

PERMANENT CHANGE OF STATION (PCS) INFORMATION SHEET

NAME: _____ UNIT: _____
CELL PHONE NUMBER: _____ CIVILIAN EMAIL ADDRESS: _____
SIGNATURE OF SOLDIER: _____ DATE: _____
GAINING INSTALLATION: _____
DEROS: _____ REPORT DATE: _____
FIRST SERGEANT: _____

1. **SERVICE REMAINING REQUIREMENT (SRR) (ENLISTED ONLY).** Initial one option.
 (A) I meet Service Remaining Requirement (SRR) and do not need to reenlist or extend.
 (B) I intend to reenlist or extend to meet the SRR.
 (C) I am a Career Soldier and DO NOT intend to reenlist/extend to meet the SRR. Declination of Continued Service Statement (DCSS) must be signed. Please see your Unit Retention NCO.
 (D) I am an Initial Term Soldier and DO NOT intend to reenlist/extend to meet the SRR. An Initial Term Statement (ITS) must be signed. Please see your Unit Retention NCO.

2. **ASSIGNMENT COMPLIANCE:**
 (A) I will comply with assignment instructions.
 (B) I will apply for voluntary retirement in lieu of PCS. (Request must be submitted)

3. **Do you plan to (circle one) DRIVE or FLY to your next duty station?**
4. **Do you live (circle one) Base Housing or Barracks or Off Base?**
5. **Do you plan to ship Household Goods (HHGs)? (circle one) Yes or No**

GOVERNMENT TRAVEL CARD STATEMENT

Government Travel Charge Card Regulations: Authorized by DoDI 5154.31, Vol 4, June 2019. 0401; Policy and Purpose. The Department of Defense (DoD) policy is that the Government Travel Charge Card (GTCC) will be used by all DoD personnel (military or civilian) to pay for all costs related to official government travel. Official government travel is defined as travel under official orders while performing duties pertaining to official government assignments such as temporary duty (TDY) and permanent change of station (PCS). The purpose of the GTCC is to serve as the primary payment method for official travel expenses incurred by DoD personnel (military or civilian).

Department of the Army Memorandum Dated 25 July 2014: Mandatory Use of the Government Travel Charge Card for Permanent Change of Station (PCS) Expenses. Effective immediately, for those with an individually billed account (IBA), the individually billed account travel charge card will be used for all official relocation expenses. Cardholders will benefit from the convenience of charge card use. The card eliminates the need to apply for an advance of travel entitlements and reduces the travelers' dependency on personal funds. The program also contains safeguards to prevent fear of delinquency and subsequent account suspension due to late payment.

6. **Do you have a Government Travel Charge Card (GTCC)? (circle one) YES or NO**

7. **What is the Government Travel Charge Card expiration date: Month: _____ Year: _____**

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Dependent Data: Enter the names of your dependents traveling. Command Sponsored Dependents will be verified from your PCS orders assigning you to Alaska or your Command Sponsorship approval memorandum. Travel entitlements will be based on the address listed on the IPPS-A DD93 screen print out.

Note: The Soldier must have legal custody and/or the dependent child must be under his/her control on the effective date of the PCS orders to have travel entitlements.

8. Are you (circle one) Married Single Divorced

Name (First, MI, Last)	Relationship	Cmd Spnsrd? Y/N	Current location: (City/State)

Passport Requirements:

All dependents 16 and older require passports when traveling through Canada and traveling overseas. Soldiers do not require passports for OFFICIAL MILITARY TRAVEL. Passport processing time is 6-12 weeks. HRC will not defer assignments if passports have not been received or applied for family members prior to departing installation. Soldiers will proceed on assignment instructions and family members will travel when passports are received.

9. Please initial appropriate area:

- (A) All family members who require passports have valid passports (at least a tourist passport for Canada / an Official US Passport for overseas).
- (B) I will be applying for passports for my family members.
- (C) I do not require passports for family members (i.e. family members flying to CONUS; Hawaii; or not applicable.)

Deletions/Deferments/Early Arrivals:

Request for deletions, deferments and early arrivals are initiated by a PAR in IPPS-A and any supporting documentation to the SI. If the Commander recommends approval, the request is forwarded through the Colonel (BOE) level chain of Command to the MPS Reassignments. **REQUEST MAY BE DISAPPROVED AT ANY LEVEL IN THE CHAIN OF COMMAND WITHOUT REFERRAL TO HRC.** Soldiers are advised not to take any irreversible action (i.e.: shipment of HHG or privately owned vehicle (POV) while pending request for deletion, deferment or early arrival). See AR 600-8-11, RAR 18 October 2012 for additional guidance.

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****THIS SECTION APPLIES TO TDY ENROUTE/OVERSEAS ONLY****

TDY ENROUTE:

Soldiers who are authorized movement of family members at Government expense and are directed to TDY schooling with PCS assignment will have the following options for locating their family members while performing their TDY. (The options listed below may be referenced IAW AR 600-8-11, Chapter 4, para 4-2, and para 4-2, d). Please initial if applicable:

(D) Elect to clear current permanent station prior to departure for TDY station and have dependent(s), at personal expense, accompany Soldier to TDY station or travel to some other location. Soldier may not be given a certificate of non-availability of Government quarters at the TDY station if inadequate Government housing is available. Soldier's entitlement for dependent transportation will be based on the most direct routing between the old permanent station and the new permanent station (applies CONUS to CONUS, CONUS to overseas and overseas to CONUS PCS movements). Soldiers who are being reassigned overseas must be medically and dentally qualified for assignment.

Home Base and Advance Assignment Program (HAAP)/Unaccompanied Tour: Enlisted Assignments and Utilization Management: AR 614-200, Ch. 9 (Miscellaneous-type Assignments)

INSTRUCTIONS FOR HOMEBASE ASSIGNMENT:

I elect TO PARTICIPATE in the Home Base Program. I understand that I am not entitled to relocate family members and household goods to a different location at government expense.

I elect NOT TO PARTICIPATE in the Home Base Program. I desire to relocate family members and household goods to _____ (City, State, ZIP Code) ¹, or leave them at current location _____ (City, State, ZIP Code).

INSTRUCTIONS FOR ADVANCE ASSIGNMENT:

You are being assigned to a dependent restricted tour, and scheduled for assignment to another installation upon tour completion.

You may leave family members at current location or relocate them to the advance assignment location.

I elect TO PARTICIPATE in the advance assignment program. I will leave my family members at current location _____ (City, State, ZIP Code), or relocate them to the advance assignment location _____ (City, State, ZIP Code).

I elect NOT TO PARTICIPATE in the advance assignment program. I will use my PCS entitlements to relocate family members and household goods to _____ (City, State, ZIP Code) ¹, or leave them at their current location _____ (City, State, ZIP Code).

UNACCOMPANIED TOUR: (ALL OTHERS)

You are being assigned to an overseas location where family members may accompany or join you but have elected the unaccompanied and (all others) tour.

I elect to relocate family members and household goods to _____ (City, State, ZIP Code) ²

I elect to leave family members at current location _____ (City, State, ZIP Code).

¹ IAW AR 55-46 Chapter 2-4: When a soldier is assigned to a dependent-restricted tour, the travel and transportation allowances for travel of family members are authorized from the old PDS to a designated place as follows—

(1) Any place in CONUS the soldier designates.

(2) Alaska, Hawaii, Puerto Rico, or any territory or possession of the United States if authorized or approved by the soldier's losing installation commander. (A DA Form 4187 through chain of command to 3d ID Commander requesting authorization/approval).

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² IAW AR 55-46 Chapter 2-8: Soldiers who elect to serve an “unaccompanied” tour may choose to leave their family members at their current location. Alternatively, soldiers are authorized to move family members to a designated place other than the new PDS. However, reimbursement is limited to the cost of the move from the old PDS, to the new PDS. The designated place may be—

(1) Any place in CONUS the soldier designates.

(3) Alaska, Hawaii, Puerto Rico, or any territory or possession of the United States if approved by the installation commander. (A DA Form 4187 through chain of command to 3d ID Commander requesting authorization/approval).