

# Fort Carson Summer Surge (PCS)



## ❖ Permanent Change of Station

- IPPS-A Orders
- Family Travel/Passports/Port Call/ E-EFMP/CMD Sponsorship/FT
- JPPSO
- CIF
- Carlson Travel



# ❖ IPPS-A Orders



## Soldier:

1. Soldier is notified to complete their Member Elections in IPPS-A.

IPPS-A: <https://hr.ippsa.army.mil>

2. Soldier completes their online levy brief and submits their levy certificate to the Unit S1.

[https://home.army.mil/carson/index.php/Directorate/directorate\\_human\\_resources/reassignment-briefing](https://home.army.mil/carson/index.php/Directorate/directorate_human_resources/reassignment-briefing)

## Unit S1 HR Professional:

3. HR Pro at the Unit S1 attaches the levy certificate to the assignment in IPPS-A

4. Unit S1 will email the Reassignments distro to notify MPD that the Soldier has completed Member Elections and that the levy cert has been attached.

Reassignments (PCS): [usarmy.carson.imcom.mbx.carson-caps@army.mil](mailto:usarmy.carson.imcom.mbx.carson-caps@army.mil)

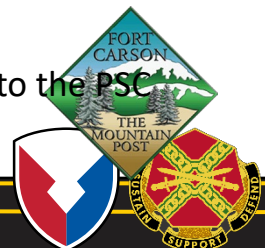
**To assist in prioritizing incoming assignments, please utilize the following format for the subject line:**

SPC Snuffy, Joe / Report Date / CONUS or OCONUS

## Reassignments (MPD):

5. Reassignments HR Pro will verify the Soldier record and assignment requirements.

6. Reassignments HR Pro will complete the Additional Instructions and submit the assignment to the PSC Pool for assignment approval and for orders to be generated.



# ❖ IPPS-A Passports/Port Call/Family Travel

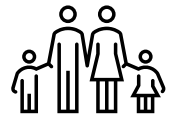
## Official Passport/VISA:



Issued to officials or employees of the U.S. government who are traveling abroad - Must have orders/make an appointment ASAP upon receipt of orders – wait times are 4-6 weeks. MPSC BLD 1525 RM 411.

For OCONUS – must book a port call (military flight) with MPD BLDG 1525 Room 411 - port out of Baltimore or west coast. After receiving port call or letter of non-availability you will then go to SATO.

E-EFMP – Command sponsorship - Family Travel – OCONUS start as soon as you are on assignment – do not need orders to start. Will not receive orders until this is completed. E-EFMP is initiate electronically see BBLDG 1525 cubicle E (Mon, Wed, Fri 0730-1130)



KEY: [Reassignment/LEVY Briefing: Fort Carson \(army.mil\)](https://www.army.mil/Reassignment/LEVY%20Briefing/Fort%20Carson) Complete you levy brief ASAP and use it as a reference.



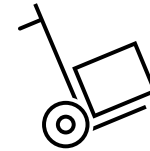


## ❖ HHG Briefings:

- ❖ Retirees, Separates, first-time PCSers, and AIT Soldiers **MUST** schedule and attend an in-person counseling brief at our office **NO EXCEPTIONS.**
- ❖ PCSing soldiers can self-counsel if they so choose.

## ❖ Personally Procured Moves (PPMs)

- ❖ Because we are expecting an increase of PPM, we will only be receiving PPM turn-ins:  
Monday – Thursday: 0730 – 1100  
Friday: 0900 – 1100



**A successful move is not a matter of chance. It is the result of planning and hard work. At the center of these efforts is you, the customer. If you expect a good move, you must play an active role.**



# CIF

- You do not have to wait until have orders in hand to schedule an appointment. Your commander can sign an early turn in memo. With that CIF can schedule your turn in appointment.
- If you are planning on just turning in at least your basic five items to Fort Carson, no appointment is needed. You can do a walk in and get the items turned in. if you have no orders an early turn in memo will be required.
  - Layer 7 ECWCS
  - Plates
  - Zone 7 Mittens
- Training J-List items get turn into your unit supply room utilizing a DA 2062. Bring a copy of the DA 2062 to CIF when you clear CIF.
- CIF encourages SMs to utilize early turn in memo's so if the SM has to do a FLIPL or statement of charges, the SM has time to complete those transactions prior to them leaving Fort Carson.
- Even if you do not have your clearing papers you can still conduct your turn in. Once you get your clearing papers return to CIF and they will stamp off on your clearing papers.
- All walk ins are on a first come first serve bases. CIF take in their last customer at 1530 daily.
- Questions call 719-526-3321 or 719-524-0917



# Carlson Travel



- All OCONUS PCS please visit Port Call first for pre-screening of requirements and documents BEFORE coming to Sato.
- Do not CALL Sato to book your PCS flights, visit our office or email us at [ftcaroff@cwtsato.com](mailto:ftcaroff@cwtsato.com) BLDG 1525 Cubicle A.
- Visit Sato when you are within six weeks of your anticipated travel date.
- Have your dates for HHG etc. locked in before booking flights with us.

