



Module 5:

Moving Overseas

I. Introduction

This module is designed to provide information to service members and their families transferring to any overseas (OCONUS) duty station. Focus is on pre-departure tasks and preparation, travel entitlements and financial planning, and arrival/adjustment including culture shock and adaptation. This module does not duplicate material in Module 4: PCS Move Workshop. However, at the discretion of the facilitator, material from Module 4 can be incorporated into this module.

II. Learning Objectives

Upon completion of this module, participants will be able to do the following:

- Identify three entitlements that can help minimize the financial impact of an overseas move.
- Describe at least two financial planning techniques to use when planning your overseas move.
- List at least three items to be completed in preparation for a move overseas.
- Describe the role of TMO.
- Define culture.
- Define culture shock and list three common responses.

III. References

The following materials were used in preparation of this module.

- *Basic Issues in Intercultural Relations* addendum to Navy Relocation Assistance Program Desk Guide, 2004.
- Hunter, R. (2003). *2003 Uniformed Services Almanac*. Falls Church, VA.: Uniformed Services Almanac, Inc.
- SITES at <http://www.dmdc.osd.mil/sites>
- DoD entitlements at www.defenselink.mil/specials/its_your_move/
- US Department of State at <http://www.state.gov>
- OSD Military Compensation at <http://dod.mil/militarypay/>
- DOD Education Activity at <http://www.odedodea.eu/>
- The Per Diem Committee at www.dtic.mil/perdiem
- MCCS One Source at www.mccsonesource.com
- *Families On The Move: Working Together to Meet the Challenge* at www.worldweave.com
- *Relocation Shock: It Can Happen Anywhere* at www.lifelines.navy.mil

IV. Preparation and Procedures

- **Marketing/Target Audience:** This workshop is targeted to service members and their families with PCS orders OCONUS. Marketing directly to commands is recommended. Posters and flyers should be provided to commands and posted in visible locations such as the commissary, housing office, and exchange. Information should also be provided to TMO and personnel involved in overseas screenings.
- **Module Length:** Approximately 2.5 hours. Time may vary depending on the needs of a particular group and the length of the question/answer portion of the workshop. If guest speakers are invited to present, additional time should be allocated.
- **Training Considerations/Options:** Presenters from various military or civilian relocation agencies such as TMO may be invited as guest speakers. Also, consider inviting service members or family members who have recently returned from an overseas assignment to share their experiences or participate in a question and answer forum. Anti-terrorism training may be offered in conjunction with this workshop.
- **Registration:** Registration is recommended. Ask participants if they have moved previously. If not, suggest they attend the PCS Move workshop as well. You may also want to know if participants have children. If the majority has children, you may want to emphasize the section on moving overseas with children. All registrants should receive a reminder phone call or email at least three days prior to the workshop.
- **Training Materials and Tools:** All handouts should be placed at each seat or given to participants at the beginning of the workshop. It is helpful to put handouts in the order that you will be using them. Needed materials and tools are listed below.

Moving Overseas Training Materials/Tools

Equipment/Materials

- Tables and chairs to accommodate all participants
- Separate table for resource materials
- Name tents or name tags (optional)
- Pencils
- Markers
- Projector and screen (PowerPoint capable)
- PowerPoint slides
- White board or chart paper
- Sign-in sheet

Handouts (Should be available at each seat or given to each participant upon arrival.)

- Pre-check/Post-check (At the end of this module.)
- Moving Overseas Checklist (Page A-38)
- Basic Entitlements and Allowances (Page A-12)
- The Culture Quiz (Page A-39)
- Overseas Currency (Page A-41)
- Relocation Tips for Parents (optional) (Page A-29)
- Helping Your Children and Teens Adjust (optional) (Page A-30)
- Kids Reactions to Relocation (optional) (Page A-32)
- Program evaluation (Page A-1)

NOTE: See list of handouts in Module 4, *PCS Move Workshop*. Selected handouts could be included or available with the resource materials.

Resource Materials

Materials may include multiple copies of handouts for participants to take with them or single copies of books, pamphlets, or videos for participants to look at. Suggested materials include:

- SITES booklets
- International maps
- Relocation Handouts (See *Module 4: PCS Move Workshop* module for suggestions.)
- Publications from Military Living at www.Militaryliving.com - books, maps, travel guides for service members and their families

- ❑ Kwik Point International Translator Cards
- ❑ Weaver, Gary R. Culture, *Communications and Conflict: Readings in Intercultural Relations*. Prentice Hall, 2000
- ❑ Kohls, Robert L. *Survival Kit for Living Overseas - For Americans Planning to Live and Work Abroad*. Nicholas Brealey Intercultural; 4th edition, 2001
- ❑ Hess, Melissa Brayer. *The Expert Expatriate: Your Guide to Successful Living Abroad*. Nicholas Brealey Publishing, 2002
- ❑ Pascoe, Robin. *Culture Shock! Successful Living Abroad - A Parent's Guide*. Singapore Times Books International, 1994

V. Key Terms

- COLA - Cost of Living Adjustment. A supplement designed to equalize purchasing power between high and low cost areas.
- Culture - The shared beliefs, customs, values, practices, and social behavior of a particular nation or people.
- Culture Shock - The feelings of confusion and anxiety experienced when an individual or a group suddenly finds itself in an unfamiliar cultural environment.
- DLA - Dislocation Allowance. An allowance provided to partially reimburse a service member for expenses associated with relocating the household.
- MIHA - Move-In Housing Allowance. Service members assigned to many overseas locations can receive a lump-sum allowance to help meet expenses for major appliances, other improvements, or to pay non-refundable, rent-related taxes or fees.
- OCONUS - Outside the Continental United States.
- OHA - Overseas Housing Allowance. Paid to service members who live in private housing at their overseas duty station. OHA replaces BAH and is designed to make up the difference between BAH received and actual housing costs.. Not all overseas areas receive OHA.
- PCS - Permanent Change of Station. Military orders authorizing the military member/family to move to a new permanent duty station.
- POV - Privately Owned Vehicle.

- SITES - Website with relocation information on DoD installations worldwide.
- Sponsor - Marine assigned to assist a transferring service member and their family prior to and upon arrival at the new duty station.
- TLA - Temporary Lodging Allowance. Allowance to offset the cost of temporary lodging and meals when arriving or departing overseas.
- TLE - Temporary Lodging Expenses. Entitlement that provides service members with up to \$180 per day to offset housing costs (food and lodging) incurred before departing and after reporting to a new duty station.
- TMO - Transportation Management Office. Also referred to as the PPO - Personal Property Office. Office where service member makes arrangements for shipping and/or authorizing storage of his/her personal possessions, furniture, etc.

VI. Curriculum Outline

- Introduction (10 minutes)
- Administration (10 minutes)
- Moving Overseas (15 minutes)
- Financial Planning/Budgeting for Overseas (20-30 minutes)
- Personal Property (15 minutes)
- Travel arrangements and pet shipment (10 minutes)
- Culture/culture shock (20 minutes)
- Overseas moves with children (10 minutes)
- Sponsorship (5 minutes)
- Anti-terrorism training (5 minutes)
- Summary (5-10 minutes)

VII. Curriculum Detail



Introduction

WELCOME participants to the *Moving Overseas* workshop.

TELL participants your name, position, and title. Include your experience with relocating military families as well as experience with moving or living overseas.

SAY Whether you've dreamed of living overseas or are currently in a state of shock, today's workshop is designed to provide you with the tips, tools and techniques for making your move a positive and rewarding experience. Although this move may prove to be one of the bigger challenges of your life, it may very likely be remembered as one of the best experiences, too. Please feel free to ask questions and share your experiences. We can all learn from each other.

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NOTE: If the group is not too large, spend a few minutes on participant introductions. There are several ways to do this. Participants can just state their name and something about themselves such as where they are moving. Or participants can take a minute to talk with the person sitting next to him/her and then introduce that person to the group. If you have distributed name tags, check to see that everyone has one.

Administration

REVIEW the following information with participants:

- **Breaks.** As this workshop is approximately 2.5 hours, a short break (10 minutes) is recommended after the first hour or hour and ½. You may choose to do two breaks.
- **Restrooms.** Provide directions to the restrooms.
- **Coffee/snacks.** If you provided refreshments, offer them to the participants. If you're in a classroom that does not allow food or drinks, be sure to let participants know.
- **Sign-in sheet.** Ask participants to complete the sign-in sheet if they did not do so upon arrival.
- **Participant materials.** Tell participants that the materials they received will be reviewed during the workshop.
- **Resource materials.** Note that resource materials are available for participants to look at after the workshop. Indicate where the materials are located.

Pre-check

REFER participants to the Pre-check/Post-check handout.

SAY A pre and post-check will be given as we are interested in knowing not only how much you might have enjoyed the workshop but how effective we are at teaching. Please answer each question as I read it aloud and then set the paper aside. At the end of the workshop there will be a post-check and the papers will be collected. We are not asking for any identifying information.

NOTE: The correct answers to the pre-check are included here. The answers need not be given to the participants as the information will be covered during the workshop.

Moving Overseas Pre-Check

1. You are always allowed to bring your privately owned vehicle overseas. (False)
2. Only family members over the age of 12 must complete the overseas screening. (False)
3. MIHA is an allowance to help meet initial housing costs overseas. (True)
4. Baby furniture is the only furniture authorized to be included in an Overseas Express Shipment. (True)
5. Your sponsor should be there to meet you (or arrange transportation for you and your family) upon arrival in your new host country, and orient you to your new installation and community. (True)
6. Your willingness to make the most of this experience and to focus on the positive aspects of living overseas will have a direct effect on your child's ability to do the same. (True)
7. Three pets per family are allowed to be brought with you overseas. (False)
8. Everyone experiences some degree of culture shock no matter how many times they've lived overseas. (True)

Moving Overseas

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SAY Moving overseas requires a positive outlook and a clearly defined direction. Whether relocating as a single sailor, with a spouse or with an entire family unit, it is important to develop a plan of action that will ensure success.

Optional Activity: Ask what concerns and expectations participants have about moving overseas. Record their input on chart paper or white board. Let participants know you will be addressing these throughout the workshop.

DIRECT the participants to the Moving Overseas Checklist.

SAY This checklist will come in handy as you develop your plan of action. We'll be reviewing much of what is on the list beginning with "gathering information". It is important to obtain the information necessary to ensure that your move overseas goes smoothly.

- Meet with RAP Staff. Remember that we have RAP staff specifically designated to help you and you are encouraged to meet with us. RAP can provide customized OCONUS information, access to language tapes, videos and other materials that will be of value while you learn about the country you will soon be calling home.
- Review SITES. SITES provides immediate access to current information about your new duty station and the surrounding community. Just about everything you need to know is included. You can get specifics on housing, schools, the economy, recreation, and much more. To access SITES go to <http://www.dmdc.osd.mil/sites>.
- Research New Country. Your local library, cultural societies and the Internet will provide you and your family with great opportunities to learn about your new country. Take time to explore the culture, the history, and all there is to see and do. Make some plans for community day trips.

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SAY As soon as you receive orders you should take care of the following.

- **Overseas Screening:** Service members and all family members must have an overseas screening to determine if appropriate medical resources are available at the new duty station. If you haven't already, schedule a screening with the Medical Treatment Facility as soon as possible to prevent a last minute change in assignments. Also, if you have any family members with special needs, contact the Exceptional Family Member Program Coordinator. Additional information is available at the *Moving with a Special Needs Family Member* workshop.

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- Passports: You need to apply for no-fee passports. The passport is available to military dependents and is valid for five years. Passports are processed within 6-8 weeks. You will need to bring the following with you:
 - DD Form 1056. (Authorization to Apply for A "No-Fee" Passport and/or Request for Visa)
 - Two identical passport photos per family member.
 - Proof of citizenship (birth certificate with original seal or previous passport).
 - DS-11 Form (a completed passport application).
 - Military ID and drivers licenses for all family members.
 - Single parents with or without joint custody are required to submit documentation to obtain no-fee passports for dependent children. A custody order or a notarized statement from the other parent, court or lawyer may be required. Check the State Department website at <http://www.state.gov> for current information.

NOTE: Include information on where to go locally to obtain the no-fee passport.

- Organize Records. Go through all of your records – medical, school and legal documents such as birth certificates. Be sure all are current. You should have the original and copies off all important documents. Determine which you need to take with you and put them with items to be hand-carried. In addition, arrange for a safety deposit box or other secure storage for what you're not taking as well as for copies of everything that is going with you.

NOTE: Service members are no longer allowed to sign out family medical records. Records are sent to the new duty station. However, copies can be provided if the request is made in advance of departure.

- Notify schools. Schools must have enough time to complete paperwork and assemble complete records, so notify them well in advance of your departure. It is best to hand carry these records (although many schools will forward them directly to the next school for you). In addition, research the schools at your new location. If your children will not be attending schools run by the DoD Education Activity, inquire about entrance requirements.

- Voting. Contact your state of residence and register to vote in an absentee status for the duration of your tour. Go to the Federal Voting Assistance program website at www.fvap.gov for more information. State election sites are available at www.fvap.gov.

Financial Planning for OCONUS Move

SAY The truth of the matter is that many military personnel unfortunately find themselves in financial difficulty after a PCS move, particularly an OCONUS move. Why is this? Well, the obvious answer is a lack of pre-departure budgeting, and while this is true, there's often a bit more to it. Due essentially to a lack of knowledge, service members and their families often miss out on entitlements that could have made a difference.

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The following are current military travel pay and benefits for service members who are relocating overseas. Take note, no one is under an obligation to inform you of these unless requested. It is up to you to become knowledgeable about your own pay and entitlements. Be sure to check with your finance or disbursing office.

NOTE: Military pay and allowances are constantly being adjusted. RAP staff are advised to refer to <http://www.dtic.mil/perdiem/rateinfo.html> for current facts and figures prior to presenting *Moving Overseas*.

REFER to Basic Entitlements and Allowances handout.

- Dislocation Allowance (DLA) is designed to partially reimburse a service member for the expenses incurred when relocating in connection with a PCS move. These costs include rent deposits, utility hookups, etc. The allowance is based on pay grade and dependency status. DLA can be paid three to ten days in advance of transfer, doesn't require repayment, and is non-taxable. Advance payment does not require receipts, but does mandate documented evidence that household goods are scheduled for shipment. More information can be found at <http://www.dtic.mil/perdiem/faqdla.html>.

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NOTE: Single service members residing in temporary government quarters longer than 60 days after arrival or acceptance of permanent government quarters will invalidate eligibility for DLA.

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- Monetary Allowance in Lieu of Transportation (MALT). Service members receive MALT when they drive their own vehicle to a new assignment. This allowance is figured on a “per mile” basis using federal tables of mileage between the old and new duty station. Authorization must be obtained prior to your travel if you wish to be reimbursed for driving more than two privately owned vehicles. MALT is also paid to those going overseas if they drive from their old duty station to the port of embarkation, or from the point of debarkation to the new duty station. MALT may be paid up to 10 days in advance. The rate payable for each authorized traveler is as follows:
 - One traveler: \$0.15 per mile
 - Two travelers: \$0.17 per mile
 - Three travelers: \$0.19 per mile
 - Four or more travelers: \$0.20 per mile

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- Per Diem - Service members entitled to MALT will receive a flat per diem for each day of authorized travel. Families traveling by private vehicle are allowed 350 miles per day (not to exceed the official authorized distance) and may draw this allowance up to 10 days in advance. Per Diem for each day traveled is payable as follows:
 - 100% of authorized amount for service members.
 - 75% of authorized amount for approved travelers age 12 and over.
 - 50% of authorized amount for approved travelers less than 12 years of age.
 - A spouse who travels separately, departing on a different day than the service member, receives 100% of authorized amount.

While those relocating within the continental United States receive a flat per diem for each day of authorized travel, the per-diem of those relocating OCONUS will vary depending upon the destination. To access specific overseas Per Diem rates go to <http://www.dtic.mil/perdiem/pdrates.html>

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- TLE - Temporary Lodging Expenses. This entitlement provides service members with up to \$180 per day to offset the cost of food and lodging incurred before departing and after reporting to a new duty station. When moving OCONUS, personnel are entitled to TLE only for five days before leaving. TLE may be paid in advance.

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- Advance Pay. The purpose of advance pay is to help the service member meet extraordinary expenses incident to relocation during PCS moves. Advance pay is not authorized for the specific out-of-pocket expenses covered by advances of

other pays and entitlements. Advance pay (basic pay minus taxes and required deductions) of up to three (3) months may be authorized upon receipt of PCS orders. Advance pay is not encouraged unless true need is demonstrated. Consider drawing Advance Pay as a last resort. Work with Personal Financial Management staff or NMCRS to explore more effective ways of meeting projected expenses.

Overseas Allowances

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Overseas Housing Allowance (OHA), Move-In Housing Allowance (MIHA), and Temporary Lodging Allowance (TLA) are available for service members and their families stationed OCONUS. These allowances are based on many factors including the cost of living in a particular country or area. Rates can be found at <http://www.dtic.mil/perdiem/rateinfo.html>.

- OHA is paid to service members who live in private housing at their overseas duty station. It includes rent and a utility/maintenance allowance. OHA replaces BAH and is designed to make up the difference between BAH received and actual housing costs. You must apply for OHA and it is not available at all locations. For more information on your specific OHA entitlement, click the Overseas Housing Allowance link at <http://www.dtic.mil/perdiem/aloooha.html>.
- MIHA covers occupancy related expenses. It is paid in lump-sum supplemental payments and one must be eligible for OHA. It is designed to cover expenses for major appliances, improvements, security, rent-related taxes or fees. MIHA does not require repayment.
- TLA offsets the costs of temporary lodging and meals when arriving or departing OCONUS. The amount of TLA payable depends on several factors including family size, local per diem rate, actual cost of quarters, and other allowances you may be receiving. TLA may be advanced.
- Cost of Living Adjustment (COLA) allowance is paid to service members stationed in high-cost areas, both CONUS and OCONUS. It is designed to help service members maintain the same standard of living when living in high-cost areas. The amount of COLA received depends on location, cost of living, exchange rates, pay grade and number of family members. COLA may fluctuate based on the exchange rate. Not all OCONUS sites are authorized to draw COLA, COLA rates are at <http://www.dtic.mil/perdiem/allowcol.html>

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Budgeting for Overseas

SAY We have covered the basic entitlements for personnel and family members relocating overseas. However, there are additional financial considerations and recommendations that all service members need to address when relocating OCONUS.

DIRECT the participants to the *Financial Planning for Relocation* handout and explain that this will help them to develop a spending plan.

As pointed out earlier, relocating is expensive. Despite our best efforts and attention to detail, we often find ourselves dealing with unanticipated financial issues. A number of factors can lead to real financial hardship including disruptions to pay, a loss of spouse's income, and unanticipated travel expenses. By planning for extraordinary expenses, an OCONUS move can be one of the most exciting and rewarding parts of your military career. Use the *Financial Planning for Relocation* handout to figure sources of income and possible expenses.

SAY Moving overseas brings with it specific financial considerations. Financial responsibility includes following these steps prior to your departure:

- Identify where you will be banking. Is there a bank on base? If not, does the local bank accept American currency? What are the ATM fees? Is on-line banking an option for you? Be prepared to research local exchange rates. What is your dollar worth and what will it buy? Plan to carry a calculator.

NOTE: **DIRECT** the participants to the *Overseas Currency* handout and suggest they look it over at a later time.

- Check your credit reports. To check your credit go to: www.experian.com, www.transunion.com, or www.equifax.com. All consumers are entitled to one free credit report from each of these agencies annually.
- Let your current creditors know that you will be in transit and for how long. If possible, pay off your outstanding balances and close your accounts.
- Identify and establish a forwarding address while you are in transit to receive bills, as well as other pertinent mail. You may want to set up a P.O. Box at your new destination or use your new command's address.
- Determine how you will pay your bills. If you have access to a computer and the Internet, consider setting up online payment plans. Or, consider setting up an ongoing allotment from your bank or directly from DFAS.

- Finally, once you are settled, send your permanent change of address to your creditors.

Beware of Hidden Costs

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NOTE: You may wish to have participants generate a list of hidden costs. Give an example to get the group started, such as the cost of gasoline. They can brainstorm in small groups for a few minutes and then share the results.

SAY Although many people claim to make and save money while living overseas, just as many find themselves wondering “Where did it all go?” Here are a few things to consider with respect to expenses overseas:

- Will you have the second or third income that you have in the states? Jobs for spouses and additional jobs for service members are often hard to come by, if not impossible. What will happen to your fixed expenses such as credit and car payments? COLA may help make up for these income losses, but it can’t do that and help you with everyday expenses.
- Foreign currency is often referred to as “play money,” due to its unique size, design and shape. It is often more easily spent without thinking about its value in dollars.
- The exchange rate on the dollar can greatly affect your purchasing power. Exchange rates vary so you may find your buying power increase or decrease during your time overseas.
- Heat, water, and utility expenses when living on the economy overseas can be extremely high. Although the military attempts to keep up with COLA adjustments, you are advised to be prepared for an unexpectedly large bill.
- If calling stateside on a regular basis, the phone bill can eat up a paycheck very quickly. Shop around for best plans/phone cards. Explore cell phone options.
- Transportation overseas can be very costly and should be factored into your budget. Gasoline, for example, costs more than in the U.S.
- Before making major purchases overseas, ask yourself: Will it fit in with my decor? Is it a great deal (especially with electronic purchases)? Can I really afford it?

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SAY A visit to your Traffic Management Office should be at the top of your “to do” list when planning an overseas move. Once you’ve received your Permanent Change of Station orders, you are ready to schedule your counseling appointment with TMO. Recognize that all TMOs mandate that you arrive promptly at your appointed time or prepare to be rescheduled.

TMO will make all arrangements to schedule packing and pick-up of your household goods. You will need to have a choice of moving dates, 12 copies of PCS orders, and an estimated date of arrival at the new duty station. Spouses or persons acting on behalf of the service member must have copies of PCS orders, and a power of attorney (POA) or written authorization to arrange the move.

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SAY Recognize that living overseas will generally require downsizing in a big way, and you may either have to place in storage, sell, or donate some of your belongings. Joint Federal Travel Regulations establish weight allowances for household goods based on pay grade and marital status. If you exceed the weight, you will pay out of pocket.

With that in mind, ask yourselves the following:

- Is the item replaceable? If so, can I live without it?
- Do I really need more than one?
- Will it work in my new home? (110/220v and/or 50hz/60hz)
- Will it fit in my new home?
- Do I need to buy it before I leave and if so, where?
- Will my computer and other electronics be compatible overseas?

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SAY When transferring overseas there is a very good chance that you and your family will arrive well before your household goods. For this reason, take the opportunity to assemble an express shipment that should be available to you upon your arrival. TMO refers to this as “unaccompanied baggage.” Designed to sustain families through the first 60 days, an express shipment should contain only critical need items. Joint Federal Travel Regulations (JFTR) defines unaccompanied baggage in connection with PCS travel as the following items:

- Personal clothing. Be sure to consider weather/climate changes.
- Linens.

- Pots and pans.
- Toys.
- Pet needs.
- Collapsible items such as cribs, playpens, baby carriages, and other articles required for the care of dependents.
- Professional books and materials needed immediately to perform essential duties.

Items such as refrigerators, washing machines, and other major appliances or furniture must not be included in unaccompanied baggage.

SAY Don't forget insurance! The government will reimburse up to \$40,000 for the depreciated value of your goods. Assess the value of your household goods. If necessary, you may want to purchase additional insurance through your private insurance company or the government.

POV

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SAY In most instances, you are entitled to ship one Privately Owned Vehicle (POV) when transferring overseas. However, some OCONUS locations may either restrict or prohibit the importation of a POV, except under certain conditions. TMO can provide you with additional information on which areas may have POV import restrictions. You may also find similar information in SITES. Here are some additional questions to consider before making the decision to ship, store or sell your current vehicle prior to your OCONUS move:

- Who owns it? If financing, will creditor allow you to take car overseas? Note that in most instances, leased cars may not be taken overseas.
- Will insurance carrier cover you overseas?
- Will you have access to spare parts and repairs?
- Will you need an international Drivers License?
- Gas type/cost?
- Catalytic Converter?

The government's maximum liability for a POV lost or damaged during shipment is \$20,000 per vehicle and \$200 for any tools shipped in the vehicle. To track your vehicle in transit go to www.whereismypov.com.

NOTE: If POV is not authorized due to host country limitations, it can be stored at military expense. Written permission must be acquired from TMO before taking your vehicle to a processing center for storage.

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Travel Arrangements

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SAY Check with Passenger Transportation Office (PTO) or Commercial Travel aboard base as they provide all transportation for military and civilian personnel on official travel overseas. Contact needs to be made early in the transfer process to guarantee that all transportation needs can be taken care of.

Among the items you will need are:

- DD form 1056 - Authorization to Apply for a "No-Fee" Passport and/or Request for Visa.
- DD form 884 - Application for Transportation for Dependents.
- Copies of PCS orders.
- A copy of entry approval if required by host country.

SAY One of three approved options will be selected to transport you to your new home.

- M - Military airlift/passenger cargo.
- B - Commercial passenger aircraft chartered by Air Mobility Command (offers movies, flight attendants, food and drinks).
- Commercial Air - Used when no Air Mobility Command service operates or is unavailable to meet order requirements.

Pet Travel

SAY Deciding whether or not to bring your pet with you on your overseas assignment can be a difficult decision and one that cannot be taken lightly.

Each country has specific requirements that must be met prior to admitting entrance to an animal. Once in receipt of orders, you must begin the entrance process soon to prevent delays in shipping your pet. Once you have decided to take your pet overseas, general considerations are:

- Quarantines/space/costs at your destination. Personnel may be reimbursed actual mandatory quarantine fees for household pets not to exceed \$550 per PCS move.
- Medical records/health certificate. In order for pets to be approved for travel, they must have a rabies and health certificate or a copy of DD Form 2208 from a veterinarian dated within thirty days of departure. Certificate must accompany the pet to the airport. Additional copies should be kept with carry-on documentation.
- Only two pets per family (cat/dog only) may be taken with you.
- Pets must travel in FAA approved crates at service member's expense.
- Maximum weight of a single pet is 150 lbs. to include weight of crate.
- Requests for pet transport are made with requests for your personal transport and pets may travel on the same Air Mobility Command flights as the service member.
- If traveling via commercial air, service member must make pet arrangements directly with the airline.

In some overseas locations, Status Of Forces Agreement (SOFA) privileges may either waive, reduce or otherwise modify the normal (civilian) pet quarantine requirements. Specific information about quarantine requirements for your overseas assignment location may be available from your Sponsor or via SITES.

NOTE: Although Air Mobility Command (AMC) will transport pets (cats and dogs only), this is not an entitlement and service members will be required to cover the cost of transport. Additionally, know that 80% of commercial airlines do not transport pets during the summer months.

Culture and Culture Shock

SAY Now that we've talked about the nuts and bolts of moving overseas, it is time to consider the reactions typically experienced by people who move into a new culture.

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If you've never lived overseas, you may be wondering how you will respond to a new environment and culture. Let's begin by defining culture. Culture is an integrated system of learned behavior patterns that is characteristic of the members of any given society and is passed from generation to generation. Culture refers to the total way of life. It includes everything that a group of people thinks, says, does, and makes including religion, education, and social behaviors. It's a system of attitudes and feelings.

Before we can consider living in another culture, we need to look at our own culture. Now, this may differ from person to person, but let's talk about American culture in general.

ASK the participants to respond to the following. Write their responses on white board or chart paper.

- Identify aspects of American culture.
- What makes Americans unique?
- How do others see us as Americans?

NOTE: Responses may relate to: gender roles, freedom of speech, religious diversity, travel, speech, relationships, children and social interactions.

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SAY MOVING overseas and adapting to a new culture can also follow a specific pattern. Although people will respond differently to their new environment, it is not uncommon to follow a pattern of adjustment that begins upon arrival to your new home. Many people initially experience culture shock, then cultural adjustment, and finally, cultural acclimation.

DIRECT PARTICIPANTS to the *Culture Quiz* handout. Select a few of the questions and ask participants if they know the answers. Let them know that there is much to learn about their host country. Suggest they research the answers in preparation for their move. Use this as a segue into information on culture shock.

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Culture Shock

SAY What happens when familiar cues that help an individual function in society are suddenly withdrawn and replaced by new ones that are strange or incomprehensible?" Culture shock!

Culture shock can happen when you find yourself in a strange and unfamiliar environment. Everything is new and different. You may not understand the language and there a different set of values, attitudes, and behaviors. It is important to understand that cultural differences can be very overwhelming and it is normal to have an initial psychological or physical reaction in response to living in another culture.

Does everyone who moves overseas experience culture shock? Although people may experience it differently and at different times, most people will encounter some type of culture shock shortly after their arrival overseas. Additionally, family members may not experience culture shock at the same time.

Culture shock typically may elicit feelings of stress, frustration and disorientation. These may turn into resentment and anger. Sometimes, culture shock can lead to changes in eating and sleeping habits and can even lead to depression.

Three common responses to culture shock are:

- **Flight Response** - You may want to flee the situation and return home, or fantasize about returning home. You may find yourself withdrawing from local nationals or refusing to experience anything related to your host country's culture. If temporary, this reaction may allow time for you to regroup and sort out your feelings.
- **Fight Response** - When one feels out of control or unable to escape those things causing our frustration, a common response is anger. Anger can be displaced on to those who do not deserve it - spouses, children, or local nationals.
- **Filter Response** - Some may respond by filtering reality. Everything becomes distorted or simplified. For example, a common reaction is to "over-glorify" all things American with the belief that "our way is the best way".

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Will you survive culture shock? Of course you will. But, there are things you can do to ease your transition and assist in the process of cultural adjustment.

DESCRIBE the following survival tips.

- **Curiosity.** Be curious. Learn about the habits, customs, foods, and characteristics of the people in your new country. Seek information. Remember, "Knowledge is power." The more you understand, the more in control you will feel.
- **Sense of humor.** Instead of anger or frustration, keep your sense of humor about the differences in culture.
- **Open-mindedness.** Keep your opinions flexible and be receptive to new ideas or behaviors. Avoid stereotypes.

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- Realistic expectations. Put your unrealistic expectations to rest. Be positive and realistic. Try not to compare everything to the U.S. – there will be differences.
- Tolerance. Develop an understanding that the culture is “different” not “wrong”. Accept things as neither better nor worse than they were at home; they are merely different.
- Seek support. Moving overseas can be very challenging. Utilize your friends, your family, and your command to garner the support you need during this transition.
- Utilize your resources. There are many installation resources to support you as you prepare to depart and at your new duty station. We strongly recommend that you attend workshops and use the relocation services.
- Establish community ties. Join clubs. Visit the local sites. Learn the language Try the food and the music. Make friends with some of the people of your host country. Volunteer or return to school. The possibilities are endless.

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SAY Once culture shock has passed and cultural adjustment has occurred, there is an opportunity for cultural acclimation and integration to occur. Cultural adjustment is knowing what people do and cultural acclimation is knowing why they do it. Those who experience cultural acclimation and integration:

- Understand the internal culture of another society - their values and ways of thinking.
- Feel able to take care of themselves and are comfortable in the foreign surroundings.
- Appreciate host country’s culture while maintaining their own cultural heritage.

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Overseas Moves with Children

REFER to handouts *Relocation Tips for Parents, Helping Your Children and Teen Adjust*, and *Kids Reactions to Relocation*.

SAY Moving overseas with children can be both a challenge and an incredible adventure. Of course as parents, the attitudes you display are key to your children’s response to this situation. Present yourselves as a team, maintain a positive attitude, and above all listen to and include your children in the planning process. For example, hold family meetings or ensure there are opportunities for your children to discuss their concerns – friends, new schools, or learning a new language.

Because they are constantly learning, children are highly adaptable to change. But they still need support. Particularly when moving overseas, you may provide the only sense of continuity for your children as they go through this transition and settle in. Until they acclimate to the culture and make new friends, you may have to fulfill all social roles.

There are many things you and your children can do together to prepare for your overseas move.

- Research your new home. Go the library or on the Internet.
- If you are not relocating to a country that uses the same language, enroll in a few introductory language lessons or learn key phrases as a family.
- The more you can do to help your child feel comfortable, the easier the transition is going to be. Encourage your children to learn about the language and culture.
- Have theme meals/days/party. Never had sushi? Now's the time to try it.
- Go on a treasure hunt looking for items made in your host country.
- Have your child apply for a youth sponsor. If there isn't an organized youth sponsor program, find out if your sponsor has children your child can write or email.

Once you've arrived in your new home, help your child identify what they are feeling. Children have a built in defense system to block things that are unpleasant or painful to them. Your child may miss a family member, classmates, or even a favorite TV program and not be able to identify or express it. Help them deal with these feelings by creating a routine, involving them in new activities, and helping them maintain contact with friends and family.

Sponsorship

DISTRIBUTE the *Communicating with Your Sponsor* handout and review.

SAY Your sponsor has been assigned to you in order to help. Sponsors are trained support resources and are ready and willing to offer you assistance. Initiate contact with your sponsor long before your arrival and alert him/her to any special circumstances you might have. Your sponsor can often assist with local transportation and lodging information, a Welcome Aboard Packet and more.

Prior to arrival at your OCONUS destination, ask if your sponsor can:

- Meet you at the airport or arrange for transportation to the base.
- Assist with finding temporary lodging.
- Provide advice on currency exchange and cost of living issues.
- Find out about activities for family members to include spouse groups and childcare.
- Advise you about cultural issues and insights.

Optional Activity: This would be a good juncture to have service members and/or family members who have recently returned from overseas to share their experiences or answer questions. Allocate approximately 15 minutes.

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Anti-terrorism Training

SAY Family members ages 14 and older are required to receive anti-terrorism training before moving overseas (except Alaska and Hawaii). This training can be obtained through qualified facilitators on base or online at <http://www.at-awareness.org>.

This does not mean that you are moving to a country with terrorists on every corner. The training is preventative in nature. The intent is to make you aware and to prepare you for the unexpected. The government and the Marine Corps take great care not to put family members in harm's way.

NOTE: An Anti-Terrorism Officer may be invited to conduct this in conjunction with the workshop. If not, provide local contact information.

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Summary

SAY “Living in a foreign culture is like playing a game you’ve never played before and for which the rules haven’t been explained very well. The challenge is to enjoy the game without missing too many plays, learning the rules and developing skills as you go along.” – Dr. Robert Kohls

SAY Enjoy the challenge of living overseas! The information we've covered today should help you "learn the rules of the game." Before we conclude, does anyone have any questions?

SAY If there are no more questions, could you please take a few minutes and complete the post-check and also the program evaluation. You will find the post-check on the back side of the pre-check. When you've completed these, please return them to me. And, please stop by the resource table and look at the materials.

THANK the participants for attending.

VIII. Quality Assurance Procedures

To assure accurate and current information as well as a quality presentation, the following should be completed:

- Review and update the curriculum annually.
- Distribute program evaluations to participants after each workshop. Results should be tabulated and retained to measure the effectiveness of information disseminated, workshop content, and delivery of presentation.
- Evaluate pre and post-checks to determine if participants' knowledge increased.
- Observe and evaluate the program annually. This should be done by the RAP supervisor. Both program content and the presenter's effectiveness should be included in the evaluation.

IX. PowerPoint Slides

A PowerPoint slide presentation can be found directly after the following section. The slides are printed three to a page with space to the right of each slide for presenter's notes and are designed to underscore the main points of the presentation. This workshop can be presented without use of the slides.

X. Instructional Materials

- Pre-check/Post-check (At the end of this module.)
- Moving Overseas Checklist (Page A-38)
- Basic Entitlements and Allowances (Page A-12)
- The Culture Quiz (Page A-39)
- Overseas Currency (Page A-41)
- Relocation Tips for Parents (optional) (Page A-29)
- Helping Your Children and Teens Adjust (optional) (Page A-30)
- Kids Reactions to Relocation (optional) (Page A-32)
- Program evaluation (Page A-1)