

# PCS Moving Checklist

**Army Community Service**  
**Relocation Readiness Program**  
**6733 Air Assault St**  
**Fort Campbell KY**  
**(270) 956-2676/798-6313/0513**



## PCS – Checklist before PCS orders: Do the following

To Do	Check When Done	Notes
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. Scan a copy of certificate to Reassignment prior to going overseas.		
If PCS overseas and you have dependents – Request “command sponsor” for Family Members. This can be requested at the Levy briefing.		
If PCS overseas and you have Family Members – Complete mandatory EFMP screening and request passports for all Family Members.		
If PCS overseas – contact Passenger Travel for information on airline travel and shipment of pets		
If you have pets, have them checked by a local vet, 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.		
Make an appointment for a counseling session with ACS Relocation Assistance to get an information packet to your new duty station. 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, or have the government handle everything for you.		
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.		
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		
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 drivers license is current.		
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.		
Call gaining installation to get information for on/off post housing. You can get information for off post housing by visiting <a href="http://www.ahrn.com">www.ahrn.com</a>		
Contact Medical provider to get information on medical records and shot records		
Contact Schools 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 from <a href="http://MoversNet">MoversNet</a> .		
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 making use of military 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
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.		
Take copies of PCS order to Transportation Office. Make an appointment with Personal Property to attend Transportation Briefing and schedule appointment for household goods. Request advance for DITY at Transportation Briefing if you decide to do the DITY rather than the government move.		
Contact Passenger Travel if PCS overseas to make airline reservation and shipping pets		
Contact Housing to schedule date for final inspection		
Reconfirm your packing, pick-up and delivery dates with your mover. Transportation Office will provide you this information if government is doing the move.		
If PCS overseas contact Shipping Ports to get information on shipping your POV. Make sure it's authorized in your PCS orders.		
Request PCS leave form (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: <a href="https://portal.campbell.army.mil/garrison/dhr/MPSD/inop/default.aspx">https://portal.campbell.army.mil/garrison/dhr/MPSD/inop/default.aspx</a> . 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 (five CAC enabled computer systems are available in building 2577A, Room 126, 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 passports for Family Members from Family Travel		
Pick up airline tickets from Passenger Travel		
Check your account to make sure finance entitlement has been deposited.		
Request a sponsor from your gaining unit		
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 <a href="https://www.research.net/s/outprocess">https://www.research.net/s/outprocess</a> ) AND the eSponsorship Training & Application ( <a href="http://www.militaryonesource.mil">http://www.militaryonesource.mil</a>		
All Soldiers must attend the mandatory finance pre-clearance briefing in building 2577A, Room 103A/B at 1000 weekdays.		
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		