

PCS Moving Checklist



Army Community Service
 Relocation Readiness Program
 2601 Indiana Avenue, Fort Campbell, KY
 (270) 956-2676/798-6313/0513
 Email: ftcampbellacsrelocation@gmail.com

PCS – Checklist before PCS orders: Do the following

Denotes: Family member can do

To Do	Check When Done	Notes
DFAS does not provide DLA or PCS Advances. Soldiers must use their Government Travel Card (GTC) for moving expenses. Soldier requests the GTC through the unit.		
Levy Briefing – You will receive a notification from the Reassignment Office to process your reassignment actions. Anti-terrorism briefing/training required to be completed prior to departing overseas (except Hawaii and Alaska) and you must have your certificate upon arrival to the OCONUS command. Spouses are welcome to attend with the Soldier.		
If PCS overseas and you have dependents – Request for “command sponsor” for Family Members. This process begins at the Levy Briefing.		
If PCS overseas and you have Family Members – Complete mandatory EFMP screening and request passports for all Family Members.		
No-fee passports cannot be requested until the Soldier receives his/her PCS orders. PCS orders are required to accompany passport applications to the State Department.		
If PCS overseas – contact Passenger Travel for general information on airline travel and shipment of pets. Pet travel and cost is the responsibility of the Service member.		
If you have pets, have them checked by the Veterinary, and be sure that all vaccinations and inoculations are up to date. Get a copy of your pet's medical records. This is important for overseas travel. Contact Fort Campbell Veterinary Center at 270-798-4844 to make an appointment. Cost of shipping pets is the responsibility of the Service Member.		
Make an appointment for a counseling session with ACS Relocation to obtain an information packet to your new duty station. (www.militaryinstallation.dod.mil) If you have any issues or questions regarding your move, request assistance from an ACS Relocation Specialist.		
Decide whether you want to make a DITY move (PPM), or have the government handle everything for you. (DITY move can be requested if traveling to Alaska and within CONUS)		
If PCS overseas - Submit EFMP requirements to Family Travel.		
Discuss the moving process with your children to assist them to overcome their fear of relocating. (ACS Relocation has information on handling Relocation Stress)		
Notify your landlord you will be moving, but do not give him or her an exact date right now.		
If PCS overseas – get information on shipping POV at https://www.pcsmypov.com		
Contact the Department of Motor Vehicles at your new location for Information on a new driver's license and registration. If PCS overseas – make sure driver's license is current and valid		
If you have a car, truck or auto, be sure that all maintenance and repairs are taken care of now. Be sure you still have your proof of insurance for the car. If PCS overseas – make sure auto insurance is good in overseas location. Get an official letter from the lien holder to take to the shipping port allowing you to take the POV overseas		
Make an inventory of possessions and valuable items (take pictures or video tape). Get appraisals for antiques or collections		
Start organizing personal records like birth certificates, insurance papers, school records, marriage certificates and important documents.		
Make a list of whom to notify concerning your move and forwarding address.		
Take care of necessary medical, optical or dental appointments. Obtain your records or find		

out how to forward them later.		
Have a Power of Attorney or Letter of Authorization drawn up for unforeseen circumstances.		
Go through closets and drawers to sort through clothes and other items to give away or sell.		
If you live on post – Contact your community Housing area and request information on pre-clearing housing and final clearing.		
Start saving for non-reimbursable moving expenses.		
If you have a military ID card, check the expiration date and update if necessary.		
Notify your credit card companies of your new or temporary address if known at this time.		
Visit your local HSO for gaining installation information for on/off post housing. You can also get information for on/off post housing by visiting Army Housing Online User Services at www.army.housing.army.mil		
Contact Medical provider to get information on medical records and shot records		
Contact the Installation School Liaison Officer (SLO) and School to get information on school records/files for children		
Call temporary lodging at the gaining installation to get information on reservation – but don't reserve room until you have your PCS orders with your reporting date.		
Send out change-of-address card to the post office, your friends, relatives and magazines. You can download forms directly at https://moversguide.usps.com .		
Renew and pick up any necessary prescriptions. Obtain prescription slips in case you need refills on the road. Pack medicine in leakproof, spillproof containers.		
If you are an active service member find out your weight allowances, separate your professional books, papers and equipment (PBP&E). These items will be weighed and listed separately on your shipping inventory. Make sure the packers know these are your professional items-their weight will not be counted into your weight allowance.		

PCS: Checklist After PCS orders: Do the following

To Do	Check When Done	Notes
<p>Read PCS orders very carefully – If you are married Soldiers and or have dependents, Make sure PCS Orders state "Dependent Yes" if you have full or primary custody of children. Check Orders for "Concurrent Travel" if housing is readily available and "Deferred Travel" if housing is not readily available for overseas location.</p> <p>If you want to ship a POV – orders must state "Approval to ship a POV"</p>		
<p>Take copies of PCS order to Transportation Office. Do not wait for clearing papers and/or leave approval, PCS Orders only are required to schedule Transportation movement. Personal Property office will review orders to determine if you will self-counsel for your move or need to be scheduled for a Transportation briefing. You may request an advance for your PPM (AKA a DITY move) if you do not have a Government Travel Card. If you do have a Government Travel Card, please use your card to cover expenses for your PPM.</p>		
<p>Contact Passenger Travel if PCS overseas to make airline reservation and shipping pets. Pet travel and cost is the responsibility of the Service Member. Would recommend having confirmed HHG ship date from Transportation with you before visiting Passenger Travel.</p>		
<p>Ensure that you have requested your Transportation move prior to giving your final notice to Housing.</p>		
<p>If you reside on post, contact Housing to schedule a date for pre-inspection and final inspection.</p>		
<p>If you are enrolled in the Rental Partnership Program (RPP), please visit the HSO to stop any allotments.</p>		
<p>Reconfirm your packing, pick-up and delivery dates with your mover. Your movers contact information will be emailed to you once your shipment request has been awarded by the Ft. Belvoir booking office.</p>		
<p>If PCS overseas contact Shipping Ports to get information on shipping your POV. Make an appointment to ship POV. Make sure it's authorized on your PCS orders. Visit</p>		

www.pcsmypov.com for information on scheduling an appointment, preparing your vehicle for shipment, and required documentation.		
If you're NOT authorized to ship a POV but you have approval on your PCS orders to store a POV. Contact Transportation Office to obtain a memorandum of authorization.		
Request PCS leave (DA Form 31) from your commander		
Request Permissive TDY leave – if allowed by the unit. If not, permissive TDY may be requested at the gaining unit.		
14 Days prior to signing out of Fort Campbell, Soldiers will access the In/Out Processing webpage to request clearing papers : https://portal.campbell.army.mil/garrison/dhr/MPSD/inop/default.aspx . Access is Common Access Card (CAC) protected. Soldiers must have a working CAC and know the personal identification number for their CAC. Additionally, Soldiers must use a CAC enabled computer on the Fort Campbell domain. Most computers located at 5SFG, MEDDAC or TF-160 are <u>not</u> Fort Campbell domain (CAC enabled computer systems are available in building 2702, Hall A, in the event a Soldier has no access to a CAC enabled, Fort Campbell domain computer).		
5 Days after submitting the information online, clearing papers will be sent to your AKO/commercial email addresses along with the information packet and mandatory CIF appointment. The pre-printed clearance papers require you to clear only those agencies not cleared through the automated system.		
Pick up No-fee Passports for Family Members from Family Travel. Application Fee Leisure passports can be obtained at www.travel.state.gov or local post office to allow leisure travel while overseas.		
Hand carry important documents; airline/e- tickets, passport, visa, PCS orders, approved leave form, military ID cards, driver's license, government travel card, paperwork from Transportation for household goods and household storage in the local area, paperwork for POV shipment, health certificates for pets, medical, dental, school records, marriage certificate, divorce degree, birth certificates, insurance papers, citizenship certificate and permanent resident card		
Ensure you have received and understand Travel instructions from Passenger Travel office.		
Obtain a Government Travel Card (GTC) to use for your PCS since DFAS does not provide an advance for DLA or Travel. Request your GTC through your unit.		
Request a sponsor from your gaining unit www.actnow.army.mil Sections 1,2,4 & 5		
Final Clearance is usually one duty day prior to your departure/leave date. Office hours are 0730-1130 and 1200-1545 M, T, W & F with the exception of 0900 on Thursdays.		
Final out-processing will be conducted in person at the location indicated in the instructions for clearing. SGT and above must bring a copy of their current, completed evaluation (or a memorandum waiving this requirement signed by the Brigade CDR for officers or Brigade CSM for NCOs). Soldiers who are PCSing must provide proof of completion of the Army Sponsorship out-processing survey www.myarmyonesource.com/outprocessing AND the eSponsorship Training & Application (https://myhub.militaryonesource.mil)		
All Soldiers must attend the mandatory finance pre-clearance briefing in building 2702, Hall B, Class room C, at 1030 weekdays. Bring 2 copies of PCS orders, 2 copies of approved leave form and a pen. Spouses are welcome to attend with the Soldier.		
Make sure you have the following updated and/or with you when departing Fort Campbell:		
PERSTEMPO Verification Sheet for turn-in at your gaining unit.		
Port Call tickets if PCS overseas		
4036R/Current Proof of AIDS Test – if PCSing Overseas		
Antiterrorism Threat Briefing Memo- if PCSing overseas		
Promotion Packet – promotable E4 & E-5 – Unit S1 or Bldg 2578		
PT Card – if TDY en-route PCS to school		
Tape Test – as needed in addition to PT Card		
Family Care Plan – as needed		
Military Personnel File (MPF) & Medical Records – online access		
Government Travel Card (GTC) for PCS expenses (Request through Unit)		