

Fort Carson



Summer Surge (PCS)

Permanent Change of Station

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

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

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 6-8 weeks some countries require a visa. 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 Seattle. 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 BLDG 1525 cubicle E (Mon, Wed, Fri 0730-1130)

❖ KEY:

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



JPPSO

❖ Office Hours:

- ❖ Monday - Tuesday, Thursday - Friday 0730 – 1530
Wednesday: 0900 – 1530

❖ HHG Briefings:

- ❖ All Soldiers **MUST** schedule and attend an in-person counseling brief at our office **NO EXCEPTIONS.**

❖ Personally Procured Moves (PPMs)

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

- ❖ It is not necessary to await receipt of official orders to initiate the CIF turn-in process. A commander-endorsed early turn-in memorandum is sufficient to authorize the scheduling of an appointment.
- ❖ Walk-in services are available on a first-come, first-served basis. The last customer (Soldier/DOD CIV) is accepted no later than 1500 each duty day. Appointments are not required for individuals turning in 15 or fewer OCIE items.
- ❖ Training-related J-List items must be returned to the unit's supply room using DA Form 3161. A copy of the completed form must be presented to CIF during the clearance process.
- ❖ CIF highly recommends that service members utilize early turn-in memoranda to allow adequate time for the resolution of any financial liability investigations (FLIPL) or statements of charges prior to departure from Fort Carson.
- ❖ Equipment turn-in may be conducted even in the absence of clearing papers. Once clearing papers are obtained, service members should return to CIF for the appropriate verification and clearance stamp.
- ❖ For further assistance or inquiries, please contact CIF at 719-526-3321 or 719-524-0917.

CWT SATO 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 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.
- ❖ Sato cannot book you until you have **ALL** required documents *in hand*. Full set of orders incl. amendments, passports/visas (if applicable), Port Call booking (if applicable). **Bring your GTC, if you have one!**

CWT
SatoTravel

