

Welcome to the Massachusetts Institute of Technology (MIT) Boston Naval Reserve Officers Training Corps (NROTC) Consortium!

Good Day! My name is Eugenia M. Lowery your administrative contact at the Boston NROTC Consortium. This is a message concerning your permanent change of station (PCS)! We are anticipating your arrival! We would like to wish you safe travels and assure you and your families have a seamless transition! As you are making plans for the transition to this station we would like to ensure your contact information is current to keep you up-to-date. **Please reply to this e-mail with the following:**

- **Full Name (First , Middle Initial, Last)**
- **Phone number (Military/Civilian)**
- **E-mail address (Military/Civilian)**
- **Anticipated arrival date**
- **Preference as to what date and time the member would like to come to MIT to “check-in”.**

The information received will be used as confirmation and receipt of this message.

Are you asking yourself what is “**check-in**” and how does it affect my transition to the MIT station? “**Check-in**” is a process we use to confirm with the Navy that the member has met their obligation and has arrived on the date that was set in their detaching orders. This also helps us to ensure the member has not become lost while transitioning from the members detaching command to MIT. The date the member “**checks-in**” will also start the process for how their travel claim transaction will proceed. “**Check-in**” takes about **ninety minutes per member** and **will require the following information** from the member to ensure it will go as smooth as possible:

- Original Stamped Orders from the members Detaching Command. If your orders have been modified please ensure your detailer has uploaded all modifications to the system as it will affect travel reimbursement.
- Updated Page 2 – **Please go to <https://nsipsprod.nmci.navy.mil/> and print a current version of your Pg 2. Update the form with current information including and not limited to adding dependents, birth of a child, updating parent’s information.**  
**Note: The DOD is asking all members include their siblings updated contact information (Name, address including city, state, zip, and phone number) for travel benefits in the event of death.**
- Updated SGLI- **This is the insurance document every member has on file which states how the member’s death benefit will be distributed, as well as, the beneficiaries of the benefit.**
- Travel Voucher and Travel Receipts (1351-2)- **This document lists any airplane or other mode of transport taken while in route to MIT. Please ensure to retain receipts from the transportation agency and or tolls to account for the funds used.**
- Dislocation Allowance Form (DLA)- **This document states how the member traveled, with whom they traveled with, cars used during travel, and the former and local address’. DLA can be claimed by members whom are single and have dependents. Rates for DLA are attached.**

- Electronic Funds Transfer information form (EFT)- *This document will instruct the member to note where money should be transferred to in regards to reimbursements for travel and pay. Although, there may be a form on file with personnel there is no guarantee the information is still accurate. We advise to refill in the form to ensure payment is received in a timely manner.*
- Basic Allowance for Housing (BAH/ Pg13)- *This document will confirm the living arrangements and the primary permanent residence while here at MIT. This will start the chain for disbursements if necessary.*
- Temporary Lodging Expense Form (TLE)- *This document will confirm a hotel or other stay a member and dependents had before the move and after the report date as long as the member is not in permanent housing upon arrival. The member must provide a receipt with full name, dates stayed, dollar amount, and form of payment used. Example: A member moves out of their apartment on Dec 31<sup>st</sup>. The member's orders state a departure date of no later than Jan 5<sup>th</sup>. The member's orders state an arrival date of no later than Jan 8<sup>th</sup>. The member arrives and the permanent housing selected is unavailable until Jan 11<sup>th</sup>. The member can apply for TLE for Dec 31<sup>st</sup> –Jan 5<sup>th</sup>, and Jan 8<sup>th</sup>-Jan 11<sup>th</sup>.*
- Update Your CaC- *As some members may have traveled to various duty stations please go to the following link to update your information in our DEERs System: [https://www.dmdc.osd.mil/self\\_service/](https://www.dmdc.osd.mil/self_service/) Although, you may update your Pg. 2 PSD is not updating DEERs. The information DEERs has affects your NFAAS notifications and needs to be current.*
- DITY- *No, this is not a dance step or a music artist. Doing a move yourself? Fill out the DITY form attached and read the section in your orders about moving for more information.*

I have attached a copy of the above stated forms to this e-mail. Please note the documents are pdf files and can be filled using a computer. **Please note: Members who choose to pen and ink their documents may be required to use a computer to fill-in the forms. However, members may use pen and ink to sign the forms if the member does not have a digital signature.**

Thank-you for your time and attention as you transition! Once your response is received a confirmation e-mail will be sent validating your response. I am looking forward to working with you in the future! Have a great day!

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