



# PERMANENT CHANGE OF STATION (PCS)

## VIDEO DISCUSSION GUIDE

NAVY FINANCIAL READINESS

### HANDOUTS

- ✓ PCS Counselee Checklist
- ✓ Spending Plan Worksheet
- ✓ Understanding Credit
- ✓ Military Consumer Protection
- ✓ Servicemembers Civil Relief Act
- ✓ Sources of Help for Military Consumers
- ✓ Major Purchases
- ✓ 5 Rules of Buying a House
- ✓ Estimated Travel Costs for a PCS
- ✓ Financial Planning for a PCS Move

**CFS Preparation:** Distribute and discuss the PCS Checklist and accompanying handouts to support this video-based training course. Checklists and handouts can be found online at <https://finred.usalearning.gov/SPL/Training/NavyResource/Touchpoint-Curriculum>.



## PART ONE: INTRODUCTION AND FINANCIAL PLANNING

**CFS Introduction:** Welcome to training. Today's conversation is on Permanent Change of Station (PCS). Whether it is your first PCS or your fifth, the process can be exciting, stressful, and financially concerning. The goal of today's discussion is to make sure you take the necessary steps to plan and prepare your finances for your move. The upcoming videos will provide insight on the financial planning aspects of a PCS.



PCS  
Overview

### DISCUSSION QUESTIONS

**1. As you've learned, a PCS can have a big impact on your cash flow. What are a few things you can do to manage costs and avoid taking on debt during your PCS?**

**CFS Talking Points:** A spending plan can help you keep track of your money and plan for expenses, including those associated with your upcoming PCS. Follow these four steps to set up a spending plan:

- Step 1: Understand your current situation.
- Step 2: Know where your money should go.
- Step 3: Create a plan.
- Step 4: Make adjustments.



Spending Plan



Managing Debt  
and Credit

Check out the **Spending Plan Worksheet** Handout and the "Basic Finance" section of the checklist for more information. Continue to monitor your credit and debt during the PCS process. Review the **Understanding Credit** Handout for additional resources.

**2. A PCS is a major event that requires planning before, during, and after the move. What are some ways your spending plan could change and how can you prepare ahead of time?**

**CFS Talking Points:** There are many details to manage during a PCS, including changes to your spending plan. Start now and plan for expected changes due to your new location, culture and schedule affecting your inflows and outflows. Consider dividing your PCS into three phases: before, during, and after the move. Review your spending plan in each of these phases and adjust as needed.

**3. What are ways you can stay organized and in control of your finances as you prepare and execute your move? When it comes to saving and budgeting for your move, what are likely expenses that you will incur?**

**CFS Talking Points:** Create a PCS binder so all things associated with your move can be stored in one location. Communicate with your spouse and family members to make sure expectations are set and you are all on the same page going forward. Let's look at your PCS Checklist on page 6 to think about expenses in three separate categories:

**A. Before your PCS:** There are many things to consider when preparing for a PCS. Before moving, weigh the costs of living on installation versus off at your next assignment. Contact the housing office for availability as you decide where to live and whether to rent or buy a home at your new duty station. You may consider submitting DD form 1746 within 30 days of arrival to get on the housing waiting list, find out more information from your installation housing office. Remember to contact the EFM Program at your next duty station if needed. Your EFMP coordinator can help ensure your affected family member's medical needs are addressed at your new installation.

Costs to consider as you are checking out of your current location may include move out fees to cover cleaning or damage, partial rent payments, mortgage payments until your home is sold or rented, last payments on utilities if renting (keep receipts when closing out accounts), continued utilities if you own your home, canceling cable, cellphones (will SCRA apply?), security system, additional dining out if your cookware is packed, bucket list items of things you want to before leaving your current location, veterinary expenses especially if moving overseas, additional vehicle gas if the check-out process is extensive, vehicle maintenance/repairs in preparation for the drive, additional lodging costs if staying in temporary lodging for an extended period of time, replacement of gear before checking out.

**B. During your PCS:** Plan for gasoline for car(s), food, additional lodging, excess baggage fees, associated costs if you and your family are traveling separately, and pet travel fees. Refer to the *[Estimated Travel Costs for a PCS](#)* Handout for help calculating costs.

**C. After you arrive:** Factor in rental deposits, utility deposits, replacing household items, restocking the pantry, additional food costs until your household shipment arrives, appropriate clothing for the weather at your new location (island life versus frozen tundra), auto insurance changes for new state, rental insurance updates, startup tuition for child care or private school, school supplies and fees, and pet quarantine (overseas) costs, as needed for your situation.

One more financial consideration for your new duty station. For those of you who are married, the Military Spouses Residency Relief Act (MSRRA) gives your spouse the option not to change state residency when relocating to a new state due to a PCS. Changing residency may or may not be the best option for your spouse because it can impact state income tax, personal property taxes, car registration and voter registration. Find more details on this topic under the "Basic Finance" section on your checklist.

*CFS Note: Have audience write out a personal list and ask for participation as these expenses can be unique to the individual as examples listed above are not all-inclusive.*

#### **4. What are potential allowances and entitlements you may receive due to your PCS?**

**CFS Talking Points:** Refer to the “Compensation, Benefits and Entitlements” section of the checklist for additional information. Here you will find common entitlements and allowances you may receive as a result of your PCS. Remember, every PCS is unique so make sure to check with the Defense Travel Management Office for more details on your specific situation.

- Mileage and Monetary Allowance in Lieu of Transportation (MALT) – mileage reimbursement for CONUS moves
- Per Diem – allotment for out-of-pocket food, lodging and incidental costs, limits apply
- Dislocation Allowance (DLA) – intended to partially reimburse Sailors for costs incurred due to PCS
- Temporary Lodging Expense (TLE) and Temporary Lodging Allowance (TLA) – TLE intended for partial reimbursement of lodging and meal expenses for CONUS moves; TLA intended to partially cover normal expenses incurred during temporary lodging OCONUS

#### **5. What are some authorized expenses covered by your Government Travel Charge Card (GTCC)?**

**CFS Talking Points:** Let’s take a few minutes to review the proper uses for your GTCC. Refer to the chart at the top of page 5 of your checklist.

*CFS Note: Call on students to read bullet points aloud to the class.*

### **KNOWLEDGE CHECK**

**Question:** Who should you talk to for moving entitlement clarification?

**Answer:** Installation Finance Office; you can also visit the Fleet and Family Support Center (FFSC) to discuss relocation expectations with a PFM or relocation specialist.

**Question:** Where can you access trusted PCS-related information and resources using your personal mobile device?

**Answer:** MyPCS mobile app

**Question:** If you are experiencing financial problems with debt, what Navy program is available to help you and your family?

**Answer:** The Navy’s Debt Destroyer® Workshop

## ★ PART TWO: MILITARY CONSUMER AWARENESS

**CFS Introduction:** In the next section, we'll cover legal provisions designed to specifically protect military consumers. The next video covers military consumer awareness and ways to protect yourself from scams and identity theft, and what to do if it happens to you. Then, we will cover the Servicemembers Civil Relief Act (SCRA) and the Military Lending Act (MLA).



Military  
Consumer  
Awareness

### DISCUSSION QUESTION

**1. What aspects of military life can make Service members a target for consumer predators?**

**CFS Talking Points:** Frequent moves and deployments are two factors that can make Service members a prime target for scammers and consumer predators. The good news is that you can take steps to protect your financial life and long-term financial security. Review the accompanying *Sources of Help for Military Consumers* and *Military Consumer Protection* Handouts for specific details on how to keep your financial information secure, warning signs to be aware of, legal protections specifically for Service members, and what to do if identity theft or scams happen to you. Remember, your installation legal office is always available to help.

### KNOWLEDGE CHECK

**Question:** What military consumer protection law may allow you to terminate your cellphone plan or auto lease based on your orders?

**Answer:** Servicemembers Civil Relief Act (SCRA)

**Question:** When requirements are met, what is the interest rate cap on most types of consumer loans under the Military Lending Act (MLA)?

**Answer:** 36%

## ★ PART THREE: CONCLUSION



Final Thoughts

**CFS Conclusion:** A PCS is not easy but remember that you have tools and resources available to help you navigate the process before, during and after your move. Be sure to review all the resources associated with this training. Meet with your Command Financial Specialist (CFS) or visit the Fleet and Family Support Center (FFSC) and talk with a Personal Financial Manager (PFM) for assistance. Please use your checklist and handouts and let me know if you have any questions. If you would like credit for attending this class, be sure to sign the roster and allow me to sign your checklist.