



ARMY COMMUNITY SERVICE – PCS ON THE GO



ARMY COMMUNITY SERVICE – PCS on the GO

THE SPONSORSHIP PROGRAM

The sponsorship program pairs you with a sponsor who already knows the duty station. They can answer your questions and help you get settled in.

To request a sponsor

- Complete DA Form 5434 (Sponsorship Program Counseling/Info Sheet) in the [Army Career Tracker \(ACT\)](#) at <https://actnow.army.mil/>

****Mandatory for SSG and below; CPT and below; CW2 and below on PCS Assignment instructions****

****Optional for SFC and above; MAJ and above, CW3 and above will be provided Sponsorship upon request; however, it is not mandatory**

If you are a service member interested in becoming a sponsor, the [eSponsorship Application and Training](#), or eSAT, course provides the information and resources you need to become a sponsor and help other service members have a successful move. Visit <https://milifelearning.militaryonesource.mil/>





ARMY COMMUNITY SERVICE – PCS on the GO

TRANSITION SUPPORT - HELP FOR KIDS

CYS School liaison - serves as a bridge and facilitator between schools and military families.

Before the Move

- Contact your local CYS School Liaison Office to: Receive Contact information for your new School Liaison Officer.
- Have your student assigned a Youth Sponsor.
- Be connected to the gaining installation School Liaison Officer, so you are aware of program deadlines, requirements and enrollment procedures.
- Contact your student's current school to: Pick up unofficial transcripts and or current special education information, if applicable.

CYS School Liaison Office (SLO)

Shoemaker Center, Bldg. 36000, Darnall Loop

1st Floor, Left Corridor - Room 101

Phone: (254)288-7946





ARMY COMMUNITY SERVICE – PCS on the GO

DEPENDENT TRAVEL

Obtain Command Sponsorship

- If you intend to take your family with you overseas, you'll need to obtain command sponsorship. This designation, which will appear on your orders, ensures your family will receive travel compensation, housing support and legal protection in your host country.

Fort Hood Reassignment Processing

Copeland Soldier Service Center
18010 Battalion Avenue
Room A210A, 2d Floor
Phone: 254-287-2910

- Apply for no-fee or official passports for yourself and family members.

Overseas - Passport Processing

Copeland Soldier Service Center
18010 Battalion Avenue
Room B118, 1st Floor
Phone: (254)288-3879/ 553-0947 / 553-0041





ARMY COMMUNITY SERVICE – PCS on the GO

HOUSEHOLD GOODS

Set up your move: Visit [Move.mil](https://move.mil) or contact your transportation office to set up the logistics of your upcoming move as soon as you receive your PCS orders.

- Use Defense Personal Property System (DPS) to schedule your move with a transportation company.
- [Sign In to DPS](#) to schedule your move online (Find out [if you're eligible to use DPS](#) to schedule your upcoming move).
- If you're doing a joint move (a.k.a., a dual military move with your active duty spouse), please visit your [local personal property office](#) to get help scheduling your move.
- Visit www.pcsmypov.com if you plan to ship a privately owned vehicle (POV): e.g., car, truck, motorcycle, etc., if you are traveling overseas (OCONUS)

Personal Property Processing Office

Copeland Soldier Service Center

18010 Battalion Avenue

Room A104, 1st Floor

(254)287-7812 / 288-7898 / 287-9878





ARMY COMMUNITY SERVICE – PCS on the GO

FAMILIES WITH SPECIAL NEEDS

Family members with special needs: If you have a family member with special needs, System Navigators can help you make sure their needs are met during your move.

- Assist Soldiers with Compassionate Reassignments and other military related services.
- Coordinate housing for military personnel with specialty needs.

ACS Exceptional Family Member Program (EFMP)

Shoemaker Center, Bldg. 36000 Darnall Loop, 2nd Floor
(254)287-6070

Overseas screening: Family members must be screened and enrolled when they accompany authorized Soldiers on OCONUS assignments.

- Screenings include medical records review for all Family members and developmental screening for all children aged 72 months and younger.

Carl R. Darnel Medical Center EFMP Clinic

First Floor, Clinic Building One, The Wetlands
36065 Santa Fe Avenue
(254)288-8099





ARMY COMMUNITY SERVICE – PCS on the GO

SPOUSE EMPLOYMENT

The Employment Readiness Program assists job seekers and career changers with overcoming significant challenges associated with finding employment, especially during relocation.

- Job Search Assistance/Military Spouse Priority Placement
- Career Counseling and Coaching
- Resume/Job Application Development

Dependents of Soldiers assigned permanent change of station (PCS) orders may contact the Civilian Personnel Advisory for eligibility for the Spouse Employment Preference Program, at (254)288-2070.

ACS Employment Readiness Program

Shoemaker Center, Bldg. 36000, Darnall Loop, 2nd Floor
(254)287-6067





ARMY COMMUNITY SERVICE – PCS on the GO

FINANCIAL ASSISTANCE

Army Emergency Relief (AER) can help Active Duty Soldiers, Active Guard and Reserve Soldiers*, and their Families, with zero-interest loans, grants, or a combination of both.

- AER can help with expenses before, during, and after a PCS, such as auto repair, rent deposit, temporary lodging, appliance repair child care assistance, spouse relicensing, and more.
- Visit <https://www.armyemergencyrelief.org/> for more information.
- Contact Red Cross after hours 827-272-7337 and your gaining unit for AER approval.

Financial Counseling Workshops resource for information on money matters.

- Spending Plan for your new duty station
- Credit Score Analysis
- Blended Retirement & Thrift Savings plan
- Home buying

ACS Financial Readiness Program

Shoemaker Center, Bldg. 36000, Darnall Loop, 2nd Floor
(254)287-2489 / 553-4698 / 288-6868





ARMY COMMUNITY SERVICE – PCS on the GO

MOVING WITH PETS

Overseas

- Contact the consulate or embassy in the country to which you were assigned to learn about rules for bringing in pets.
- Many overseas destinations require that pets have microchips with a number that matches the number on the health certificate.
- Check the airline travel requirements for pet crates before buying a crate. Ask your airline if you need to reserve a space on the flight for your pet.
- For uniformed members on a PCS move, mandatory pet quarantine fees are reimbursable up to \$550 per move. This is for dogs and cats only. There is no reimbursement for transportation fees, like airplane tickets, pet-friendly hotels, or kennels.





ARMY COMMUNITY SERVICE – PCS on the GO

MOVING WITH PETS

Stateside

- Visit the U.S. Department of Agriculture's Animal and Plant Health Inspection Service's website <https://www.aphis.usda.gov/aphis/pet-travel> to see if there are rules for bringing animals into the state to which you have been assigned.
- There may be a limit to the number of pets that you can have on a military installation. Look up the regulations for your installation before you start to pack.
- Seek out pet-friendly hotels along your travel route before moving day.
- Don't forget to take your pet's health certificate and proof that it has current vaccinations.

Fort Hood Veterinary Clinic

Bldg. 4909, Engineer Drive

Phone: (254)287-6719





ARMY COMMUNITY SERVICE – PCS on the GO

HOUSING SERVICES

Relocation information for New Duty Location

Army Family Housing Online User Services is the Army's official website for Soldiers and Families to look for information regarding Army Family Housing (AFH), Unaccompanied Housing (UH), or Off-Post Housing. It includes detailed reference information and quick links for Army installations all over the world. Inside you will find floorplans and housing policies that pertain to your next duty station.

<https://www.housing.army.mil>

HOMES.mil is a service designed to connect Service members and their Families with community housing rental listings located near U.S. military bases. <https://www.homes.mil>

- Search for homes at all local installations using the criteria you choose
- View Rental Partnership Program listings and other Military community housing benefits
- Search and view listings without an account, or create an account to save your location, searches and favorite listings
- [Create an account](#) and list your own rental property

Fort Hood Family Housing

Copeland Soldiers Service Center, Bldg. 18010

Phone: (254)287-4212





ARMY COMMUNITY SERVICE – PCS on the GO

TEMPORARY HOUSING

Stateside - IHG Army Hotel

- IHG Army Hotel Reservation <http://www.ihgarmyhotels.com>
- All facilities are non-smoking.
- Pet rooms are available for an extra charge; pet vaccination records must be presented at check-in.
- 1-877-711-Team (8326)

Overseas

- Please coordinate and verify your reservation with your sponsor.
- Your sponsor should have made a reservation previously based on your date of arrival.





ARMY COMMUNITY SERVICE – PCS on the GO

WORLDWIDE MILITARY INSTALLATION INFORMATION

Military INSTALLATIONS - <https://installations.militaryonesource.mil/>

- Department of Defense guide for military installations worldwide community information about schools, amenities and home values.
- Check-in procedures, housing, child and youth programs, transportation. Search a directory of installations and services, complete with websites, maps, program offices, phone numbers and email addresses.

Plan My Move - <https://planmymove.militaryonesource.mil/>

- Plan My Move is a tool that provides service members and their families with access to customized checklists, information about entitlements and benefits, points of contact, planning tools and information on education and employment.

Relocation Stress

- Non-medical counseling services to discuss adjustment difficulties or ways to manage relocation stress. For assistance call, Military OneSource 1(800)342-9647
- Local Military and Family Life Counseling Program, call (254)553-4705





ARMY COMMUNITY SERVICE – PCS on the GO

DRIVING OVERSEAS

International Driver's License:

International Driver's License (American Automobile Association International Driver's Permit):

* Complete steps at: <https://www.aaa.com/vacation/idpf.html>. (\$20 Per Year)

United States Army Europe and Africa (USAREUR) Drivers' Licenses:

Belgium, Netherlands and Luxembourg - U.S. personnel must have a valid stateside driver's license. The driving age is 18 and above in most European countries. People under age 18, even if they have a U.S. driver's license, are not allowed to drive in Belgium, Germany or the Netherlands. To obtain the SHAPE driver's license applicants must pass two written tests on driving rules and signs in Belgium. To obtain the Netherlands driver's license U.S. personnel is required to attend a four-hour mandatory.

Driving in Italy - Drivers Testing and Training Station accepts documents via email.

Required Documentation:

- [AE Form 190-1T](#)
- A scanned copy (Front & Back) of your valid (unexpired) State or Country Driver License
- A scanned copy (Front & Back) of your Military ID (Military ID, Dependent ID card, or CAC)
- A scanned copy of your orders
- If you have used Joint Knowledge Online (JKO) Training and Testing method, include an electronic copy of your completion certificate.





ARMY COMMUNITY SERVICE – PCS on the GO

DRIVING OVERSEAS

Germany - To drive in Germany, U.S. personnel must have a valid stateside driver's license and obtain a USAREUR driver's license. The driving age is 18 and above in most European countries. Soldiers, civilians and Family members incoming to the **Wiesbaden local area** who have never previously obtained a USAREUR POV license will be required to take the in-person class.

- Navigate to [JOINT KNOWLEDGE ONLINE](http://jko.jten.mil) <http://jko.jten.mil> (Course IDs: USA-007 and USA-007B).
- Common Access Card (CAC) users can log into JKO.
- CAC users can sponsor dependents without CACs.

South Korea - USFK's online driver's training and test on JKO are now mandatory. This change allows sponsors to assist authorized troops and families and set them up for success before they arrive. Service members will need to establish JKO accounts for dependents who will be taking the training and test.

- The USFK Driver Licensing Training course is available on JKO, course number USFK-US002





ARMY COMMUNITY SERVICE – PCS on the GO

HELPFUL WEBSITES

- **Military OneSource:** Resources for military members, spouses and families
<https://www.militaryonesource.mil/>
- **Save and Invest:** Financial resources and calculators www.saveandinvest.org
- **United States Postal Service (USPS):** Mailing box before you PCS www.usps.com
- **US VISA/Citizenship:** Military specific US VISA/Citizenship information www.uscis.gov/military
- **Military Kids Connect:** Help your kids adjust to the move and explore their new home and community, resources and services for any age. Connect your child(s) with a youth sponsor.
<https://militarykidsconnect.health.mil/Military-Life/Moving>

