

# PERMANENT CHANGE OF STATION (PCS) DATA SHEET

PLEASE FILL OUT COMPLETELY, ASK THE ORDERS CLERK IF YOU HAVE ANY QUESTIONS AND RETURN TO DPAC ORDERS SECTION (451-6255) WITH CO's SIGNATURE.

RANK \_\_\_\_\_ NAME \_\_\_\_\_ SSN \_\_\_\_\_ MOS \_\_\_\_\_

CURRENT UNIT/SECTION \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

PERSONAL E-MAIL \_\_\_\_\_

EAS \_\_\_\_\_ MARITAL STATUS \_\_\_\_\_ FMCC \_\_\_\_\_ NEW DUTY STATION \_\_\_\_\_

DATE OF DETACHMENT \_\_\_\_\_ # DAYS LEAVE \_\_\_\_\_ MODE OF TRANSPORTATION \_\_\_\_\_  
IF POV, 1 OR 2?

CURRENT ADDRESS & PHONE NUMBER OF DEPENDENTS \_\_\_\_\_

ARE DEPENDANTS RELOCATING? YES / NO ADDRESS \_\_\_\_\_

LIST ALL DEPENDANTS (INCLUDE SPOUSE)

NAME	DOB	RELATIONSHIP
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

ADVANCE PAY YES / NO                      ADVANCE TRAVEL YES / NO                      ADVANCE DLA YES / NO  
(IF AUTHORIZED)

ADV PAY # OF MONTHS 1 2 3 | PAYBACK 12 OR 24 MONTHS (2 OR MORE MONTHS PROVIDE JUSTIFICATION)

NEXT OF KIN (CANNOT BE ONE TRAVELING WITH YOU)

NAME	RELATIONSHIP	COMPLETE ADDRESS	TELEPHONE
_____	_____	_____	_____
_____	_____	_____	_____

LEAVE ADDRESS AND TELEPHONE NUMBER  
\_\_\_\_\_  
\_\_\_\_\_

THIS DOCUMENT WAS ISSUED ON \_\_\_\_\_ AND MUST BE RETURNED NO LATER THAN \_\_\_\_\_. RETURNING THIS DOCUMENT AFTER THE DATE ABOVE WILL DELAY THE PROCESSING OF MY ORDERS, PAYMENT OF ADVANCES, AND DELAYING THE DATE OF DETACHMENT.

I UNDERSTAND THAT I AM REQUIRED TO RETURN ALL NECESSARY DOCUMENTS, SCREENINGS AND RELEASE LETTER TEN (10) WORKING DAYS PRIOR (OVERSEAS SCREENINGS NEED TO BE RETURNED FOUR (4) WEEKS PRIOR) TO THE PROPOSED DATE OF DETACHMENT IF APPLICABLE. I ALSO UNDERSTAND THAT IF I RESIDE IN BASE HOUSING I MUST BE COMPLETELY CHECK OUT WITH BASE HOUSING OR HAVE AUTHORIZATION TO RETAIN GOVERNMENT QUARTERS FROM THE HOUSING DIVISION. YOU MUST TURN IN YOUR COMPLETED ORIGINAL CHECK OUT SHEET AND MEAL CARD (IF ISSUED) ON YOUR DATE OF DETACHMENT.

MEMBER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

COMPANY COMMANDER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

BATTALION S-1 \_\_\_\_\_ DATE \_\_\_\_\_

BATTALION COMMANDER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_