

Step 1 of 3 COMPLETE WITHIN 30 DAYS of receiving orders

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**EMAIL NSA STIRLING ADMIN:** Include orders, current work contact information (work email and work phone), personal contact information (email and phone), dependent count and rank to NSA Stirling at [NSAS\\_Welcome\\_Aboard@us.navy.mil](mailto:NSAS_Welcome_Aboard@us.navy.mil)

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**COMPLETE MEDICAL/OVERSEAS SCREENING:** This will be a separate naval message and must be completed within 30 days. Due to high demand, begin scheduling immediately! If you are unable to meet the Medical Requirements/Overseas Suitability Screening timelines, notify your command sponsor and your detailer. This must be completed for yourself and all dependents listed on your orders.

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**APPLY FOR NO-FEE PASSPORT FOR ALL DEPENDENTS:** No-Fee passport, with SOFA endorsement, must be in hand before NAVPTO will issue tickets.

**\*Highly recommend all personnel overseas have personal passport**

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**START PET IMPORTATION QUARANTINE PROCESS:** You need to start and file to import AT LEAST SIX MONTHS prior to arrival in Australia. Australia has strict medical, transport, and quarantine requirements. Costs are running \$8,000-\$10,000 minimum. Due to timelines and availability, you may have to arrange for your pet to travel separately.

- If you are considering bringing a dog or a cat, check the website <https://www.agriculture.gov.au/biosecurity-trade/cats-dogs> for exact timelines and requirements.

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**REGISTER FOR NON-DOD SCHOOLS PROGRAM (NDSP) FOR SCHOOL-AGE DEPENDENTS:** Please note the following are required for school registration:

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- There are no DoWEA schools in Australia; registration with NDSP is required for all school-aged dependents
  - Required documents: Orders, Special Education Documents (if applicable) and Birth Certificate (Pre-K only).
  - Note: School registration and enrollment are separate processes from NDSP registration; families must apply directly to schools via each institution's website.
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**INITIATE HOUSING HEAT TOOL:** Use the online housing early application tool (HEAT) to receive community housing information at <HTTPS://WWW.CNIC.NAVY.MIL/HEAT>

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**SCHEDULE HOUSEHOLD GOODS:** Transit times are approximately 2 months for unaccompanied baggage and 4-6 months for HHG.

**\*Australia has strict import requirements and your household goods will be checked for compliance! Failure to comply with biosecurity requirements may result in fines that are not reimbursable and cannot be paid by GTCC.\***

**\*Be sure to read and understand bio-security requirements on Page 10-II prior to pack out. Storage is recommended for items that will not pass bio-security regulations.\***

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**INITIATE HOUSING HEAT TOOL:** Use the online housing early application tool (HEAT) to receive community housing information at <HTTPS://WWW.CNIC.NAVY.MIL/HEAT>

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### Step 2 of 3 - Prior to PCS the following must be completed

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- SUBMIT:** Passenger Transportation Request to NAVPTO  
*No-Fee passport must be in hand before NAVPTO will issue tickets*
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- REQUEST:** Special Powers of Attorney if needed.  
U.S. powers of attorney are only good for U.S. accounts and legal activities  
**\*Western Australia Power of Attorney may be necessary.**
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- APPLY FOR NO-FEE PASSPORT FOR ALL DEPENDENTS:** No-Fee passport, with SOFA endorsement, must be in hand before NAVPTO will issue tickets.  
**\*Highly recommend all personnel overseas have personal passport**
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- RESERVE:** Temporary lodging reservations  
Temporary Lodging Allowance (TLA) list is located on the NSA Stirling website  
[https://cnrj.cnic.navy.mil/Portals/80/NSA\\_Stirling/Documents/PCS/Temp%20Living%20List%20Final.pdf?ver=J6QkJIzZdMuGFFNrsmIwhA%3d%3d](https://cnrj.cnic.navy.mil/Portals/80/NSA_Stirling/Documents/PCS/Temp%20Living%20List%20Final.pdf?ver=J6QkJIzZdMuGFFNrsmIwhA%3d%3d)
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- CHANGE GTCC STATUS TO PCS:** Request increase for Government travel card limit to manage costs. (Recommendation is \$15,000-\$20,000). Check card expiration and renew if expiring in the next year.
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- ARRANGE:** Shipping of Personally Owned Vehicle (POV) is highly discouraged due to expense, asbestos certification and biosecurity requirements as well as timeframe. Storage is recommended. Motorcycles that are shipped with HHG and will be subject to the same requirements as POVs and may delay the entire HHG arrival.
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- SUBMIT:** All Special Purpose Travel Authority paperwork no later than 15 days prior to arrival into Australia.  
  
\*Instructions on page 8\*
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- PACK:** HHG and UAB - Fill out Customs Form B534E for both Unaccompanied Baggage (UAB) and Household Goods (HHG) shipments. Recommend starting form before packout and verify as items are packed. The form can be found at <https://www.abf.gov.au/form-listing/forms/b534e.pdf>  
**MAINTAIN AN ELECTRONIC AND HARD COPY OF COMPLETED FORM**
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- HAND CARRY:** Please ensure all important personal documents are hand carried.  
Please note the following are required for school registration.
- Transcript, Immunization Records, Birth Certificate
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- RESEARCH (if applicable):** Schooling options in Western Australia.
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- REVIEW:** Foreign Clearance Guide <https://apacs.milcloud.mil/fcg2/home> and print recommended documents.
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### Step 3 of 3 - FIRST 72 HOURS IN STIRLING

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- CHECK-IN** to NSA Stirling, 85 Chalgrove Ave, Rockingham WA 6168. Monday-Friday 0900-1600 to receive HR letter and housing information.
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- RECOMMEND:** Setting up an Australian bank account.
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- RECOMMEND:** Getting a Western Australia Identification card or Driver's license - will be facilitated at Area Orientation Brief (AOB). These are not required.
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- RECOMMEND:** Enroll in TRICARE ISOS program
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