

Permanent Change of Station (PCS)

1. Pick up a copy of Clothing Record (**DA Form 3645**) at least 45-60 days out.
2. Conduct an inventory of OCIE against the Clothing Record (**DA Form 3645**), (Noted discrepancies should be reported to the Unit Supply)
3. Unit Supply will prepare a Statement of Charges (DD 362) or FLIPL (DD 200) ***if applicable**
4. Ensure OCIE is clean & free of debris, pockets inside out, name tags and PII are removed
5. PCS will conduct a Turn-In AW DA 3645 (Organizational Clothing and Individual Equipment Record), **all OCIE with "N" under the PCS Transfer Column is mandatory to turn-in.**
8. Soldier must be in Military Uniform (**No PTs**)
9. **ID Card, Orders, or Memorandum for Record (MFR) is required for turn-in.**

Note: PCS Carry Forward Memorandum is not "AUTHORIZED" for Body Armor Vest and Plates, Helmets and Sleep Systems! Soldiers PCSing will conduct Turn-in IAW DA 3645 Organizational Clothing and Individual Equipment Record), all OCIE with "N" under the PCS transfer column is mandatory to turn-in.

FLIGHT / AVIATOR HELMETS:

Helmet must be clean and inspected by school trained ALSE personnel who are on a valid signature card on file at the special gear area. Helmet must have a valid Yellow or Red Tag (DD Form 1577). All Helmets with red Tags (unserviceable) must also be accompanied by a damage statement. Helmets that have a tag over 30 days old will not be accepted. NO HELMETS WITH GREEN TAGS WILL BE ACCEPTED!