

PCS Moving Checklist



Army Community Service
 Relocation Readiness Program
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 Fort Campbell, KY 42223
 (270) 798-6313/0513/956-2676

Email: usarmy.campbell.id-readiness.mbx.acs-relocation@army.mil

Denotes: Soldier Must Do
Denotes: Family member can assist SM

PCS – Checklist Before PCS orders: Do the following

To Do	Date Completed	Notes
DFAS does not give PCS Travel Advance. Soldiers must use their Government Travel Card (GTC) for moving expenses. Soldier requests GTC through the Unit S4.		
Reassignment Briefing – If you are PCSing <u>overseas</u> , you will be notified of the date you are scheduled to attend a face to face briefing. Due to social distancing requirements, limited spacing will be available for dependents to attend. Notify your S1 if you cannot attend briefing to avoid being a "No Show". If you would like for your dependent to attend the briefing with you, contact the Reassignment office at (270) 798-2958/5950 to RSVP.		OCONUS: Face to face reassignment briefings have resumed. Soldiers failing to attend scheduled briefing will receive reassignment briefing virtually. Reassignment packet will be emailed to the Soldier's Brigade/tenant unit S1 and the Soldier's enterprise email account.
EFMP Screening - EFMP screening is mandatory for all dependents accompanying Soldier overseas. Command sponsorship/family travel will not be requested without completed screening by the appropriate medical provider.		Request for EFMP screening is processed through the Family Travel office. Only <u>authorized</u> dependents will receive EFMP screening for Command Sponsorship.
Command Sponsorship - If you are PCSing overseas and you want your dependents to accompany you on this tour, you must request command sponsorship/family travel. EFMP screening must be completed before request will be reviewed by the Family Travel Approval Authority. This process will begin when you complete the required family travel documents provided with your reassignment packet or during the Reassignment briefing.		Only <u>authorized</u> dependents can be Command Sponsored
No-fee passports <u>cannot be requested</u> 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 <i>general information</i> 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.installation.militaryonesource.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. Family Travel will process Command Sponsor paperwork before publishing PCS orders.		EFMP? Command Sponsor?
Discuss the moving process with your children to assist them to overcome their fear of relocating. (ACS Relocation Readiness 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 before departing the U.S.		
If you have a POV, 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. Obtain an official letter from the lien holder to take to the shipping port allowing you ship 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 https://www.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 a 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.		ArmyPCSMove App

PCS: Checklist After PCS orders: Do the following

To Do	Date Completed	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/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. If you want to ship a POV – orders must state "Approval to ship a POV"		Only "authorized" dependents are authorized PCS entitlements.
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.		
Contact Passenger Travel if PCS overseas to make airline reservation and shipping pets. Pet travel cost is the responsibility of the Service Member. Would recommend having confirmed HHG ship date from Transportation with you before visiting Passenger Travel.		
Ensure that you have scheduled your Transportation move prior to giving your final notice to Housing/Landlord.		
If you reside on post, contact Campbell Crossing LLC to schedule date for pre-inspection and final inspection. https://www.campbellcrossingllc.com/departing-residents		
If you are enrolled in the Rental Partnership Program (RPP) , please visit the HSO to stop any allotments.		
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. Visit: https://www.militaryonesource.mil/moving-		

housing/moving/pcs-and-military-moves/ Look for the Defense Personal Property System (DPS) to login to schedule your move, track your shipment or file a claim.		
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 https://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 orders to store a POV. Contact the 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.		
Ensure you have received and understand travel instructions from Passenger Travel office.		
Pick up No-Fee passports for Family Members from Family Travel/Passport Office.		No-Fee Passports are to be picked up from the Family Travel/Passport Office.
Request a sponsor from your gaining unit (actnow.army.mil).		
Soldiers PCSing must complete the online finance briefing at the following website: https://home.army.mil/campbell/index.php/finance (PCS Out Processing documents) Instructions How to Request DLA Advance (PDF) using SmartVoucher are on the link.		
<p>PCS Out-processing (Clearing):</p> <p>Visit https://home.army.mil/campbell/index.php/finance for detail information on out-processing finance (PCS entitlements, documents required to clear finance) before you final out with Transitions. Report to your unit S1 to pick up DA Form 137-1 (<i>Unit Clearance Record</i>) no earlier than 30 calendar days prior to PCS leave start date. Soldiers PCSing OCONUS to Europe must have NATO Orders from Reassignment. Soldiers Request your DA Form 137-2 (<i>Installation Clearing Papers</i>) by emailing usarmy.campbell.clearingpapers@mail.mil no earlier than 30 calendar days from the leave/travel start date. <u>Email body</u> should include Rank, Full Name (Last Name, First Name, MI) Unit & PCS order number, gaining installation, Leave/Travel start date, personal email address. CIF Turn-in Appointments are in-person at bldg. 5212 with a copy of orders and signed leave form (DA Form 31) with control number. <i>Installation Clearing Papers</i> (DA Form 137-2) are sent by Transitions via email to the Soldier and S1 six (6) duty days prior to leave start/travel date. <i>Final Clearance</i>. Once you have cleared Finance, please email usarmy.campbell.transition@mail.mil to request a <i>virtual final out or walk-in</i> to room 204 in the Soldier Support Center to "Final Out).</p>		<p>Request Unit Clearance Record (DA Form 137-1) from S1 (30 days prior)</p> <p>Email Transitions (30 days) to request Installation Clearing Papers (DA Form 137-2)</p> <p>PCS OCONUS to Europe must have NATO Orders</p> <p>Schedule CIF in person</p> <p>Clear Finance-see link</p> <p>Final Out with Transitions</p>
Final installation clearance, is completed the duty day prior to your leave/departure date. To conduct walk-in. Please request virtual final clearance by emailing your PCS orders, DA31, and completed unit (DA Form 137-1) and installation clearing papers (DA Form 137-2) to usarmy.campbell.transition@mail.mil NLT 1530 on your final out date. Your paperwork will be reviewed for completion, processed, and sent back to you by COB.		
Hand carry important documents; airline/e- tickets, passport, visa, PCS orders, finalized installation clearing papers, 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		
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 S4)		