**PCS Instruction Checklist**

Please go to this link to conduct your Online Levy/Central Clearance Brief if you are receiving this checklist with your official notification of assignment [https://home.army.mil/lewis-mchord/index.php/my-Joint-Base-Lewis-McChord/all-services/reassessments](https://home.army.mil/lewis-mchord/index.php/my-Joint-Base-Lewis-McChord/all-services/reassessments)

**Read your PCS (Permanent Change of Station) Order and/or Amendment. Verify SNL (Name, SSN, Rank, and Unit)**

☐ **Sponsorship Requirements.** Soldiers, Noncommissioned Officers, and Officers in the grades of E-1 to E-6/O1 to O3/WO1 to WO2 will require Sponsorship at the unit level prior to conducting their final out at the losing installation. ETP must be signed by first general officer in their chain of command. Noncommissioned Officers and Officers in the grades of E-7 to E-9/WO-3 to WO-5/04 to 06 may request Sponsorship. Questions can be sent to: [usarmy.jblm.imcom.olist.dhr-mdp-es@mail.mil](mailto:usarmy.jblm.imcom.olist.dhr-mdp-es@mail.mil). Sponsorship (253) 967-3663 or DSN 357-3663.

☐ **Initiate and/or complete all MANDATORY requirements listed in your order (pay attention to time lines and required immunizations).** If PCSing Overseas a DA Form 4036-R (Medical and Dental Preparation for Overseas Movement) an HIV test must be completed within 6 months of reporting date to the overseas Command must include date and signature. **NOTE:** Required for Installation Clearing Papers.

☐ **Family Travel, Soldiers desiring to bring their dependent(s) on a Command Sponsored Overseas tour must apply for Family Travel within 180 days prior to report month. Orders are not required to begin this process.** Soldier’s MUST turn in command sponsorship request along with the levy packet thru their S-1. Upon notification that family travel has been approved please visit [https://home.army.mil/lewis-mchord/index.php/my-Joint-Base-Lewis-McChord/all-services/government-no-fee-passports](https://home.army.mil/lewis-mchord/index.php/my-Joint-Base-Lewis-McChord/all-services/government-no-fee-passports) to receive instructions on how to initiate the process for Government No-Fee Passports. Orders are required to initiate this process.

☐ **Within** 30 days prior to your departure date arrange your airfare. It is your responsibility to coordinate with Official Travel for information concerning the reporting date and/or complete all of the detailed equipment. [https://www.lewis.mccord.army.mil/dhr/ag/outprocessing.htm](https://www.lewis.mccord.army.mil/dhr/ag/outprocessing.htm) Please see your S-1 for further guidance for further guidance on Initial Clearing Papers will be issued 15 calendar days from the reporting date or the start of the leave date

☐ **30 days prior to the start of leave,** report to Finance for your briefing. Located in Waller Hall, Bldg. 2140 Room 202A. Please check with Finance for briefing times and location.

☐ **If you reside in base housing** (and have not), it’s recommend you contact the Official Housing Office to schedule a Pre-Inspection appointment, first visit [http://www.move.mil](http://www.move.mil), Bldg. 5128, (253) 912-2150.

☐ **If shipping household items or doing a self-move, upon receipt of PCS order please proceed to the Personal Property Processing Office (PPPO-NW), Lewis-Main, Bldg. 2150, next to Waller Hall or PPPO McChord, Bldg 100 Second Floor.** For more information please contact JBLM @ (253) 477-5446, Option 1, and McChord @ (253) 982-9989.

☐ **If you are on an OCONUS Assignment IAW AR 600-8-11 “you” must attend the AFCS (Armed Forces Community Service) Overseas briefing within 30 days of receipt of your AI (Assignment Instruction).** Note *this briefing does not take the place of conducting the Online Levy/PCS Out-processing brief.* Please contact Relocation Readiness @ 253-967-3633 for dates and times. Overseas Briefings are located in Waller Hall AFCS classroom with the exception of DONSA’s and Federal Holidays.

☐ **Request for Deletion/Deferment/Early Arrival.** IAW MILPER Message 13-177, must be submitted through the JBLM RPC within 30 days from notification date of assignment. Medical request must include a valid profile and Doctor’s statement of medical condition and prognosis. **NOTE:** Operational deletions/deferments must now have an endorsement from G1 in order to process. This is an immediate change to AR 600-8-11.

☐ **Early Report Authorized is not a determining factor in establishing orders publication dates.** All soldiers and their command should be aware that “early report authorized” is a permissive action and not a directive. **Soldiers must have the accrued leave time to cover period of early reporting.** Please be sure to make all travel plans IAW approved documentation on hand. This is especially important when travel is planned during the “summer surge” (Mar-Aug) and the end of the fiscal year (Aug-Dec) when funding is often suspended. The report date does not change on the order because early report is authorized. HRC does not determine the priority for orders publication on the installation. That policy is determined by the current mission and the personnel staff available to complete mission.

☐ **DA Form 31 Request and Authority for Leave:** Block 10b. TO (This date must match the Report date on the front of your PCS Orders). Any Leave form submitted which fails to meet this requirement will be returned to your servicing S-1 for correction.

**SOLDIERS DESIRING TO REPORT TO THEIR GAINING COMMAND EARLIER THAN 30 DAYS PRIOR TO THEIR REPORT DATE INDICATED ON THEIR ORDERS MUST SUBMIT A REQUEST FOR EARLY ARRIVAL PRIOR TO BEING ARRIVED AT THE GAINING INSTALLATION/ASSIGNMENT. REQUEST ARE SUBMITTED TO REASSIGNMENTS PROCESSING CENTER USING A DA 4187 SIGNED BY YOUR BRIGADE COMMANDER.

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