



NMRTC USNH Guantanamo Bay Checklist

- Request a sponsor and Welcome Aboard Package at: usn.gtmo.navhospgtmocu.list.gtmo-hr@mail.mil

(If you have a sponsor and need additional assistance, you may communicate with Command Sponsor Coordinator at: usn.gtmo.navhospgtmocu.list.gtmo-sponsor-coordinator@mail.mil)

- Learn more about your new command at the [USNH GB website](https://guantanamo.tricare.mil) (<https://guantanamo.tricare.mil>)
- Complete your Overseas Suitability Screening (OSS). Sponsor must complete within 30 days of receiving orders, dependents must be complete within 60 days of receiving orders.
- Apply for a No-Fee Passport. Dependents are required to have a No-Fee Official Passport before booking travel to Guantanamo Bay. Active duty members do not require a Passport. See "Incoming Personnel" tab on the [USNH GB Website](#) for more information.
- Schedule shipment of personal property. Consider getting rid of items that would cause you to exceed weight allowances of Household Goods; Non-Temporary Storage and Unaccompanied Baggage.
- Shipping a vehicle? If you do not own your vehicle outright you will need a lienholder letter authorizing shipment overseas. Most private commercial lenders and leasing companies will not allow for shipping a vehicle overseas. If you have questions about your options, talk to your sponsor early.
- There are limited auto insurance options at NSGB. See the Welcome Aboard Package or talk to your sponsor to learn more.
- Locate the nearest Vehicle Processing Center to ship your vehicle with international Auto Logistics <https://pcsmypov.com/>
- Notify your landlord, rental agent or Housing Office of Permanent Change of Station (PCS). Give written notice if there is a military clause in your lease.
- There is the only cell service provider on base. Talk to your sponsor or read Welcome Aboard Package for detailed information.
- Call Finance Office or Personnel Service Detachment (PSD) for travel pay options.
- Pets are only authorized for accompanied personnel living in base housing and limited to two pets per household. Flight space for pets is limited and restricted to 150 pounds total. If you are bringing your pet(s) be sure to process your orders as soon as possible and indicate you need pet flight reservation(s). As of Jan 1, 2021 pet flight tickets are: \$125 for pets under 70 lbs. and \$250 for pets more than 70 lbs.

Begin a calendar with set times and dates to organize your move.

Items to Remember:

- Check with Base House Office for Housing Availability
- School and Immunization Records for Children
- Apply for and Get No-Fee Passport for Family Members
- File Change of Address Request with USPS
- Make Arrangements for Temporary Lodging

Documents to Bring:

- Mortgage or Lease and Utility Bill for Stateside Address (If on unaccompanied orders with dependents stateside).
- Auto Documents: Proof of Insurance (for Guantanamo Bay); Lienholder Letter, Title; Registration; Vehicle Shipping Appointment Confirmation Number from VPC.
- Three Copies of Orders
- Complete and Signed OSS for Sponsor and All Relocating Dependents
- Medical, Dental; (including immunizations)Dental Record
- Birth Certificate(s)
- Training Documents (See Incoming Personnel Page on USNH GB Website for Details)
- Marriage Certificate / Divorce Decree
- Power Of Attorney / Personal Will
- Citizenship / Naturalization Documents
- Social Security Cards
- Financial Records: Taxes/Credit Cards/Bank
- Voter Registration
- Emergency Contact Information
- School Records / Transcripts