



# PCS CHECKLIST



## You just received your PCS Order – NOW WHAT?

- Read your PCS Order – inform the Reassignments office if ANY information is incorrect or changes. Your Reassignment clerk's name, email address and phone number is listed at the very end of your PCS Order.
- **IMMEDIATELY** go to Transportation (Bldg 210, Rm 004) to discuss Household Good (HHG) entitlements, airline tickets, and passports if required.
- **MAKE A PLAN:** Create a reverse timeline – consider your report date/how much leave you want to take. Discuss with unit and submit leave form to your unit. **Go back to Transportation and finalize your HHG entitlement/tickets.**

Generally conducted w/i 30 days of receipt of orders

- Live in Housing? Inform Housing of your upcoming departure and research gaining location Housing program.
- Have Children? Inform CYS/Schools of your upcoming departure and research gaining location CYS/Schools.
- Attend the mandatory ACS PCS Brief – this briefing is filled with great information for Single and Married Soldiers. POC: Brian Bartlett, ACS, 239-5739

Generally conducted w/i 60-90 days of receipt of orders

- 10 business days before the start of your PCS leave, visit the Out-processing Section, Bldg 210, Rm 111 with your PCS Order and unit memo for issuance of your Installation Clearance papers and schedule final out appointment. You can drop off these documents up to 60 days prior of the start of your leave. **Your CIF appointment information will be printed on your Installation Clearing papers.**
- See your BN S1 for unit clearing papers. Unit clearing papers and Installation Clearing papers must be completed before your scheduled Final Out date.
- On the date of your FINAL OUT: ensure you've cleared everything required, report to the Out-processing section, Bldg 210, Rm 111 with your signed unit clearing papers and your completed Installation Clearing papers.
- Last STOP: BN S1 / Staff Duty – sign out on PCS Leave.

Generally conducted w/i 10 days of final clearing