## **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.\*\* Notification of **PCS Orders** Engage **Engage with** Take all Revise factors into Current & with new dates with consideration new unit in current command -Nocurrent & and identify agreement with via sponsor command new **OCONUS** departure and regarding regarding dates? commands Assignment? No unit needs unit needs arrival dates Yes Once both units are in agreement Complete PCS Finalize Yes Obtain Departing departure **Authorized** Worksheet Compile and arrival **Travel Time** Begin all data dates from unit working on Yeoman **Overseas** Screening. Route PCS **Required Information for PCS Departing Worksheet** Required Obtain Departing Proceed to be Worksheet for Personal Information • If shipping a vehicle, departure **Travel Time** submitted approval through · Current and New Unit Name and arrival locations with PCS from unit Authorized Proceed Time OCONUS - Check orders and departing departing Yeoman Authorized Travel Time entitlements with unit yeoman, command Report or Departure Date typically 1 vehicle authorized. worksheet. # Days of Leave requested CONUS - Second vehicle can • # Days Leave Balance (Bottom of be shipped at owner expense. **Determine** Route PCS Payslip in Direct Access) Decision about Advanced Pay. desired Departing Leave Address Decision about Advance leave and • Dependent Information (Name, Temporary Lodging Expense. Worksheet to Relationship, Date of Birth or Decision about Advance personal Servicing Marriage) Temporary Lodging Allowance. needs Does new **Personnel Office** · If dependents are traveling on · Decision regarding shipment of position have different dates than member household goods (SPO) Mode of Travel Government Shipment required No. \*\*Normally completed · Private Vehicle Information (Make, Personally Procured Move Pre-Arrival by departing Model, Year, Tag #) command\*\* training? Determine course dates \*\*Work with commands to You can now create your Official SPO processes Yesidentify course dates to move in the Defense **Executable** attend.\*\* departing worksheet Navigatina Personal Property System. **Orders** Coast Guard PCS