

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 <http://www.lewis-mcchord.army.mil/dhr/ag/reassignments.htm>

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

- Sponsorship is MANDATORY.** Every Soldier in the ranks of Private through Colonel, undergoing a PCS move will participate in the sponsorship program. Long-term military schools are not required to provide sponsors but should provide a welcome packet. Questions can be sent to: usarmy.jblm.imcom.list.dhr-mpd-es@mail.mil. Outbound Sponsorship (253) 967-2458 or DSN 357-2458
- 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**, and documented with a negative stamp. **NOTE: Required for Installation Clearing Papers.**
- Family Travel, Soldiers eligible for overseas (family travel)** must apply within 120 days prior to report month through the Official Passports and Family Travel Office (BY APPOINTMENT ONLY), call (253) 966-1117/3347, located in Waller Hall, Bldg 2140, and Room 207A.
- Within 30 days prior to your departure date arrange your airfare.** It is your responsibility to coordinate with Official Travel for information concerning your port call, located in Waller Hall, Bldg. 2140, Room 600 (253) 967-6070/9641. **NOTE:** All official travel must be arranged through commercial travel office under contract to the government. Official travel arranged through CTO not under contract to the government is not reimbursable.
- Central Clearance (Out-Processing)** information on days/hours of operation can now be found under the Reassignments/Central Clearance tab <http://www.lewis-mcchord.army.mil/dhr/ag/reassignments.htm> to complete the online levy/central clearance briefing. At the end you will be required to print out the Certificate of Completion and the Briefing Agreement Slip and turn it in to your servicing S-1, along with the rest of your Levy Packet. (253) 966-4736 / (253) 477-4238 / (253) 967-1541. **Clearance Papers will be issued 30 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>, Bldg. 5128, (253) 912-2150.
- If shipping household items or doing a self-move, upon receipt of PCS order proceed to the Joint Personal Property Shipping Office (JJPSO-NW)**, Bldg. 2150, Lewis Main, next to Waller Hall, Monday - Friday. Closed Federal Holidays, (253) 967-5053, Option 1.
- 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). OCONUS Briefing (Alaska) held Monday's @1300 all other OCONUS Assignments Monday's @1500. Briefings are located in Waller Hall 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 Cap Cycle notification date. 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 fascial 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 instillation. 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 REASSINGMENTS PROCESSING CENTER USING A DA 4187 SIGNED BY YOUR BRIGADE COMMANDER.**