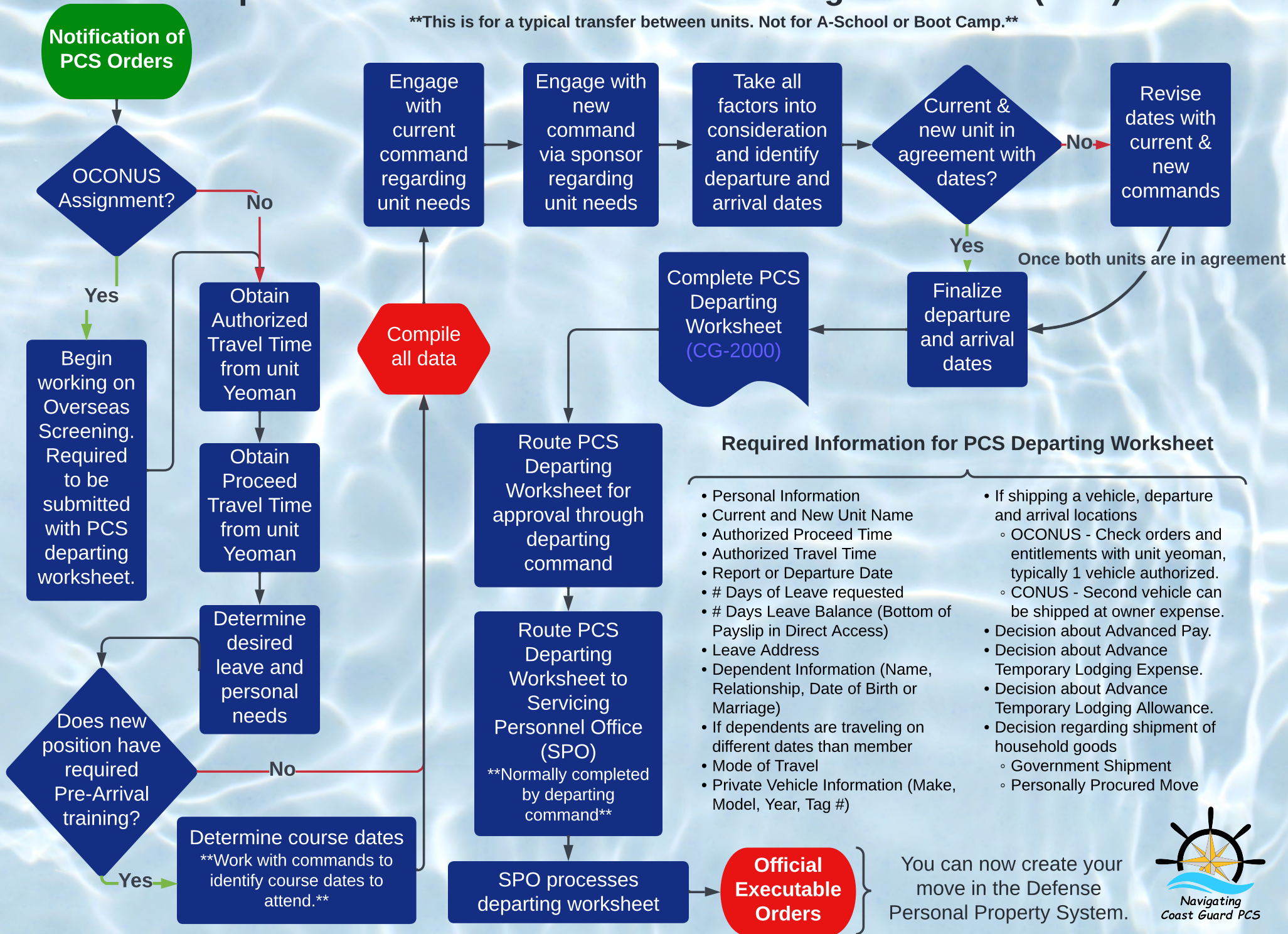


Steps to Obtain Official Permanent Change of Station (PCS) Orders

****This is for a typical transfer between units. Not for A-School or Boot Camp.****



Required Information for PCS Departing Worksheet

- Personal Information
- Current and New Unit Name
- Authorized Proceed Time
- Authorized Travel Time
- Report or Departure Date
- # Days of Leave requested
- # Days Leave Balance (Bottom of Payslip in Direct Access)
- Leave Address
- Dependent Information (Name, Relationship, Date of Birth or Marriage)
- If dependents are traveling on different dates than member
- Mode of Travel
- Private Vehicle Information (Make, Model, Year, Tag #)
- If shipping a vehicle, departure and arrival locations
 - OCONUS - Check orders and entitlements with unit yeoman, typically 1 vehicle authorized.
 - CONUS - Second vehicle can be shipped at owner expense.
- Decision about Advanced Pay.
- Decision about Advance Temporary Lodging Expense.
- Decision about Advance Temporary Lodging Allowance.
- Decision regarding shipment of household goods
 - Government Shipment
 - Personally Procured Move

You can now create your move in the Defense Personal Property System.

