



# AMC TRAVEL INSTRUCTIONS

Instructions for Marine Corps members and their families to assist with AMC-PE movements at Seattle-Tacoma International Airport (SEATAC) and Joint Base Lewis McChord (JBLM)

# HQMC LPD-2: 703.946.7660

usmcpassengertravel@usmc.mil

# To call an OCONUS DSN Phone # dial this operator 703.697.1201

And they will connect you to your unit phone number

For the most up-to-date information scan or check the following link:



https://www.mcchord.af.mil/About-Us/AMC-Seattle-Gateway/



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# How to Edit Your DTS Itinerary using your CAC card

# Login to DTS and then follow these instructions:

Step 1: Find your travel document

😳 Defense Travel Sy	stem	System Slottus: 🥑 DTS 🗸	
Home Trips ~ Travel To	ols ∽ Message Center Administration ∽		
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Step 5: S	elect " <b>OK</b> "
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	About DTS Browser Support Accessibility Privacy Policy & Security Notice



Traveler Lookup Search for a traveler to view and manage trip documents on their behalf.	
SEARCH BY FIRST MARE LAST MARE           Name         V         Q. Search	
Managing Trips for: SIGSWORTH, SAMUEL A. () Create New Document	
1 Authorizations         Sort by       Departure Date (Latest)         Show inactive documents	
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C Local Vouchers     Show     10     entries     entrient     entries     entries     entrient     entrient     entrient	

# Step 8: Orders Now Correctly Reflect Destination

REQUEST AND AU	THORIZATION	FOR TDY	TRAVE	L OF DOI	D PERSO	ONNEL	1. DATE OF REQUEST
(Ref	erence: Joint Trav	vel Regulations	(JTR), C	hapter 3)			20220216
(Read Pr		20220310					
		REQUEST FO	OR OFF	ICIAL TRA	VEL		
	RADE/RATING						
5. LOCATION OF PERMANENT	IAL ELEMENT	7. DUTY PHONE NUMBER					
CAMP HANSEN					MM BN		(Include Area Code) 623-3310
8. TYPE OF ORDERS	9. TDY PURPOSE	E (See JTR, Appe	endix H)	10a. APPRO (Includ	DX. NO. OF ling travel t	TDY DAYS time)	b. PROCEED DATE (YYYYMMDD)
Temporary Duty Travel (Routine)	TRAINING See next page				31	l	20220401
11. ITINERARY	VARIATION	AUTHORIZED					
FROM: FPO, JPN TO: FT. GOR	DON, GA TO: SE	ATTLE, WA R	ETURN	TO: FPO.	JPN		
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12. TRANSPORTATION MODE		-	100		DTATION		
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CIC(FY22): DTS2L1234000000							RRIER TRANSPORTATION AND DETERMINED AND TRAVEL TED PER JTR
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# Step 9: Print

### How to Download PCS Web Orders

- 1) Login to MOL at <a href="https://mol.tfs.usmc.mil">https://mol.tfs.usmc.mil</a>
- 2) Select the "Travel" tab
- 3) Select "View Basic Orders"
- 4) Print

#### MARINE ONLINE

rformance | A Few Good... Links | Users Man

#### Travel and Orders

Marines in receipt of PCS orders, the time to book your household goods shipment is NOW. The moving industry is experiencing a significant reduction in the number of available packers, loaders and drivers, which is limiting the capacity that DoD normally receives during the summer peak moving season. This, coupled with the national lumber shortage/cost increase, is creating a lead of time 6-8 weeks to get a shipment picked up.

If you desire to execute a Government arranged household goods or non-temporary storage (long term storage) shipment anytime between now and the end of September you must visit the Defense Personal Property System (DPS) via Military OneSource to complete the counseling module, also called "Self-Counseling". Failure to take the appropriate actions now will result in the inability of the Transportation Office to accommodate your requested dates for household goods transportation and non-temporary storage.

For Marines moving in CONUS and between CONUS and Hawaii, another option that provides you more flexibility and allows you to manage the move yourself is the Personally Procured Move (PPM) program. You decide how much of the move you want to do yourself and how much money ends up in your pocket. The DoD has also made recent changes that allows for additional compensation. See your local DMO/Transportation Office to obtain an estimated incentive.

Click the link for: COVID-19 TRAVEL IMPACTS

#### **Individual Member**

- Outbound Interview
- View Basic Orders PER
- Travel Voucher (Travel only, DO NOT use for PPM/HHG property claims)
   Personally Procured Move (PPM) claims submission

#### Personal Property / Passenger (External Sites)

- Military OneSource LOGCOM Personally Procured Move (PPM)

#### Unit Leaders

- Outbound Management
   Inbound Management

#### Checklists

- Independent Duty
  - Screening / Interview Guide
  - Financial Worksheet

#### Letters of Instruction

TEMINS funding instructions

#### **Overseas Travel**

Okinawa and Iwakuni
Hawaii

#### **Overseas Screening**

If you have questions about the medical portion of the "Suitability Screening" process or need assistance with completion of the forms, please contact your nearest "Navy Medical Treatment Facility" (NMTF).

| Logout | Help

- DoN Overseas Suitability Screening Process
   NAVPERS 1300/16
- NAVMED 1300/1
   NAVMED 1300/2
   DD Form 2807-1

## How to Download Vaccination Records via MOL

To provide proof of COVID vaccination you'll need to print your shot record from Marine Online.

Follow these easy steps:

- 1) Log In to MOL via CAC or <a href="https://sso.tfs.usmc.mil/sso/LoginRequest.do">https://sso.tfs.usmc.mil/sso/LoginRequest.do</a>
- 2) Click on "Personal Info"
- 3) Scroll to "Individual Medical Record"

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sonal	Info   Locator   My Account   My Messages   My Permissions   My C	MPF   Trouble Tickets	
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• •	Individual Medical Record Operational Cultural Information Pay and Leave Summary		
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1	Tax Statements (W2)		

#### 4) Select "Printer-Friendly View"

TYPE	SERIES	REQUIRED	D
Adenovirus		N	
Anthrax	В	N	-
Cholera		N	
Hepatitis A	2	Y	
Hepatitis B	3	Y	0
Influenza		Y	0
JEV	В	N	1
MGC		N	1
MMR		Y	
Pneumococcal		N	
Polio		Y	1
Rabies	. j	N	Ĩ
Smallpox		N	2
Tetanus/Diphtheria		Y	-
TwinRix		N	
Typhoid	IB	Y	
Varicella		Y	
Vellow rever		M	-
SARS-CoV-2		Y	

5) Select "Print"

## How to Download Vaccination Records via milConnect

To provide proof of COVID vaccination you'll need to print your shot record from milConnect.

Follow these easy steps:

- 1) Sign In via (CAC) or (Create) an account <u>https://milconnect.dmdc.osd.mil/milconnect/</u>
- 2) Select "Login"
- 3) Select "Correspondence/Documentation" Tab

		milConnect				You are signed in as a
A	My Profile	Correspondence/Documentation	Benefits	FAQ		Se
mil	Connect's	My Profile feature has	moved			
May 2	0, 2021					
milCo	nnect's My Profile	e feature moved on May 20, 2021. To	update your v	vork or personal inf	formation, please go to <u>ID Card Office</u>	Online and select My Profile.
Note: immed	If you are covere diately select cov	ed by TRICARE, you might prefer to m verage options available in your new lo	ake changes cation.	that affect your cov	verage options (such as your residence	e address) in <u>Beneficiary Web Enrollment (BWE)</u> .
News	Archives					

4) Select "eCorrespondence and Vaccination Status"

	milConnect Serving those who serve our country.	You are signed in as a :
My Profile	Correspondence/Documentation Benefits	FAQ
milConnect's	eCorrespondence and Vaccination Status Defense Personnel Records Information (DPRIS	
May 20, 2021 milConnect's My Profile Note: If you are covere immediately select cove	DoD Transition Assistance Program (DoDTAP) reature moved on way 20, 2021. To update your w d by TRICARE, you might prefer to make changes rrage options available in your new location.	ויטיול or personal information, please go to <u>ID Card Office Online</u> and select My Profile. that affect your coverage options (such as your residence address) in <u>Beneficiary Web Enrollment (BWE)</u> .

#### 5) Select "Vaccination Certification"

	milConnect							You are signed in a
	Serving those who serve our country							
My Profile	Correspondence/Documentation	Benefits	FAQ					
Please also	note that it may take up to 24 hours	for your corre	espondence to p	oost to milCor	nnect.			
eCorresponden	ce ?	ose options fo	r a Proof of Cove	erage letter, c	or update vaco	ination status.		
COVID Attesta	ion is for DoD Civilians only at this ti	ne, please con	itact your HR de	partment for i	instructions or	ı your attestatio	n.	
Correspondence	Proof of Coverage Vac	ination Certific	ation					

6) Select "Print"

### How to Download Vaccination Records from GENESIS To provide proof of COVID vaccination you'll need to print your shot record from GENESIS. Follow these easy steps: MHS GENESIS: https://myaccess.dmdc.osd.mil/identitymanagement/authenticate.do?execution=e2s1 1) Login utilizing your DS Logon or CAC 2) On the "Dashboard" select "COVID-19 Results" 3) Your vaccination record and test results will generate 4) Print **COVID-19 Results** Viewing health record for Dashboard **COVID-19 Immunizations** E Health Record ~ No information recorded E Health and Immunizations COVID-19 Results **COVID-19 Laboratory Results** 且 Results & Measurements No information recorded Documents 𝚱 Medications Procedures 🕑 Visit Summaries 🛠 Radiology A Pathology

## How to Download Vaccination Records from TRICARE Online

To provide proof of COVID vaccination you'll need to print your shot record from TRICARE Online.

Follow these easy steps:

Tricare Online: https://www.tricareonline.com/tol2/prelogin/desktopIndex.xhtml

- 1) Login utilizing your DS Logon or CAC
- 2) On the home screen select "Health Record"



- 3) Select "Laboratory Results"
- 4) Find your test results
- 5) Print



### **COVID-19 Testing Sites**

SeaTac – XpresCheck at SEA Airport Baggage Claim area near Carousel 9 Mon-Sun, 0800-1800 Extended Hours of operations on AMC Days 0200-1800 (Sunday/Tuesday/Thursday) 206.552.1844 or 253.973.1025

Discovery Health (Kids under 6) DoubleTree Suites 16500 Southcenter Pkwy Seattle WA 98188 253.342.1088 https://discoveryhealthmd.com/offer/seatac-doubletree

JBLM – Madigan Army Medical Center | FREE 9040 Jackson Ave, Tacoma 98431 Mon-Sun, 0600-1400 1-800-404-4506 NOTE: Test Results Not Provided for 24 + Hrs.

Tukwila – Church by the Side of the Rd. | FREE 3455 South 148 St, Tukwila 98168 Mon-Sat, 0930-1730 **206.477.3977** 

Renton – HealthPoint | FREE 805 SW 10 St, Renton 98057 Mon-Fri, 0815-1815 Sat 0815-1615 **206.477.3977** 

South Seattle – SODO | FREE 3820 6 Ave S, Seattle 98108 Mon-Sat, 0900-1730 **206.684.2489** 

Bellevue – Bellevue College | FREE 2645 145 Ave SE, Bellevue 98007 Mon-Sat, 0900-1700 **206.477.3977**  North Seattle – University of WA | FREE 1510 North 115<sup>th</sup> St, Seattle, 98105 Mon-Sat, 0730-1500 **206.520.8700** 





# Missed Flight Due to COVID-19 Requirements/

## Tested Positive For COVID-19

- 1) Maintain contact with your chain of command to include gaining and losing commands, MOS School, and or TAD location to let them know your situation and that you may be delayed 24 hours to 7 days depending on available flights (See Cover Sheet for DSN).
- 2) Inform them you will need DMO to rebook you on the next available PE flight (see DMO Directory).
- 3) When rebooked, you will be put on the standby (Space-R) roster pending seat availability on the next available flight.
- 4) Ensure to use personal resources (funds) to obtain a COVID-19 test to comply, if not use the reference locations on this folder at your best convenience (see COVID testing reference).
- 5) In the event you test positive for COVID-19, contact your command and HQMC LPD-2 at <u>mailto:USMCPASSENGERTRAVEL@usmc.mil</u> for immediate assistance call **703.946.7660**.
- 6) If lodging for **ACCESSION** Marines is required, it will be coordinated by HQMC LPD-2.

For the most up-to-date flights and COVID updates check the following link:

https://www.mcchord.af.mil/About-Us/AMC-Seattle-Gateway/





\*ACCESSION Marines are those who recently graduated MOS school and are executing their first PCS move.

# Lodging Facilities If Denied Travel

If you're at JBLM you'll need to return to the SEATAC Airport area for lodging.

- You will be put on stand-by for the next departing flight via AMC reps/DMO.
- \*ACCESSION Marines lodging will be coordinated by HQMC. Phone number: 703.946.7660.
- Keep all receipts to submit with your travel claim.
- All hotels offer free shuttle ride to/from airport.

#### \*\* Supports COVID + Marine Corps travelers

Hotels near Seattle Airport (SEATAC)

DoubleTree Hilton \*\* See Double Tree COVID Procedures for Check-In 206-246-8600

Comfort Inn & Suites \*\* Travelers MUST indicate COVID+ when making reservation 206-878-1100

Fairfield Inn & Suites Tacoma – Dupont 360-334-3314

Days Inn by Wyndham SEATAC Airport 206-244-3600

Holiday Inn Express & Suites Seattle-Sea-Tac 206-824-3200

Wingate by Wyndham SeaTac 206-242-8686

Red Lion Hotel Seattle 206-246-5535

\*ACCESSION Marines are those who recently graduated MOS school and are executing their first PCS move.

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## DoubleTree Hotel – COVID Procedures

We have selected the DoubleTree as there is more availability. With 850 guestrooms, the hotel is uniquely configured with seven wings that allow remote access, avoiding exposure to other guests. All rooms have balconies which will allow for both fresh air and smoking if needed.

For general communication to the hotel, the best e-mail address is: CTAC-Front Office@hilton.com

#### **Reservations:**

Monday - Friday 0800 to 1600 **206.246.8600** (ask for reservations, ext. 4369)

\*When making the reservation, guest must declare that someone in the party is COVID-positive.

#### After-hours and on weekend:

#### 206.246.8600

\*When making the reservation, guest must declare that someone in the party is COVID-positive.

#### Arrival/Check-in:

- Guests must obtain private transportation to hotel.
- COVID positive guests will not be allowed on hotel shuttles.
- Upon arrival to hotel main entrance, guests are to **remain outside** and call the hotel main number: 206.246.8600 to notify operator of arrival.
- A hotel representative will meet guest(s) outside, issue room key welcome letter (see Welcome Letter) and handle method of payment.
- Guest(s) will then be escorted to their room via exterior entrance of the hotel.
- All COVID positive quarantine protocols are listed on the welcome letter (see Welcome Letter).

#### **Billing:**

- Guests with govt travel charge card (GTCC) will be required to use it for lodging.
- Marines who recently graduated MOS school (ACCESSION) that do not a possess a GTCC will require HQMC to coordinate their lodging. For immediate assistance call 703.946.7660 or email USMCPASSENGERTRAVEL@usmc.mil.

### DoubleTree Hotel – Welcome Letter

Welcome to the DoubleTree by Hilton Seattle Airport,

We understand that this may be a challenging stay as you are being quarantined. Your comfort and safety and the comfort and safety of other guests and our team members is our priority. If your symptoms worsen or if you experience any medical emergency, dial 911. For any other needs, please dial "0" to speak with a hotel operator.

What to expect during your hotel stay:

- Quarantine. From this point forward, you will be quarantined in your room for the specified time. Your room key will only work once for entry and then be disabled. The quarantine period does not allow for the use of hotel facilities such as the gym, pool, or any other amenity. You are not permitted to leave your room (except in the event of an emergency or mandatory evacuation). Special arrangements will be made for walking pets. Failure to comply will result in notification of the transportation liaison officer and King County Department of Health and may result in eviction.
- Room cleaning services. To avoid contact with others, room cleaning services will not be available, please call the front desk to have them deliver fresh linen, towels, toiletries, and any other essentials you may need. We can customize a linen delivery schedule.
- Meals. Food can be ordered via in room menus and will be delivered to your room. For large quarantine groups, a set menu may be used for all rooms, otherwise menus are accessible via QR codes in the rooms. Children's menus are available. Meals will be placed on a chair outside your room with "knock & drop" service.
- Laundry: Laundry service available, see information in closet.
- Internet: Access code on key packet.
- Outside Deliveries: Outside deliveries are not permitted to quarantined rooms
- Smoking: Smoking is not permitted in DoubleTree guest rooms, however, due to the special circumstances of quarantine, smoking will be allowed on your balcony, provided that the sliding door is closed. Do not throw cigarette butts into the landscaping. Smoking in a guestroom will result in a \$200 fee.

Thank you for following COVID quarantine protocols.

Richard Scherzinger Hotel Manager

## Missing Special Issuance Passport

### (SIP/ No Fee Passport)



- 1) The State Department has required that all military dependents and DoD Civilians traveling on any type of funded government orders to and from OCONUS should have a No Fee Passport.
- 2) If you do not have a No Fee passport, then you can apply and use a letter signed by a passport agent stating that there is an active request for a No Fee passport. This letter needs to be accompanied by with the tourist passport. THIS EXCEPTION WILL EXPIRE ON 30 SEPTEMBER 2022.
- 3) This applies to current military dependent and DoD civilians in OCONUS who are required to apply for a No Fee passport within 90 days of being stationed OCONUS.
- 4) Joint Base Lewis McChord Pass and ID center is the **ONLY** location to obtain a No Fee passport application within the local area.
  - a. POC: Mrs. Sofia Redfield
    b. Work Hours: M-F between 0900 to 1500
    c. Address: 2140 Liggett Avenue, Waller Hall, Room 204A
    d. Phone number: (253) 966.2790
    e. Email: sofia.j.redfield.civ@army.mil / usarmy.jblm.imcom.list.dpfr-mpd-passports@mail.mil
- 5) Requirements depend on each traveler's situation, as each one is unique depending on ages, marital status, and document availability to the traveler. Please be conscious if the agent does not answer the phone, travel to JBLM immediately during normal working hours for assistance.

# Expired or Missing Military ID/CAC

The following locations are authorized site to renew/obtain a valid military ID. Transportation to these locations are at your own expense.

#### Joint Base Lewis McChord ID Cards/DEERS office (Primary Loc):

ID/CAC Processing 2140 Liggett Avenue Room 204A Joint Base Lewis McChord, WA 98433 253.967.7888



- The travelers will need a letter of explanation signed by their SNCO or OIC.
- Copy of the current travel Order stating when they are departing.
- Hour of operation are M-F 0800 to 1500 with appointments.
- Walk-in accepted btw 0800 to 1200 (Recommended time is 0745-0830).

#### US Coast Guard Base in Seattle ID Cards/DEERS office (Secondary Loc):

ID/CAC Processing 1519 Alaskan Way Seattle, WA 98134 206.217.6410



- Walk-ins are available **only** from 1100 to 1330 M-F.
- The travelers will need a letter of explanation signed by their SNCO or OIC.
- Copy of the current Travel Order stating when they are departing.

# Distribution Management Office (DMO)

# Passenger Services

Marines detaching from non-Marine locations (MOS school) must contact call **703.946.7660** or email **USMCPASSENGERTRAVEL@usmc.mil** for immediate assistance.

- Keep in mind normal business hours are from 0730-1630.
- A few locations offer after hour services.
- Contact appropriate DMO if you require assistance rebooking AMC travel.

LOCATION	PHONE	AFTER HOURS #	EMAIL
29Palms	760.830.6760/6453	760.910.4047	No Org Mail
Albany	229.639.5932/7962	229.639.5932/7962	No Org Mail
Beaufort	843.228.7117		TMOBEAUFORTPAX@USMC.MIL
Camp	910.451.1971	910.376.1297	DMO_PASSENGER@USMC.MIL
Lejeune			
Camp	760.725.8631/8637	760.212.3977	PTO@USMC.MIL
Pendleton			
Cherry Point	252.466.7405	910.376.1297	CHPT.DMO.OMB@USMC.MIL
Hawaii	808.257.3566	808.216.7133	No Org Mail
Henderson	703.614.7191		M_HNHL_HQBN_DMO@USMC.MIL
Hall			
Iwakuni			MCASIWAKUNI.DMO.PASSENGERTRAVEL@USMC.MIL
MARFORRES	504.697.8734		MFRAFTERHOURSDMO@USMC.MIL
Miramar	858.307.1298	858.864.3446	SMBMIRAMARMCASS4DMOPAX@USMC.MIL
Okinawa	011.81.98.970.5330.5325		MCBBUTLERPTOFOSTER@USMC.MIL
Quantico	703.784.2835	703.740.7754	QUANTICO_PASSENGER@USMC.MIL
San Diego	619.524.5362		MCRDSDDMOPTO@USMC.MIL
Yuma	928.269.2315	928.941.7427	YUMA_DMO@USMC.MIL

\*If unable to reach appropriate DMO please call 703.946.7660.

# DSN Dialing Information

### **DIALING INFORMATION**

All On Base Calls Must Dial 7 Digits

DEFENSE SWITCHED NETWORK (DSN)	FROM DSN CLASS TELEPHONES
CONUS	Dial 94 + 7-Digit DSN Number
Overseas Pacific Area	Dial 94 + 315 + 7-Digit Number
Overseas European Area	Dial 94 + 314 + 7-Digit Number
After Hours	Dial 94 + 225-7366
Overseas Southwest Asia	Dial 94 + 318 + 7-Digit Number
Directory Assistance	
On Base	Dial 725-4111
Local	
FTS	

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### SEATAC AIRPORT DIRECTORY – BAGGAGE CLAIM

