed a package of pre-arrival information about CECOS and the Port Hueneme/Ventura County area. Please fill out and return the Biographical Data questionnaire **within two weeks** of receiving this package either by scanning and emailing to [juan.chavira@navy.mil](mailto:juan.chavira@navy.mil) or by fax to 805-982-2918. The information you provide will be used to tailor the course to the class demographics.

If you are married or planning on marriage before attending CECOS, you are welcome to bring your spouse with you. However, unless Port Hueneme is your ultimate duty station, the Navy **WILL NOT** pay the expense of your dependents to accompany you. On Monday, 10 May, the spouses and family members are invited to an introduction lunch with the Basic Class and CECOS staff at the Bard Mansion (Officers' Club). One of my goals is to speed you and your family's transition into the greater Navy CEC family. Therefore your spouse and family are invited to a spouse's welcome and orientation with my wife at our home (Quarters B) at 0900 on Tuesday, May 11th. If your spouse will be attending, please RSVP to LT Chavira via email no later than 26 APR 10. In addition, spouses are included in many of the school academic and social functions and they will have many opportunities to make friendships with the rest of your classmates and their spouses.

All Basic Class students will reside in government lodging while here at CECOS unless otherwise directed. The Bachelor Officer Quarters have two room types, suites and single rooms. The suites are fully furnished single bedroom, bath, living room area and kitchen; suites are reserved for students bringing dependents. **NOTE:** The BOQ suites are not designed for multiple dependent occupancy. Please take this into account when considering bringing your dependents. See Enclosure (8) for pictures. The single room is a fully furnished bedroom with private bath and furnished common kitchen shared by all guests; single rooms are reserved for students NOT bringing dependents. If you are, or will be stashed at your permanent duty station prior to arriving at CECOS, you may establish a permanent residence and begin collecting BAH. You will **not** lose it 30 days after arrival in Port Hueneme. If you are reporting straight to CECOS from another location, and your ultimate duty station is Port Hueneme, then you will be allowed to stay at the BOQ for up to 10 days while you look for a permanent residence. Afterwards, you will need to relocate to either the Navy Lodge or to a personal residence. Please refer to paragraph 14 in enclosure (1) for more information on lodging. If you need any additional information, please contact Mrs. Eileen Hunt, Student Services, at (DSN) 551-6524 or (805) 982-6524. All of us at CECOS look forward to meeting you and welcoming you to the Civil Engineer Corps.

Sincerely,

A handwritten signature in black ink, appearing to read "J.J. Heinzl".

J.J. HEINZEL  
Captain, CEC, USN  
Commanding Officer



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- Enclosure:
1. Special Instructions and Course Information
  2. Biographical Data Sheet
  3. Field Exercise Seabag Requirements
  4. Anticipated Expenses Memorandum
  5. Local Information Packet
  6. CEC Insignia Correct Wear
  - 7a. Per Diem and Travel Information
  - 7b. PSD Indoc
  8. Bachelor Officer Quarters



## SPECIAL INSTRUCTIONS AND COURSE INFORMATION

### BASIC CLASS #247

1. Return the Biographical Data Sheet (enclosure (2)) within 2 weeks of receiving this package.
2. **Location:** The Naval Civil Engineer Corps Officers School (CECOS) is located at the Naval Base Ventura County (NBVC) in Port Hueneme, CA. The local climate is usually warm during the day and cool in the early morning and evening hours. Summer temperatures normally range from the 60s to the 80s, and winter temperatures range from the 40s to the 70s. There is a wide variety of scenery, with excellent outdoor recreational opportunities for everything from swimming to skiing.
3. **Reporting:** Report to Naval Civil Engineer Corps Officers School (CECOS), Building 1444, **no later than 0745 Tuesday, 10 May 2010 DEPENDING ON YOUR ORDERS, in Service Khakis**. If you are married and your spouse has accompanied you to Port Hueneme, he/she is highly encouraged to attend a spouse orientation with the Commanding Officer's spouse at their home (Quarters B) starting at 0900 on Tuesday, 11 May. A base map is enclosed or your spouse can obtain directions after dropping you off for the start of class.
4. **Curriculum:** The Civil Engineer Corps Officer Basic Qualification Course consists of seven weeks of foundational knowledge in the areas of CEC Officer Competencies, Military Training, Facilities Management, and Construction Technology. Fundamentals of Contracting (CON 100, CON 110, CON 111, and CON 112) will also be taught to provide training in government contracting and warranting. Following the Basic Course, you will take a two-week specialty course depending on your billet at your ultimate duty station. Finally you will complete 2 weeks of CON 120. If directed by your orders, you will attend the Division Officer Leadership Training Course, a one week seminar in which basic Navy leadership principles are discussed.
5. **Initial Schedule:** During the first week of the course, classes will be held from approximately 0700 to 1700 daily, with an hour for lunch. To help you meet the staff and your fellow classmates, there will be an introduction luncheon for students, spouses, and CECOS Staff. There will also be an evening reception the second week of the course at the Seabee Museum.
  - a. The second Sunday of the course (23 May) is a workday that includes embarking into the field for the Field Training Exercise. The Field Training Exercise (see paragraph 8 below) will take place at Fort Hunter Liggett, CA during the third week of the course. Students will depart for the field early Sunday morning and return Thursday evening. The complete course schedule will be provided to you on the first day of class.

6. **Uniforms:** You will need the following uniforms:

a. **Uniform of the Day**

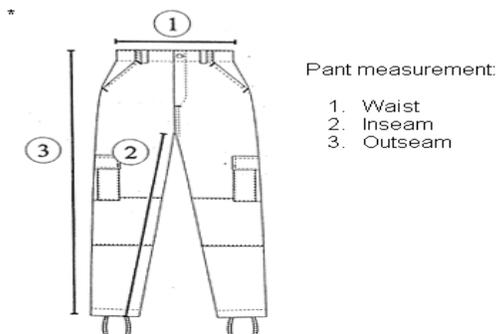
(1) **Service Dress Whites** - to be worn for the graduation ceremony scheduled for **1 July**, Dining-in, as well as a personnel inspection midway through the course

(1a) **Full Dress Whites** - to be worn for the Change-of-Command on July 1<sup>st</sup> (if you are a participant). Ensure you have large medals.

(2) **Service Khakis** - to be worn for daily classes and for an inspection. It should be of a dress fabric clearly distinguishable in color and texture from the "working khaki" uniforms. Be aware that some civilian tailor shops produce uniforms which do not meet the uniform regulations, such as putting flaps on trouser pockets or not using approved materials. Ribbons and warfare devices are worn. Nametags will be provided to you the first day of class.

b. **Camouflage Utility Uniform (CUU).** Students who have received an issue of CUUs should bring this uniform. The uniform policy requires wearing desert brown crew neck T-shirts with utility uniforms. According to Navy uniform regulations the boots must be black or brown brushless combination combat/safety boots. **NOTE: The Naval Construction Force as a whole has uniformly changed over to Brown Brushless boots as of 15 August 2008. If you are purchasing boots for CECOS, it is very strongly encouraged for you to purchase brown brushless or Desert steel-toe boots.** If you don't have CUUs or boots, they will be issued to you by CECOS. You will be responsible for providing the desert brown T-shirt, black uniform belt, blousing straps, and either black or green socks to be worn with the uniform. In addition, a list of required and optional items for the Field Training Exercise is included as enclosure (3) for your prior planning and purchases. During the September and February classes it is recommended that you purchase Navy issue desert brown Poly pro (thermal underwear). Poly pro can be purchased at your local Navy Exchange, the Port Hueneme/Point Mugu Exchange, or you can call the NEX hotline at 1-800-368-4088. For planning purposes it is imperative that you provide your Combat Utility Uniform information on your Biographical Data Request, to include if you currently have or will have the uniform prior to checking on board and what your uniform, cover, and boot size is. CUU uniforms do not run the same size as civilian attire, therefore a uniform sizing chart is below for your convenience.

Size	Pants / Shorts		Coats / Shirts	
	Waist	Inseam	Height	Chest
Extra Small Regular	23 - 27	29 1/2 - 32 1/2	67 - 71	Up to 33
Small Short	27 - 31	26 1/2 - 29 1/2	63 - 67	33 - 37
Small Regular	27 - 31	29 1/2 - 32 1/2	67 - 71	33 - 37
Small Long	27 - 31	32 1/2 - 35 1/2	71 - 75	33 - 37
Medium Short	31 - 35	26 1/2 - 29 1/2	63 - 67	37 - 41
Medium Regular	31 - 35	29 1/2 - 32 1/2	67 - 71	37 - 41
Medium Long	31 - 35	32 1/2 - 35 1/2	71 - 75	37 - 41
Large Short	35 - 39	26 1/2 - 29 1/2	63 - 67	41 - 45
Large Regular	35 - 39	29 1/2 - 32 1/2	67 - 71	41 - 45
Large Long	35 - 39	32 1/2 - 35 1/2	61 - 75	41 - 45
Extra Large Regular	39 - 43	29 1/2 - 32 1/2	67 - 71	45 - 49
Extra Large Long	39 - 43	32 1/2 - 35 1/2	61 - 75	45 - 49
2X Large Regular	43 - 47	29 1/2 - 32 1/2	67 - 71	49 - 53
2X Large Long	43 - 47	32 1/2 - 35 1/2	71 - 75	49 - 53
3X Large Regular	47 - 51	29 1/2 - 32 1/2	67 - 71	53 - 57
3X Large Long	47 - 51	32 1/2 - 35 1/2	71 - 75	53 - 57
4X Large Regular	51 - 55	29 1/2 - 32 1/2	67 - 71	57 - 61



c. **Evening Official.** Dinner Dress White or Dinner Dress White Jacket will be required for the Dining-In. The Dinner Dress White Jacket is required for O-4s and above; O-3s and below may wear either the Dinner Dress White Jacket or Dinner Dress Whites. Dinner Dress Uniforms require miniature medals (no ribbons), and miniature warfare insignia.

d. **Physical Training.** The PT uniform will be the Navy Physical Training Uniform (PTU). If you do not have this uniform it can be purchased at your local Navy Exchange, the Port Hueneme/Point Mugu Exchange, or you can call the NEX hotline at 1-800-368-4088. It is strongly encouraged that you purchase this uniform prior to arriving to CECOS, for availability at the local Navy Exchange cannot be guaranteed. A pair of cleats are suggested for use with a variety of field sports.

e. **Civilian Clothing.** For certain scheduled social events, dress casual attire will be required. Dress casual attire is described as collared shirts, slacks, and hard soled shoes. Jeans, shorts, t-shirts, "flip-flops," and tennis shoes are prohibited.

f. **Notes.**

(1) Skirts are optional for females for daily wear. Formal uniform inspections will require slacks.

(2) Garrison covers, white crew or v-neck T-shirts, slacks or skirts, and brown shoes may be worn daily with Service Khakis. **Plain brass belt buckles (i.e., no command or warfare logos on the buckles), crewneck, and black shoes, are required for inspections.**

7. **Inspections:** Several personnel inspections will be held during the Basic Course. A Camouflage Utility Uniform inspection will be held during the second week. Service Khaki and Service Dress White inspections will be held later in the Basic Course. All officers attending the course must participate in the correct uniform. Refer to the Uniform Regulations for required uniform components.

8. **Field Training Exercise:** There will be a one-week Field Training Exercise (FTX) conducted at Fort Hunter Liggett, CA from May 23 - May 27 as part of the Basic Military Training phase. This week will consist of field instruction in Seabee defensive combat operations with practical field applications. There will be a considerable amount of physical activity associated with camp set-up, land navigation, patrolling, convoys, perimeter establishment/defense, and retrograde. The class will be issued the Camouflage Utility Uniform (CUU) and begin wearing the CUUs during the second week. Since Fort Hunter Liggett is further north and inland of Port Hueneme, seasonal temperatures vary significantly. In the summer, day-time temperatures normally climb to 110°F in with evening lows in the 50s. The winter months bring cooler temperatures (70s during the day and 20s in the evening) and moderate precipitation.

NOTE: There will be evolutions during the Field Training Exercise that require a Security Clearance. If you do not have a Secret or above clearance prior to

checking into CECOS you will not be able to take part in these evolutions and will miss out on valuable training. **ENSURE THAT YOUR CLEARANCE IS UP TO DATE!**

9. **Physical Training:** The Navy's Health and Physical Readiness Program is emphasized at CECOS. Military personnel are encouraged to develop and maintain the health and physical requirements necessary to ensure combat readiness and personal effectiveness. Out-of-standard, unfit personnel who have not been properly identified and counseled (and/or are not making progress towards fitness standards) represent a disruptive double standard within a training environment. Personnel reporting for training in an out-of-standard or unfit status must have with them all administrative and counseling documentation required by OPNAVINST 6110.1(series) and NAVADMIN 148-194. In addition, ensure you have a current physical examination in your medical record. The Navy's Physical Readiness Test will be administered during the course. Organized physical training will be held on Mondays, Wednesdays, and Fridays. PT sessions at a minimum will consist of stretching, calisthenics, and a 2.0 mile formation run or other aerobic exercise followed by a cool down.

NOTE: You will be introduced, to a very strenuous environment when we bring you to the field. You will be required to physically exert yourself while wearing a full fighting load in a warm environment. **Do not wait until you arrive at CECOS to get in shape!**

10. **Social Functions:** A number of social functions will be held to provide interaction between students, spouses, and staff. These functions include a social call on the Commanding Officer at his quarters, sports, social hours at the Officers' Club, receptions, base-wide Hail and Farewells, and a Dining-In. Most of these functions require fees to cover food and beverages costs. Students **will receive an appropriate adjusted per diem** for days when training evolutions or social functions conflict with CBC Galley hours.

a. **Reception:** There will be a "no-host" tour and reception for students and their spouses with the Commanding Officer and staff during the second week. Proper attire is dress casual (i.e. collared shirt and slacks).

b. **Calls on Commanding Officer:** During the middle part of the course, students and their spouses will be invited to make a social call on the Commanding Officer and his spouse at their quarters. Calling cards are not required, however, thank-you notes after the event are considered appropriate.

c. **Dining-In:** The Basic Class will join the Commanding Officer and the CECOS staff for a Dining-In (formal military dinner).

11. **Graduation:** A formal graduation ceremony will be held. Outstanding and Distinguished Graduates will be recognized during the ceremony. Family and friends are invited to attend the graduation ceremony and reception.

12. **Mailing Address:** While at CECOS, you may have your mail sent to the following address:

COMMANDING OFFICER  
NAVSCOLCECOFF  
ATTN: \_\_\_\_\_ (Rank & Name) \_\_\_\_\_, BASIC CLASS #247  
3502 GOODSPEED STREET SUITE #1  
PORT HUENEME CA 93043-4336

You may also choose to rent a PO Box at the US Post Office on base.

13. **Telephones:** CECOS may be reached by commercial phone or the Defense Switching Network (DSN). The phone numbers are as follows:

Commercial (805) 982-6524  
DSN 551-6524  
FAX -2918 (Comm or DSN)

14. **Quarters:** Reservations have been made for ALL Basic Students (unless directed otherwise) starting 08 May to stay at the Port Hueneme Bachelor Officers' Quarters (BOQ). If you arrive in the Port Hueneme area prior to the No Earlier Than (NET) date on your orders and are unable to check-in to the BOQ early, you will have to stay out in town at your own expense and then you will be required to move into government lodging depending on your orders.

a. **Certificates of Non-Availability (CNAs) will only be approved on a case by case basis by CECOS.** If you have already received a certificate of non-availability from another source (example, SATO) it will **NOT** be honored and you will be required to live in the government lodging that has been provided.

b. **Reservations** - Contact the Port Hueneme BOQ at DSN: 551-5785 or COMM: (805) 982-5785 to confirm your **ACTUAL ARRIVAL DATE. IMPORTANT:** Please let the reservation desk know that you will be a CECOS student. Please confirm your reservations and arrival date **NLT 2 weeks prior to your arrival.** The BOQ charges \$28 to \$35 per night. These charges are reimbursable by your orders to CECOS. Failure to call and confirm your actual arrival date may result in a cancellation (any additional berthing costs would not be reimbursable).

(1) **Government Lodging** - The Port Hueneme BOQ has suites that are fully furnished bedroom, bath, living room area and kitchen style room. Suites are reserved for students who plan on bringing their dependents. There are also single rooms at the Port Hueneme BOQ that have a fully furnished single room with private bath accommodations with a furnished common kitchen that can be used by all guests. These rooms are reserved for those students NOT bringing dependents. See enclosed information sheet on BOQ rooms for more details.

(2) **Off-Base Housing** - If your ultimate permanent duty station will be in the Naval Base Ventura County area, you will be eligible to collect BAH for off-base housing (and you will **NOT** be eligible to receive per diem while at CECOS). Students must check in at the Housing Referral Office before entering into leases or rental agreements for an off-base apartment. Their primary mission is to provide information regarding off-base housing and to render all possible assistance to military personnel and dependents in securing housing on a non-discriminatory basis. You may check in 10 days early for house hunting if not utilized prior to arrival, however the BOQ will not be reserved for you. The Housing Referral Office is located in Building 1169, telephone (805) 982-4321 or DSN 551-4321. There will be little time available for house-hunting after class convenes.

b. **Check-in** - The BOQ has a front desk that is open 24 hours a day, seven days a week. If you arrive prior to the NET date on your orders, after checking into your room, you should report to the Student Receptionist's desk at CECOS, Building 1444, between 0800 and 1600, **in the Uniform of the Day**, Monday through Friday, and speak to Mrs. Eileen Hunt. **If you arrive outside those hours, report at 0800 on the next regular workday.** Your orders will be stamped at that time. **If you check in on the first day of class, report directly to CECOS, Building 1444, NLT 0745 in Service Khakis.**

15. **Messing:** The Base Galley is available to officers. The Navy Exchange Food Court and the Naps All Hands Club offer alternate dining options.

16. **Dependents**: You are welcome to bring your spouse with you. We plan several social and recreational functions in which spouses are invited to participate. In addition, spouses are specifically encouraged to attend a welcome session at the Commanding Officer's home (Quarters B) at 0900 on 11 May to help them begin learning more about the Civil Engineer Corps, the Navy, and the basic class schedule of events. This welcome session will include some workshops and information briefs for spouses coordinated by Commanding Officer's wife, Mrs. Tori Heinzl, and the Naval Base Ventura County staff; plus opportunities for spouses to learn more about volunteer opportunities aboard the base, at local schools, etc. during their time here. There will also be plenty of free time for the spouses to establish personal friendships, tour the local area, and get involved with the community. Since your spouse's time will not be structured, the success of their stay here will depend somewhat on their personal initiative and their group initiative. The trick for them (as it will be for you) is to get involved. **If you plan on bringing your spouse to CECOS, please RSVP to LT Chavira No Later Than 26 APRIL 2010, with your spouses name and a confirmed address they can currently be reached at.**

a. The Base Family Child Care Program offers limited services for families with children ages 6 weeks to 12 years. For more information, call (805)982-2050. It has been our experience that finding babysitters can be challenging at times. This should be considered in your planning as you decide whether to have your spouse and children accompany you.

b. The Navy **will not** pay the cost of your dependents accompanying you to Port Hueneme, unless your ultimate duty station is in the NBVC area. Upon reporting to your permanent duty station after graduation from CECOS, the Navy will pay the cost of transporting your dependents from your last permanent duty station, place of marriage or recruitment, as appropriate, to your new duty station.

17. **Transportation**: The Port Hueneme BOQ is within easy walking distance of CECOS. Point Mugu has an approximate commute time of 15 minutes with no mass public transportation options. In the Port Hueneme/Oxnard/Ventura area, public transportation to and from the Construction Battalion Center is extremely limited. Off-base residents must provide their own means of transportation. An automobile is usually a necessity if you live off base, and **highly** recommended if you live on base. Government transportation is not available from Los Angeles to Port Hueneme. However, frequent flights via a United Airlines commuter are available between Los Angeles International Airport and Oxnard. The Ventura County Airport, located in Oxnard, is approximately 6 miles from the base. If travel by bus is desired, service is available from Los Angeles International Airport to Oxnard via Greyhound, the Great American Stageline, or the Ventura County Airporter (shuttle van). Their terminal points are approximately 6 miles from the base. Limited local bus and taxi services are the only means of transportation from the terminal points to NBVC Port Hueneme. You are encouraged to bring a car. You may rent a car if you like, **but you will not be reimbursed for rental car expenses**. If you do bring a car, you must register it at Base Security located at the Sunkist gate in order to drive on base. To register your car you must bring (a) your registration certificate, (b) a current driver's license, and (c) proof of insurance for public liability (min \$15,000/\$30,000) and property damage (\$5,000). You should bring your insurance policy, as most wallet size proof of insurance cards do not indicate any limits.

18. **Computers**: Computers are in high demand at CECOS and are very helpful in

accomplishing schoolwork. If you own a personal computer, you are strongly encouraged to bring it. CECOS has a learning resource center available for students and a computer lab that will be made available only during certain portions of the class in order to complete project work. We do not have NMCI computers available for student use however, you can check email through the Outlook Web Access.

19. **Unaccompanied Baggage/Household Goods**: The Navy will ship up to 600 lb of unaccompanied baggage to Port Hueneme, California with your CECOS orders. Unaccompanied baggage consists of items such as seasonal clothing, essential linens, cooking utensils and dishes, baby cribs and infant care articles, portable radios and televisions, personal computers, and items required for health and comfort during your stay at CECOS. Students are cautioned that it may take up to six weeks for unaccompanied baggage shipments to reach Port Hueneme. Once Permanent Change of Station (PCS) orders are received, you will be authorized shipment of the 600 lbs of unaccompanied baggage from Port Hueneme to your PCS duty station. Unaccompanied baggage over 600 lbs will be at your expense. Your full weight allowance of household goods which will originate from your last duty station or home of record will be delivered to your PCS destination at Navy expense. Furniture is not a part of the 600 lbs and must be sent with household goods shipment. While at CECOS, you will have sufficient time to meet with NVBC personal property representative who will prepare the necessary paperwork for the outbound unaccompanied baggage/household goods shipments. Please refer to NAVSUP Publication 380 It's Your Move or contact NBVC Personal Property at (805)982-5780/DSN 551-5780.

20. **Pay and Allowances**: Eighty percent of your estimated per diem is paid every 30 days from date of reporting. The first per diem check takes 2-4 weeks to process; ensure you have sufficient funds to cover your move-in expenses and the first month. Advanced per diem can be drawn from your **present duty station**. In most cases, it is advisable to do so.

21. **Banking**: The CBC Credit Union on base is not a branch of the Navy Federal Credit Union. A full service branch office of the Navy Federal Credit Union is located at 535 W. Channel Islands Blvd, across the street from the base. Typically, businesses and banks in the area, including the CBC Credit Union, will not cash checks (particularly out-of-state or third-party checks) if you do not have an account with them. Checks can be used for purchases at base activities such as the Commissary and Navy Exchange. In addition, the Navy Exchange will cash personal checks (not third-party checks) of up to \$150 per day for cash. However, if you anticipate a large cash outlay in your first several days at CECOS, you should make arrangements for obtaining the cash prior to your arrival at CECOS, by wire, travelers' checks, etcetera.

22. **Detailing**: **\*\*\*BRING A COPY OF YOUR TRANSCRIPTS\*\*\***

A small number of you may not have orders to a final destination prior to arriving at CECOS. The ENS/LTJG Detailer will meet with you during your time at CECOS to discuss your first duty assignment and your Officer Data Card. If you will be temporarily assigned to your ultimate permanent duty station prior to reporting to CECOS, you should write a brief letter to the Commanding Officer of that activity. Your letter should indicate when you plan on arriving, whether or not you need a sponsor, your marital status, educational background, work experience, personal interests and any address en route if applicable. If you do not report to your permanent duty station prior to attending CECOS, the letter to your Commanding Officer will be covered during the course at CECOS. **NOTE: Students and dependants with orders to an overseas billet will need to bring a certified copy of their birth**

**certificate in order to apply for a no fee passport.** This requirement will be completed within your first three weeks at CECOS.

23. **Leave:** Leave that conflicts with scheduled class times **WILL NOT be granted except for emergency leave situations as defined by MILPERSMAN 1050-030.** Many class social functions are also considered mandatory and all personal plans should be scheduled accordingly (see paragraph 10). With the exception of the Field Training Exercise and second Sunday of the course, normal class hours are from 0700-1700 Monday through Friday. **PLAN ON BEING IN CLASS UNTIL 1700 EVERYDAY, despite what OLD gouge may exist.** Any personal travel and weekend plans should not be made before reporting to CECOS, since there are many mandatory evening and weekend events.

24. **Planning Ahead:** Time is provided at CECOS for you to complete your online contracting courses, to include CON 100/110/111/112. **It would be beneficial for you to complete these courses prior to coming to CECOS,** however time will be allotted during the 4 week construction technology phase for you to complete these courses of instruction.

NOTE: You must acknowledge enrollment for the online courses (CON 100, CON 110, CON 111, and CON 112) within 14 days of enrolling or you will be disenrolled. Also, if you sign up for a class and do not finish it prior to the completion date of the course, it will be considered a failure on your transcript, and you will be blocked from taking the course for six months.

Instructions for signing up for the course are below:

1. go to [www.dau.mil](http://www.dau.mil) <file://www.dau.mil>
- \* select "I need training" on the left side of the screen
- \* "Apply for a Course"
- \* "Navy & Marine Corps"
2. Select "Dept of Navy/Marine Corp Acquisition Workforce Member" from pull-down
- \* Select sign in by CAC or SSN
3. Click on "Register Now for DAU Training" on the right side of screen
4. On the left side of the main menu screen, select "Update Student Profile"
- \* make sure all applicable blocks are filled out and accurate email address is provided for supervisor (advisor)
- \* under the "Pay Plan" enter "O" for "Officer"
- \* under "Organization" enter "NAVFAC"
- \* under the "SubUIC" make sure you select ML
- \* click "update profile" box when complete
5. Click on "Apply for Training" on the left side of the main menu screen

6. Apply for the following five courses:

Date	Class	Location	Start
1.	CON 100 -	(DEFAULT LOCATION)	(DEFAULT)
2.	CON 110 -	(DEFAULT LOCATION)	(DEFAULT)
3.	CON 111 -	(DEFAULT LOCATION)	(DEFAULT)
4.	CON 112 -	(DEFAULT LOCATION)	(DEFAULT)
5.	CON 120 -	PORT HUENEME NAV, CA (505A) Class 567;	6/28 - 7/9

7. Acknowledge enrollment for the online courses (CON100, CON 110, CON 111, and CON 112) within the required timeframe or you will be dropped from the courses.

8. Complete the online courses in sequence.

NOTE: You must complete CON 110 before registering for CON 111 which must be completed before registering for CON 112. There are no prerequisites for registering for CON 100 or CON 120.

25. **Pre-assignments:** The first day of class you will be discussing the history of the CEC with CAPT Heinzl, the Commanding Officer of CSFE/CECOS/NFI. A read ahead "History of the CEC" has been provided and it is encouraged that you read this prior to your arrival at CECOS.

Before graduating from CECOS Basic you will be required to complete your Level 1, Naval Facilities Engineering Command Construction Safety and Health Certification Course. This is an after hours activity and time will not be provided in class. The EM-385-1-1 test has been provided and you are encouraged to fill in the answers on the sheet. Upon arrival to CECOS you will be given a scan-tron sheet to record your answers for grading.

## FIELD TRAINING EXERCISE SEABAG REQUIREMENTS

### a. Items to be issued by 31<sup>st</sup> Seabee Readiness Group (Partial listing)

- |  |                              |
|--|------------------------------|
| (1) Field Jacket (1)                   | (10) Sleeping Bag (1)        |
| (2) Camouflage Utility Uniform (1 set) | (11) Entrenching Tool (1)    |
| (3) Steel-toe Boots (1 pair)           | (12) Field Pack (1)          |
| (4) Kevlar Helmet (1)                  | (13) Knee Pads (1 set)       |
| (5) MTV (Modular Tactical Vest)        | (14) Ear Plugs (1 pair)      |
| (6) Magazine Pouches (2)               | (15) Safety Glasses (1 pair) |
| (7) Poncho (1)                         | (16) Sleeping Mat (1)        |
| (8) Gortex (1 set)                     | (17) 3-point sling (1)       |
| (9) Canteens (2)                       |                              |

### b. Items to be provided by member (recommend purchasing before arrival)

- |  |  |
|--|--|
| (1) Undergarments (5 sets)   | (11) Medicine (as required)                      |
| (2) Wash Cloth (1)   | (12) Cord (for hanging items in tent) (12 feet)  |
| (3) Blousing Straps (2 pairs)  | (13) Pen/Pencil (1)                              |
| (4) Toilet Kit (4 days worth)<br>(soap, shampoo, deodorant, razor, shaving cream,<br>toothpaste/brush, mirror) | (14) Eye Glasses (as required)                   |
| (5) Belt Buckle (subdued) (1)  | (15) Band-aids (1 box/squad)                     |
| (6) Black Web Belt or Riggers Belt (subdued tip) (1)   | (16) Aspirin (1 bottle/squad)                    |
| (7) Black Leather Gloves (Navy issue) (1 pair)   | (17) Navy Physical Training Uniform (PTU)(1 min) |
| (8) ID Card  | (18) Laundry Bag (mesh) (1)                      |
| (9) Flashlight (1) (extra batteries and red lens)  | (19) Black or Olive Drab Wool Socks (5 pair)     |
| (10) Chapstick (1)   | (20) Desert Brown T-Shirts (5)                   |
|  | (21) Insect Repellent                            |
|  | (22) Sunscreen                                   |

### c. Optional items

- (1) Money
- (3) Long Underwear (strongly recommended for field exercises in Jan-Feb)**
- (4) Pillow
- (5) Bath Towel
- (6) Shower Shoes
- (7) Extra Socks
- (8) Pocket Knife (blade must be shorter than 3 inches)
- (9) Camouflage Utility Uniforms
- (10) Steel-toe Boots
- (11) Camelback (olive green, black, woodland or desert camouflage)

10 May 2010

MEMORANDUM

From: CECOS Command Adjutant  
To: Basic Class # 247

Subj: ANTICIPATED EXPENSES

1. Costs are associated with many of the social functions at CECOS. The following amounts are approximations and are provided to aid in your financial planning:

a. Introduction Lunch	\$ 10.00
b. Student, Family, & Staff Reception	\$ 10.00
c. Field Exercise Meals	\$ 125.00
d. Detailer Luncheon	\$ 10.00
e. Bowling	\$ 10.00
f. Dining-In	\$ 45.00 (note 1)
g. Coffee Mess	\$ varies (note 2)
h. Class Plaque	\$ 25.00

Notes:

(1) Dining-in cost includes dinner, grog, gag gifts, etc.

(2) Coffee Vending Machine prices vary from \$0.35 to \$1.00 depending on type of coffee and serving size. Coffee mugs are available for \$5.00.

2. Guests are welcome to attend all functions except for the Field Exercise and the Dining-In at the costs listed. To offset the associated costs, students will receive the Proportional Meal Rate (PMR) for the social functions scheduled.

3. Payment for items (a) through (d) will be due to the Class Treasurer on Wednesday, 12 May 2010. Payment for the other expenses will be due at a later date. Please note that other events may arise during your stay requiring additional expenses.



J. CHAVIRA

Enclosure (4)

# **NAVAL CIVIL ENGINEER CORPS OFFICERS SCHOOL WELCOME ABOARD PACKAGE**

## **REPORTING TO CECOS**

*CECOS is located at 3502 Goodspeed St., Suite 1, Building 1444, CA 93043 on the Naval Base Ventura County (NBVC) in Port Hueneme.* Port Hueneme is approximately 60 miles north of the Los Angeles International Airport (LAX). A variety of transportation options are available from the airport to Port Hueneme.

- Commuter Airlines - United Express provides commuter airline service from Los Angeles International Airport to the Oxnard Airport.
- Shuttle and Bus Service - Shuttle services are available that provide door-to-door service on a reservation basis. There is regularly scheduled bus service from the Los Angeles International Airport to Oxnard, California.
- Rental Car - Rental cars are available at the Los Angeles International Airport.

## **LOCAL TRANSPORTATION**

NBVC does not provide on-base transportation. Two commercial taxi companies service Port Hueneme and public bus service is available throughout Ventura County. Bus stops are located within walking distance of CECOS and government quarters.

## DIRECTIONS FROM LAX TO NBVC PORT HUENEME

**SCENIC ROUTE** (Recommended during rush hours) Take Route 1, Pacific Coast Highway North to Port Hueneme.

**Directions:**

Ask the rental car agent for directions to Pacific Coast Highway, Route 1 North, also called Lincoln Boulevard near the airport. Follow Route 1 North along the coast until you reach the exit for Pleasant Valley Road in Port Hueneme. Take Pleasant Valley Road to Ventura Road. Turn right on Ventura Road and you will come to the main gate on your left at Sunkist Street.

**Note:** If you accidentally get routed to I-405 North when you leave the LA Airport, you can still easily get to Pacific Coast Highway by taking the exit for I-10 West towards Santa Monica, about 5 miles north of the airport. I-10 turns into Pacific Coast Highway after the short tunnel.

**Scenery:** Exceptionally scenic views of the ocean and coastline. This is California's famous Pacific Coast Highway. The route takes you through Santa Monica, Malibu, and along some of the area's popular beaches, including Zuma Beach. You'll also catch a view of Pepperdine University Campus. On a clear day you can see the Channel Islands and offshore oil derricks.

**FREEWAY ROUTE:** (Not recommended during rush hours due to congestion) Interstate 405 San Diego Freeway to Highway 101 Ventura Freeway North to Oxnard.

**Directions:**

Ask rental car agent for directions to I-405 North, San Diego Freeway, Northbound.

Proceed on I-405 to Highway 101, Ventura Freeway, North to Ventura. Follow Highway 101 North to Oxnard. Take Vineyard Avenue exit to Oxnard. Follow Vineyard to Ventura Road. Turn left on Ventura Road and proceed to Sunkist Street in Port Hueneme. Turn right on Sunkist Street, which is the main gate for NBVC Port Hueneme.

**Scenery:** Limited but you'll get a nice view of the Oxnard Plain as you come down the Conejo Grade, just leaving Thousand Oaks. This is particularly pretty on a clear night.

**Rush hours in LA are 0630-0900 and 1500-1900.** Noon-hour is sometimes busy also.

# BASE LODGING AND LOCAL AREA INFORMATION

## Base and Government Lodging

Bachelor Officer Quarters (DSN 551-) (805) 982-5785  
Pt. Mugu Bachelor Officer Quarters (805) 989-8251  
Navy Lodge (Port Hueneme) (805) 985-2624

## Local Area Lodging

Best Western Oxnard Inn (805) 483-9581  
1156 S. Oxnard Boulevard or 1-800-469-6273  
Oxnard, CA 93030

Casa Sirena Marina Hotel (805) 985-6311  
3605 Peninsula Road or 1-800-447-3529  
Oxnard, CA 93033

Casa Via Mar Inn (805) 984-6222  
377 West Channel Islands Blvd or 1-800-992-5522  
Port Hueneme, CA 93041

Country Inn of Port Hueneme (805) 986-5353  
350 East Hueneme Road or 1-800-456-4000  
Port Hueneme, CA 93041

Embassy Suites Mandalay Beach Resort (805) 984-2500  
2101 Mandalay Beach Road or 1-800-362-2779  
Oxnard, CA 93035 (central reservations)

Residence Inn Marriott at Riveridge (805) 278-2200  
2101 West Vineyard or 1-800-331-3131  
Oxnard, CA 93035 (central reservations)

## Airport Transportation

### *Shuttle Services*

Prime Time Shuttle 1-800-733-8267  
Roadrunner Shuttle 1-800-247-7919  
Ventura County Airporter (805) 650-6600

### *Bus Service*

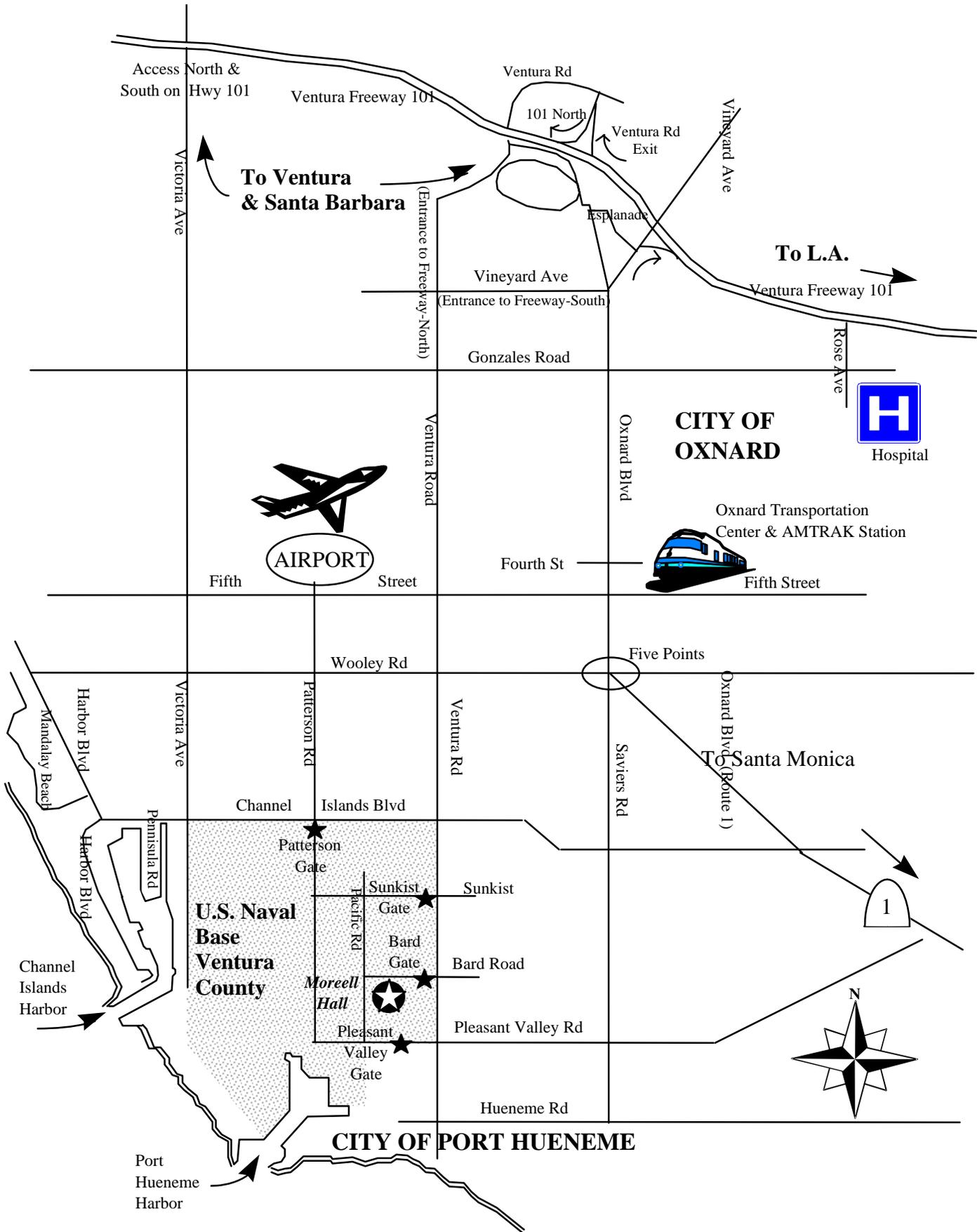
Great American Stageline 1-800-287-8659

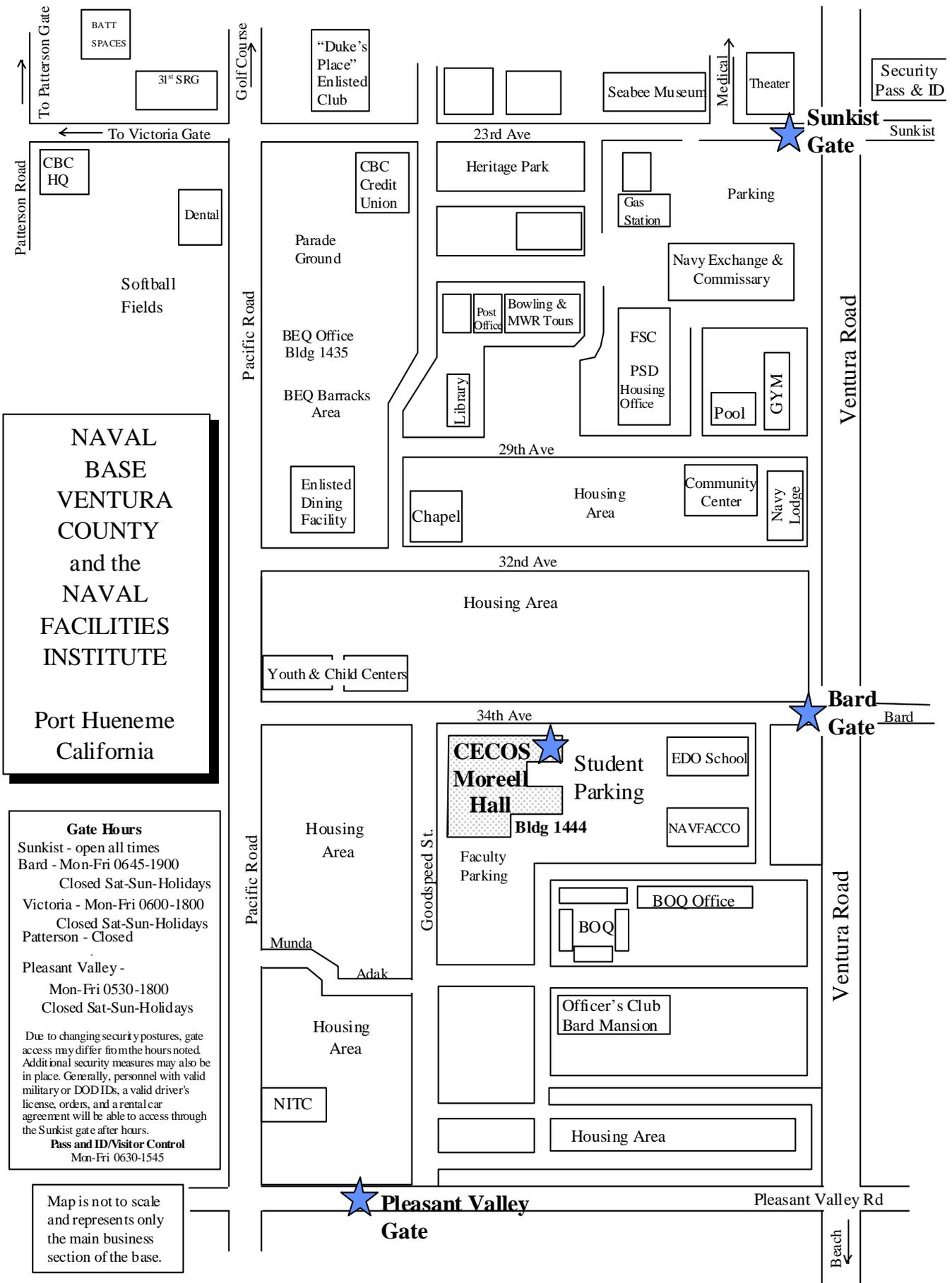
## Local Transportation

Yellow Cab Co., Inc. (805) 483-2444  
City Cab Co. (805) 643-2221  
South Coast Area Transit (805) 487-4222

## Weekend Rental Cars

Enterprise Rent-a-Car (805) 382-3307  
Avis Rent-a-Car (805) 339-2262





**NAVAL  
BASE  
VENTURA  
COUNTY  
and the  
NAVAL  
FACILITIES  
INSTITUTE**

**Port Hueneme  
California**

**Gate Hours**  
 Sunkist - open all times  
 Bard - Mon-Fri 0645-1900  
       Closed Sat-Sun-Holidays  
 Victoria - Mon-Fri 0600-1800  
       Closed Sat-Sun-Holidays  
 Patterson - Closed  
 Pleasant Valley -  
   Mon-Fri 0530-1800  
   Closed Sat-Sun-Holidays

Due to changing security postures, gate access may differ from the hours noted. Additional security measures may also be in place. Generally, personnel with valid military or DOD IDs, a valid driver's license, orders, and a rental car agreement will be able to access through the Sunkist gate after hours.

**Pass and ID/Visitor Control**  
 Mon-Fri 0630-1545

Map is not to scale and represents only the main business section of the base.

## CORRECT WEAR OF CEC INSIGNIA

(Excerpts taken from Uniform Regulations)



### Civil Engineer Corps Insignia.

Two overlapped gold embroidered sprigs of two live oak leaves, and a silver embroidered acorn in each sprig.

### Open Collar Short Sleeve Shirts and Navy Camouflage Utility Uniforms (CUU).

Center the insignia 1 inch from the front and lower edges of the collar and position the vertical axis of the insignia along an imaginary line bisecting the angle of the collar point.

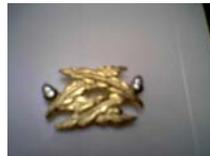


### Staff Corps Collar Insignia.

Consists of insignia indicating staff corps. Staff corps officers and warrant officers wear them on the left collar point of shirts in the manner described for collar grade insignia. The vertical axis of the insignia is aligned with the bisecting line of the collar point on open collar shirts, and the horizontal axis parallel to the upper edge of the collar on long sleeve khaki and blue shirts. They have the same design as those worn on the sleeves of blue coats but the dimensions conform to the specifications and standards sample. These devices are primarily in gold color metal with silver symbol as applicable. Leaves are veined, but otherwise smooth, and do not simulate embroidery.

### Guidelines for CEC device on Service Khakis.

The following is the correct device to wear.



Note how the ACORNS are pointing up. They should point up on the collar of your uniform, also.

### Guidelines for CEC Shoulder Boards (soft & hard).

When purchasing shoulder boards, be sure there are both left and right shoulder boards. Note in the picture below, the crossed oak leaves that are on top open to the front of your person.



RIGHT

LEFT

Note the crossed oak leaves on TOP open FORWARD with acorns pointing to the neck.

### Guidelines for CEC Insignias on Dress Uniforms.

After your dress uniforms have been tailored and the CEC insignias affixed, be sure the crossed oak leaves that are on TOP also open to the front of your person as noted in the picture below.



PER DIEM AND TRAVEL INFORMATION

Invariably, many questions arise regarding per diem and travel. As new Civil Engineer Corps Officers at CECOS on your way to your first duty station, we recognize that you may be less unfamiliar with some of the rules on per diem and travel. The questions and answers below will hopefully address most of your concerns. Recognizing that each individual case is different, the answers have been generalized to handle the majority of situations. During the first days at CECOS, we'll try to answer any specific questions or direct them to the right people.

Definitions:

JFTR:	Joint Federal Travel Regulations
CMR:	Commercial Meal Rate
DFAS:	Defense Finance Accounting Service
GMR:	Government Meal Rate
LES:	Leave & Earnings Statement
PMR:	Proportional Meal Rate
PDS:	Permanent Duty Station
PSD:	Personnel Support Detachment
TAD:	Temporary Additional Duty
TDY/TEM DU:	Temporary Duty
TEM DUINS:	Temporary Duty Under Instruction

1. **Q: What are per diem and travel costs, and what is the difference between them?**

**A:** Per diem is a daily allowance to offset costs of lodging, subsistence, and incidental expenses such as dry cleaning, laundry, fees, tips to waiters, bellhops, and maids, etcetera. The rate varies by location and local cost of lodging and subsistence.

There is a standard per diem allowance paid based on the number of days of travel time allowed for official travel without regards to costs incurred. The rate of \$109 per day is paid to cover costs of lodging, subsistence, and incidental expenses while using a privately-owned vehicle.

Travel costs are of several natures: (1) MALT (mileage allowance in lieu of transportation) at \$0.20 per mile for the official distance between points of ordered travel, which is to cover costs of operating privately-owned conveyance and costs of commercial transportation in connection therewith. (2) Reimbursable costs for commercial transportation, baggage, etcetera, for the official portion of travel. (3) Reimbursable expenses in connection with official travel such as baggage handling, baggage checks, etcetera.

2. **Q: What is the standard per diem rate in Port Hueneme?**

**A:** The per diem rate is based on the daily cost of lodging (not to exceed \$118) plus subsistence and incidental allowance (not to exceed \$64) for a total not to exceed \$182. **This is reduced if government quarters and/or messing are available.**

3. **Q: What will I be paid for lodging if I am staying in the BOQ or Navy Lodge?**

**A:** If you're living in the BOQ and the Port Hueneme/Point Mugu area is not your PDS, then you will draw \$28.00 or \$35.00 per day for lodging

depending on what building in the BOQ you stay in. The Navy Lodge rate for a room with kitchenette is \$72.00 per day.

4. **Q: What will I be paid for subsistence and incidental allowance while at CECOS?**

**A:** The amount of subsistence and incidental allowance paid is a function of where you are staying and the course schedule. If you are staying in government quarters you will receive the GMR plus incidentals (\$12.30 per day) when the course schedule does not prevent you from eating three meals per day in the galley. If the course schedule prevents you from eating one or two meals in the galley, you will receive the PMR plus incidentals (\$38 per day). Your orders will be endorsed to show when GMR/PMR will be paid.

5. **Q: What is the difference between advanced per diem and travel and my final allowed per diem and travel?**

**A:** An advance is made based on the estimate of per diem and/or travel to be earned. The final allowed amount is based on known facts. Examples of differences may be: per diem was advanced for 60 days, but actually earned 56 days; mileage was based on official travel to be performed in a particular mode, but travel was actually performed in a different manner. The final calculation of your claim will be made upon reporting to your PDS.

6. **Q: How much per diem can be advanced to me?**

**A:** You can draw per diem for a maximum of 80% over 30 days. During your stay at CECOS, you will receive 80% of your per diem every 30 days.

7. **Q: How long does it take to get advanced per diem after I arrive?**

**A:** If you have orders to your PDS, you will be paid about 10 to 14 days after reporting to CECOS. If you will be detailed while at CECOS, you will be paid approximately one week after your PDS orders are received.

8. **Q: Can requests for advanced per diem be walked through if necessary and how long would this take?**

**A:** Requests are handled on a case-by-case basis. If you have extenuating circumstances, coordinate with Ms. Hunt. If your request for advanced per diem is walked through, then you will be paid on receipt of processed orders from the Personnel Section of PSD (normally within a week).

9. **Q: Which receipts and proof of expenses must I keep to file with my claim?**

**A:** Receipts are required for lodging costs whether commercial or government. If your family is occupying commercial lodging with you, you must obtain "single occupant's rate" for use when filing claim. For travel/transportation costs, receipts are required for expenses in excess of \$75. Nevertheless, it is still wise to retain receipts for all commercial transportation even if the cost is \$75 or less.

10. **Q: I was TEMDU to my permanent duty station before reporting to CECOS and they paid me per diem. PSD tells me I should not have received it and they're going to subtract it from my entitlement at CECOS. What is the ruling on this?**

**A:** There are two criteria for being ineligible to receive per diem. First, if have been ordered permanent change of station with temporary duty en-route near either your old or new PDS. Second, if while on TEMDU you are living in the same permanent quarters either you occupied while attached to the old PDS or the same permanent quarters you will be occupying at the new PDS.

Note: Quarters (residence, suite, room, cubicle, etcetera) at the old PDS will not be considered permanent on and after the date of shipment or movement of household goods; quarters at the new station will be considered permanent on and after the date of acceptance or date of completion of movement of household goods. JFTR U4115 is applicable. The PSD finalizing your travel once you report to your new PDS will take into consideration allowances payable (per diem, reimbursable expenses, travel, and transportation) and actual expenses and will deduct all erroneous payments or advances. If you received too much of an advance, you will be notified.

11. **Q: I hear that if my advanced per diem turns out to exceed what I am actually entitled to, I will have to pay back the excess. Will I?**
- A:** Yes. An advance is a "loan" against monies to be earned and paid on the travel order.
12. **Q: I brought my wife and family with me to CECOS even though they are not on my orders to come with me. What are they entitled to on my per diem and travel expense?**

**A:** They are **not** entitled to per diem. Their entitlement exists for official travel from the old PDS to the new PDS or from home to a first PDS. If the old and new PDS are the same or in the same area, there is no entitlement. If your orders have new PDS in Port Hueneme or Point Mugu, and your family has moved into a bona fide residence and intends to remain there, you can claim their travel at that time.

Likewise, if your family has vacated permanent residence at your old PDS and established residence at your new PDS and is with you at CECOS, you can file for dependent travel from your old to your new PDS. In no case will mileage or transportation costs be via the TEMDU station.

13. **Q: Will I receive per diem if I will be stationed here after leaving CECOS?**
- A:** No. You will only be entitled to per diem up until receipt of orders assigning Port Hueneme/Point Mugu as your PDS.
14. **Q: If my PDS is Port Hueneme or Point Mugu, do I have the choice of living off base? Do I have a choice if I'm not going to be stationed here?**

**A:** The following CBC policy and guidelines are currently used in authorizing single BAH for both PCS and TDY orders. If you're on PCS orders to the area, then you are authorized off-base housing upon reporting. If you're TEMDUINS, you will not be authorized commercial lodging.

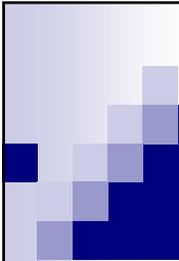
15. **Q: If I am being stationed locally, how long will it be before I can draw my BAH?**

**A:** Single BAH is authorized upon reporting or a later date as established by CBC policy and guidelines. Timely receipt of documents by PSD disbursing affects when BAH is paid.

16. **Q: Why does it take so long to get my LES?**

**A:** In most cases, delays in receiving an LES exist when a military master pay account (MMPA) cannot be established at DFAS for members on first entry to active duty and for enlisted members reverting to officer status. Reasons for the delay in establishing the military master pay account include, but are not limited to, the following:

No input from the field when member first reported to PDS, unmatched Social Security numbers, incorrect preparation of detaching and reporting endorsements, and delay of reporting by the Bureau of Naval Personnel to DFAS.



**PSD PORT HUENEME**

Ms. MAY WONG  
may.wong@navy.mil

**Enclosure 7b**

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**ENTITLEMENTS**

- **BASIC PAY** is established by your grade and years in service.
- **BAS** is to provide room and board for the service members as part of their pay.
- **BAH** is payable to members on active duty when GOV'T QTRS are not assigned. It will vary according to the member's pay grade, dependency status, and the PDS assigned. The zip code of a member's old PDS will continue to be used for determining the BAH rate from the day the member departs from the old PDS to the day before the member reports to the new PDS. If Port Hueneme becomes your ultimate PDS, then the BAH rate will be Port Hueneme's rate.

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**ENTITLEMENTS CONTINUED**

- **BAH T** is a temporary housing allowance paid to a member while they are traveling or on leave status between PDSs, including TDY en route when the member is not assigned GOV'T QTRS.

1. **Old PDS in the U.S.:** If a single member is assigned GOV'T QTRS at the old PDS, the member is authorized BAH T from the day the member departs the old PDS until the day before the member reports to the new PDS in compliance with a PCS order.

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## ENTITLEMENTS CONTINUED

**2. Old PDS outside the U.S.:** If a member's old PDS is outside of the U.S., the day the member is detached, OHA is no longer authorized. The member is authorized to BAH-T if the member is not receiving a with-dependent BAH due to their dependents residing separately. If the member is being paid BAH with dependents because of dependents residing separately, that BAH rate continues until the member reports to the new PDS. If the dependents also perform a PCS travel, then BAQ T applies to them.

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## ENTITLEMENTS CONTINUED

**3. New Accession:** A member without a dependent is newly inducted, enlisted, reenlisted, or an officer candidate. The BAH rate for a new accession with a dependent is based on the dependent's location if the location is inside the U.S. If a dependent is located outside the U.S., the BAH rate is based on the training site's location.

- a. Member who is undergoing initial training.
- b. Student (includes ROTC and OCS) without prior military service.
- c. Service academy graduate upon graduation, until arrival at the first PDS.

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## ENTITLEMENTS CONTINUED

■ **COLA:** The Cost-of-Living Allowance (COLA) provides compensation for CONUS high cost area (which is based on the zip code of your duty station instead of your home address) and the OCONUS primary place of residence.

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## ENTITLEMENTS CONTINUED

- **FSA** is for a member with dependents or with full custody of a child which occurs when:
  1. The movement of the dependent is not authorized at the GOV'T expense.
  2. TDY is away from their family for more than 30 days.  
However, FSA is not payable if Port Hueneme is the member's old or ultimate duty station.**Example:** If you reported on 10 Sep, then payment of FSA will be posted to your account on 1 Nov.

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## TRAVEL AND TRANSPORTATION OPTIONS

- **Air- GTR** (GOV'T transportation request) plus per diem.
- **POV** is paid on a "per mile" basis for the official distance when traveling from one PDS to another PDS plus per diem. The travel time is calculated as 350 miles per day. Each additional 51 miles receives an additional day.  
(Dependents are only authorized to travel from a member's old PDS or HOR to the new PDS.)

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## TRAVEL AND TRANSPORTATION OPTIONS

- **Mileage rate and Travel Per Diem**  
**1<sup>st</sup> POV:** Member - 24¢ per mile.  
Travel Per Diem - \$109 per day.
- **2<sup>nd</sup> POV:** dependents- 24¢ per mile, but NTE 24¢ per mile for all dependents.
- **Travel Per Diem for dependents:**  
One dependent traveling separate from the member is \$109 per day.

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## TRAVEL AND TRANSPORTATION OPTIONS

- Dependents over 12 years old performing a concurrent travel with POV #1 or POV #2 receives 75% of the member's entitlement (\$81.75 per day).
- Dependents under 12 years old performing a concurrent travel with POV #1 or POV #2 receives 50% of the member's entitlement (\$54.50 per day).

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## DLA (Dislocation Allowance)

- **DLA** is to partially reimburse a member with or without dependents for the expense involved in relocating the household on a PCS order at the GOV'T's expense.
1. **Single DLA** is when you are relocated to your new PDS where GOV'T QTRS aren't assigned.
  2. **DLA with dependents** is when dependents are relocated to member's new PDS or to a designated place in conjunction of PCS order.

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## (TLE) Temporary Lodging Expense

- **TLE** is to partially pay for the lodging/meal expense when a member/dependent occupies temporary QTRS in conus due to PCS order. TLE must be used in the vicinity of the old or new PDS, HOR.
1. TLE can be used before leaving the old PDS or after arriving at the new PDS.
  2. 10 days for PCS to a conus PDS or for a member reporting to the first conus PDS.
  3. 5 days for PCS to Oconus PDS.
  4. Maximum pay of \$290 per day and the lodging receipt is required.

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## Advance of Funds

- The advance payment is only issued for school per diem, mileage and travel per diem to your next duty station. **School per diem is not payable if Port Hueneme becomes to your ultimate PDS.**
- 1. Complete the Travel Advance Request Form.
- 2. Provide a copy of the lodging receipt that has the daily rate, the check-in date and the estimated departure date.
- 3. Provide a copy of the travel order(s). If the GOV'T QTRS are not available to you, provide CNA.
- 4. Banking information.
- 5. The Travel Advance Request must be submitted to PSD 10 days prior to the departure.

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## TRAVEL CLAIM

- **Travel Claims** will be liquidated by your ultimate duty station.

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## QUESTIONS ?

If you have any questions regarding your pay account, PG2 updates, official passports, the arrangement of transportation, the shipment of household goods, the dependents' entry approval, etc...

Please contact your admin staff.

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**ENTITLEMENTS FOR MEMBERS  
ON AT OR ADT ORDER**

- The following documents are required for Basic Payment:
  1. Orders (including modification orders).
  2. Updated PG2 with signatures.
  3. Reporting and detaching endorsements.
  4. EFT information.

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**ENTITLEMENTS FOR MEMBERS  
ON AT OR ADT ORDER**

- The Travel claim will be liquidated by your NOSC. The claim can be filed every 30 days if you are on TDY for more than 60 days.
- The Travel advance payment is only issued by your NOSC if you do not have a GOV'T credit card.

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**HELPFUL LINKS**

- PAY ALLOWANCE: [www.dfas.mil](http://www.dfas.mil)
- MY PAY: <https://mypay.dfas.mil>
- BUPERS: [www.npc.navy.mil](http://www.npc.navy.mil)
- TRAVEL INFO:  
[www.defensetravel.dod.mil/perdiem/perdiemrates.html](http://www.defensetravel.dod.mil/perdiem/perdiemrates.html)
- PASSPORT: <http://travel.state.gov/>
- BIRTH CERTIFICATE: [www.vitalcheck.com](http://www.vitalcheck.com)
- GI BILL: [www.gibill.va.gov](http://www.gibill.va.gov)
- PSD ID CARD APPT: <https://138.147.73.56>

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**BACHELOR OFFICER QUARTERS  
PORT HUENENME, CA**

Single bedroom with private bathroom: full sized bed, dresser, linens, TV, microwave, small refrigerator, shower, head, local phone service, recliner, closet, table, and daily housekeeping services.



Single bedrooms have access to shared full kitchen.



Suite: full sized bed, dresser, linens, TV, microwave, stove, small refrigerator, flatware, dishes, cooking utensils, pots, pans, shower (some with bath), head, local phone service, sofa, chair, coffee table, closet, and counter-bar.



ALL BOQ Guests have free access to BBQ, Patio, Fitness Room, Video Library, computers, in-room DSL (limited bandwidth), local phone service, pool table, morning coffee & donuts, and daily housekeeping.