

OCONUS PCS PLANNING CHECKLIST

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ACTION	MADE AN APPT. OR THE ACTION HAS A DEADLINE? ENTER DATE IN THIS COLUMN	REMEMBER	NOTES
Hearing word you may be assigned OCONUS? DON'T WAIT! MAKE AN APPT. WITH EFMP TO ENSURE YOUR FAMILY IS CLEARED TO TRAVEL WITH YOU. No orders needed		If you intend to bring your family, your FIRST step, before official orders can be cut, is to complete this appointment. EVERY FAMILY MEMBER must be present to be screened before going OCONUS. No orders needed	Evans Army Hospital First Floor, Room 1400 719-526-7805
GO TO FAMILY TRAVEL TO RECEIVE AUTHORIZATION FOR YOUR ORDERS TO ALLOW DEPENDENTS TO TRAVEL WITH YOU		Orders will not be cut that allow family members to travel with you until this appointment is complete. You do not need orders to do this so don't wait!	Mountain Post Soldiers Center, Specker Ave., Building 1525, E Cubicles PHONE: 719-526-9732 / 719-524-0972
GOT PETS? SEE THE VETERINARIAN TO LEARN REQUIREMENTS TO BRING YOUR PETS WITH YOU. You do not need orders to begin this process so don't wait!		Understand the process to move your animal and the requirements needed for each country. No matter where you may PCS, vaccines records will be required. Original rabies vaccines certificates are commonly needed; OCONUS and CONUS have different requirements and this process can take several weeks. No orders needed for this step!	1535 Sheridan Ave. BLDG 6190, Fort Carson, CO 80913 (719) 526-3803 This is across from the PX and the Recycle Center.
THE ARMY WILL NOW KNOW IF DEPENDENTS CAN TRAVL WITH YOU. THEY WILL CUT ORDERS. ENTER REPORT DATE FROM YOUR OFFICIAL ORDERS		Bring a copy of orders and this checklist to every appointment!	

Need help? See ACS Relocation Specialist at 6303 Wetzel/ 526-4590 or ask your Chain of Command.

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ENTER YOUR REQUESTED LEAVE DATES	First Day: Last Day:	Submit this request through your BN S1	
MAKE JPPSO APPT.		With your orders, call JPPSO to make appointment. Spouse must have special Power of Attorney if Soldier not with you. Log in to www.move.mil and create a username and password. Bring this information with you to your JPPS appointment.	719-526-3755 Mountain Post Soldier Center, Specker Ave, Bldg. 1525 www.move.mil
HOUSING/RENTAL: ENTER DATE YOU NOTIFIED LANDLORD OR BALFOUR BEATTY		You must give your landlord notice you are departing <i>at least 30 days before your next rent is due</i> . Once you have orders, give a copy to your landlord with a written note with your planned moved date. Keep copy for records.	Having problems? Contact 719-526-2322
IF LIVING ON POST IN A BALFOUR BEATTY HOUSE, MAKE HOUSING APPT.		ONLY IF YOU LIVE ON POST IN BALFOUR BEATTY HOUSING! Make an appointment. Spouse- must have special power of attorney if Soldier not with you!	719- 526-1606 or visit neighborhood housing office http://www.fortcarsonfamilyhomes.com/
MAKE AN APPOINTMENT WITH PORT CALL TO APPLY FOR PASSPORTS FOR OFFICIAL TRAVEL		Family members will need to apply for No-Fee passports AFTER all have been screened and cleared for by EFMP and been approved by Family Travel. Processing times can take 4-6 weeks! DO NOT purchase any tickets until you have made your official travel arrangements with Port Call.	Mountain Post Soldiers Center, Specker Ave., Building 1525, RM 411 PHONE: 719-526-8435
GOT KIDS? https://carson.armymwr.com/programs/school-support-services		Call your child's school office and tell them you're moving. Each school's requirements are different.	Problems? Contact the School Liaison Officer at 719-526- 1101

Need help? Ask your Chain of Command or call the Army Community Service (ACS) Relocation Specialist at 719-526-1053. For ACS information, visit www.carson.army.mil/acs or stop by the ACS Center, building 1526 at 6303 Wetzel Ave. As of May 28, 2020.

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KIDS IN CYS? https://carson.armymwr.com/programs/cys-services		Visit Parent Central to transfer paperwork so registration at new duty station is easier	719-526-1101
VISIT THE ACS CENTER AND TALK WITH RELOCATION SPECIALISTS		Get information about your gaining installation. They have computers and printers you can use free of charge.	ACS Center Building 1526 719-526-1053 OR 526-4590
REQUEST CLEARING PAPERS: 30 DAYS BEFORE FIRST DAY OF LEAVE. ENTER THAT DATE		30 days before you leave Fort Carson is the first date you can request Clearance Paper	Mountain Post Soldier Center, Bldg 1525 Specker Ave, E Cubicle
PICK UP CLEARING PAPERS: 10 DAYS BEFORE FIRST DAY OF LEAVE. ENTER THAT DATE		10 days before you leave Fort Carson you MUST pick up your Clearance Papers. You cannot pick these up earlier.	
AFTER YOU HAVE YOUR CLEARING PAPERS, YOU CAN MAKE YOUR FINANCE APPT.		You are required to come here no later than (you can come sooner) 24 hours before your anticipated sign-out date.	Mountain Post Soldier Center, Bldg 1525 Specker Ave, Cubicle D, 719-524-8473
AFTER YOU HAVE YOUR CLEARING PAPERS, YOU CAN MAKE YOUR CIF APPT.		Once you have Clearing Papers call to make appointment. Don't wait to your last day to go to CIF. You may not clear the first time through and this may delay your leave plans!	Mountain Post Soldier Center, Specker Ave, Bldg. 1525, 719-526-3321
AFTER YOU HAVE YOUR CLEARING PAPERS, GO TO HOUSING SERVICES OFFICE		This is by walk-in and will take only a few minutes. Closed daily from 1215-1300 hrs.	Corner of Evans & Specker, Bldg 1225 Evans St, 719-526-2323
YOU WILL RECEIVE AN EMAIL OR PHONE CALL FROM THE TRANSPORTATION SERVICE PROVIDER WHO WILL CONFIRM YOUR PACK AND LOAD DATES.		You submitted your REQUESTED pack and load dates at your JPPSP appointment. They do their best to accommodate, but particularly during summer months when many families are moving, you may not get the dates you requested	Check on status yourself at www.move.mil Log in, you should see it on the main screen or you click on the Shipment Management tab at the top

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