

PCS CHECKLIST

- Plan ahead as soon as you receive PCS orders, start scheduling required meetings and household chores. You may need to make arrangements for updating immunizations and obtaining passports for an overseas move.
- Discuss the move – keep the lines of communication open, so that any concerns of Family members can be dealt with as they arise.
- Learn about your new duty station. Visit the Army Community Service Relocation Assistance Office. They will assist you by loaning items from the Lending Closet and providing information about your new duty station.
- Request a sponsor at your duty station if one isn't provided for you. A sponsor can give you an inside look at your new community.
- Start keeping lists of friends' addresses and household goods you will want to ship. Keep a file on helpful ideas for packing, decorating and moving. Be sure to leave your new address with friends and relatives.
- Contact the Transportation Office to arrange the moving/storage of your household goods and car. (cars shipped for overseas move only)
- Notify the Housing Office to notify them of your upcoming PCS move. If you live off post, notify your landlord.
- Request a Government Travel Card through your Unit and visit the Finance Office to make any needed financial arrangements.
- Visit your unit commander's office to apply for leave, if taken with travel time.
- Visit your bank/credit union to close accounts, arrange for direct deposit, or set aside travel funds. Remember to make arrangements regarding autos that are currently financed by a lienholder.
- Visit your child/ren's schools to pick up their records and review educational concerns.
- Pick up medical records at the hospital/doctor.
- Arrange to cut off services at utilities and phone companies.
- Complete change of address forms at the Post Office.

**Army Community Service
making your relocation a
positive experience**



[www.facebook.com/
Fort Campbell ACS](http://www.facebook.com/FortCampbellACS)



Relocation Readiness Program



**ARMY COMMUNITY SERVICE
Relocation Readiness Program**
1501 William C Lee Rd.
Fort Campbell, KY 42223
Phone: 270.798.6313/956-2676
Email:
ftckyacsrelocation@army.mil

THE FOLLOWING SERVICES ARE AVAILABLE TO ASSIST WITH YOUR PCS MOVE:

OUTBOUND SERVICES:

AUTOMATED WELCOME PACKET ONLINE

An automated welcome packet information system designed to provide relocation information on all military installations. Specific information contained are: education, employment, medical & dental, housing, relocation services, support services. Visit, <https://installations.militaryonesource.mil/military-installation/fort-campbell>, to access the Fort Campbell Automated Welcome Packet.

INDIVIDUAL RELOCATION COUNSELING

Individual counseling is also provided to Soldiers and their Families who are departing Ft. Campbell. Counseling will address specific issues to help resolve problems with relocation. Pre-departure counseling will include; moving costs and entitlements, housing, childcare, schools, employment, and other services that may aid in the successful relocation of personnel and their families.

MANDATORY OVERSEAS (LEVY) ORIENTATION

Offered to Soldiers and Families PCSing overseas. Information provided in the orientation includes: PCS process and procedures, finance entitlements, household goods, port call, family travel, and legal assistance for claims. Soldier scheduled by reassignments, family members may attend with scheduled Soldier. Weekly Wednesday 12:00-12:30 p.m. at Soldier Support Center.

CONUS SMOOTH MOVE ORIENTATION

Offered via teleconference, bi-weekly, Tuesdays, 12:00-12:30 p.m. for PCS moves within the continental United States. Registration is required.

WAITING FAMILIES (HEARTS APART)

Support group is provided to Families who are staying state side while the service member is serving a restricted unaccompanied PCS tour or long extended TDY training.

INDIVIDUAL RELOCATION COUNSELING

Individual counseling is provided to Soldiers and their Families who are new to Ft. Campbell. First Term Soldiers and their Families are encouraged to set up appointments for individual counseling. Counseling will address specific issues and guidance and suggestions will be provided to help resolve problems associated with moving to Ft. Campbell. A needs assessment will be conducted first to determine the needs of the individual requesting counseling. The following will be addressed during the counseling: Ft. Campbell welcome packet, ACS programs to include; Lending Closet, PCS allowances and entitlements, child care and school/education options, understand in-processing requirements, information on obtaining a Sponsor.

LANGUAGE APP

Foreign language app is available through the library. Contact R.F. Sink Memorial Library at (270)798.5729.

SPONSORSHIP TRAINING FOR SOLIDERS

Classes designed to train Soldiers how to be an effective sponsor. Classes available upon request by the unit and twice a year for USC's. Sample sponsorship packets will be provided. To request a Sponsor visit TASP portal in <https://actnow.army.mil>. Email the Installation TASP Liaison at: ftckytotarmysponsorship@army.mil or Call (270)798.7272/ 798.5250 for Sponsor assignment.



INBOUND SERVICES:



AUTOMATED WELCOME PACKET ONLINE

An automated welcome packet information system designed to provide relocation information on all military installations. Specific information contained are: education, employment, medical & dental, housing, relocation services, support services. Visit, <https://installations.militaryonesource.mil/military-installation/fort-campbell>, to access the Fort Campbell Automated Welcome Packet.

WELCOME CENTER

ACS Welcome Center is located at 2577A Screaming Eagle Blvd. Hours of Operation Mon, Wed-Fri 0730-1600; Tues 0900-1600. Ft. Campbell maps and local area maps are available free of charge.

SOLDIER AND FAMILY NEWCOMERS ORIENTATION

Installation wide newcomer's orientation is held at Cole Park Commons, Thursdays, 8:00 a.m.-2 p.m., to provide information on programs and services provided to Soldiers and Families who are "new" to Ft. Campbell. Lunch provided. Childcare is not provided.

LENDING CLOSET

Loans a wide variety of household items to all incoming and outgoing personnel for up to 30 days. Basic items for loan include dishes, sleeping mats, tables, chairs, etc. A copy of PCS orders and military ID card are required. Microwaves, linens, furniture are not provided. Please call to schedule an appointment. Hours: Mon-Fri 7:30a.m.-3:30p.m.

ACS RELOCATION READINESS- "YOUR PASSPORT TO A SMOOTH PCS MOVE"