

CONUS PCS PLANNING CHECKLIST

ACTION	IF YOU MADE AN APPOINTMENT OR THE ACTION HAS A DEADLINE, ENTER THAT DATE IN THIS COLUMN	REMEMBER	NOTES
ENTER REPORT DATE FROM YOUR OFFICIAL ORDERS		Bring a copy of orders and this checklist to every appointment.	
ENTER YOUR REQUESTED LEAVE DATES	First Day: Last Day:	Submit this request through your BN S1	
MAKE JPPSO APPOINTMENT		With your orders, call JPPSO to make appointment. Spouses must have Special Power of Attorney if Soldiers are not with them.	719-526-3755 Mountain Post Soldier Center, building 1525, Specker Ave., www.move.mil
VISIT THE ACS CENTER AND TALK WITH THE RELOCATION SPECIALIST		Get information about your gaining installation. Use computers, printers, or make copies to prepare for your PCS.	ACS Center Building 1526 719-526-1053 (Relocation) 526-4590 (ACS)
REQUEST CLEARING PAPERS 30 DAYS BEFORE FIRST DAY OF LEAVE. ENTER THAT DATE		30 days before you leave Fort Carson is the first date you can request Clearance Papers.	Mountain Post Soldier Center, building 1525, Specker Ave., E Cubicle
PICK UP CLEARING PAPERS 10 DAYS BEFORE FIRST DAY OF LEAVE. ENTER THAT DATE		10 days before you leave Fort Carson you MUST pick up your Clearance Papers. You cannot pick these up earlier.	
AFTER YOU HAVE YOUR CLEARING PAPERS, YOU CAN MAKE YOUR FINANCE APPOINTMENT.		You are required to come here no later than 24 hours before your anticipated sign-out date (you can come sooner).	Mountain Post Soldier Center, building 1525, Specker Ave., Cubicle D, 719-524-8473
AFTER YOU HAVE YOUR CLEARING PAPERS, YOU CAN CALL AND MAKE YOUR CIF APPOINTMENT.		Once you have your Clearing Papers call to make appointment. Don't wait until your last day to go to CIF. You may not clear the first time through and this may delay your leave plans.	Mountain Post Soldier Center, building 1525, Specker Ave., 719-526-3321
AFTER YOU HAVE YOUR CLEARING PAPERS, GO TO HOUSING SERVICES OFFICE		This is by walk-in and will take only a few minutes. Closed daily from 12:15-1 p.m.	Corner of Evans and Specker, building 1225, 719-526-2323
HOUSING/RENTAL: ENTER DATE YOU NOTIFIED LANDLORD OR BALFOUR BEATTY		You must give your landlord notice you are departing <i>at least 30 days before your next rent is due</i> . Once you have orders, give a copy to your landlord with a written note with your planned move date. Keep a copy for your records.	Having problems? Contact 719-526-2322

Need help? Ask your Chain of Command or call the Army Community Service (ACS) Relocation Specialist at 719-526-1053. For ACS information, visit www.carson.army.mil/acs or stop by the ACS Center, building 1526 at 6303 Wetzel Ave. As of May 28, 2020.

CONUS PCS PLANNING CHECKLIST

ACTION	IF YOU MADE AN APPOINTMENT OR THE ACTION HAS A DEADLINE, ENTER THAT DATE IN THIS COLUMN	REMEMBER	NOTES
YOU WILL RECEIVE AN EMAIL OR PHONE CALL FROM THE TRANSPORTATION SERVICE PROVIDER WHO WILL CONFIRM YOUR PACK AND LOAD DATES		You submitted your REQUESTED pack and load dates at your JPPSO appointment. They do their best to accommodate, but particularly during summer months when many Families are moving, you may not get the dates you requested.	Check on the status yourself at www.move.mil . Once you log in, you should see it on the main screen or click on the “Shipment Management” tab at the top.
IF LIVING ON POST IN A BALFOUR BEATTY HOUSE, MAKE HOUSING APPOINTMENT http://www.fortcarsonfamilyhomes.com		ONLY IF YOU LIVE ON POST IN BALFOUR BEATTY HOUSING: Make an appointment. Spouses must have special power of attorney if Soldiers are not with them.	719-526-1606 or visit the neighborhood housing office
GOT KIDS? https://carson.armymwr.com/programs/school-supportservices		Call your child’s school office and tell them you’re moving. Each school’s requirements are different.	Problems? Contact the School Liaison Officer at 719-526-1101
SPOUSE OR KIDS HAVE MEDICAL CONCERNS? https://www.evans.amedd.army.mil/Services/30/Exceptional-Family-Member-Program-EFMP		Evans Exceptional Family Member program can help you. You want to be sure any special medical services your Family may require are going to be available where you are PCSing.	Evans Army Hospital First Floor, Room 1400 719-526-7805
KIDS IN CYS? https://carson.armymwr.com/programs/cys-services		Visit Parent Central to transfer paperwork so registration at new duty station is easier	719-526-1101
PETS?		Pick up and carry vet records with you.	