

Permanent Change of Station (PCS) Required Documents

The list of situations/entitlements below are provided to help determine what additional documents and/or forms may be required prior to completing your PCS orders. Please review the list below and provide the documents listed associated with your situation and/or entitlement, if applicable.

Married with spouse with a Different last Name: Are you married, is your spouse joining you on your new assignment, and is their last name different than yours?

Situation	Required Documents
Are you married, is your spouse accompanying you on our PCS, and does he/she have a different last name to you? If yes, please provide:	<ul style="list-style-type: none"> • Marriage certificate or other legally recognized document(s)
Dependent children with different last name: Do you have dependent children accompanying you on our new assignment, and are their last name(s) different than yours? If yes, please provide:	<ul style="list-style-type: none"> • Birth certificate • Adoption papers • Divorce decree • Other legally recognized documents that establishes parental rights
Children/family member over the age of 21 years of age: Do you have a dependent child or family member over the age of 21 years of age leaving with you and accompanying you on this PCS? If yes, please provide:	<ul style="list-style-type: none"> • Legally recognized documents that establishes dependency that member is physically or mentally incapable of self-support
Dependent Parents (including step and legally adopted parent(s): Do you have dependent parent(s) accompanying you on this PCS? If yes, please provide <u>one</u> of the following:	<ul style="list-style-type: none"> • Income tax returns (most recent) • Court documents that establishes guardianship • Court documents that establishes parent inability to care for self • Other legally recognized documents that establishes guardianship
POV shipment (CONUS to CONUS only, to include Alaska): Have you requested, and has it been approved, to ship a POV with you on this PCS? If yes, please provide <u>all</u> of the following documents:	<ul style="list-style-type: none"> • Proof of ownership by member or dependent (legal title) • Proof/statement of operability and legally tagged for driving (US) • Proof of driver's license of the travelers cited (if more than one vehicle, must have two licensed drivers) • Cost comparison (Quotes from Carrier) • Car Insurance • Estimated cost from Vehicle Processing Center (VPC) (may get from google)
CONUS to CONUS Move (current federal employee only):	<ul style="list-style-type: none"> • Previous order/amendment and Transportation Agreement (TA), if applicable
OCONUS to CONUS Move:	<ul style="list-style-type: none"> • Previous order/amendment taking member to OCONUS from CONUS, and TA

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OCONUS to OCONUS/OCONUS to CONUS Separation/Retirement and dependent(s) are remaining in foreign country beyond EOD	<ul style="list-style-type: none"> Signed memorandum from Commander authorizing stay beyond EOD
If traveling Non-US Flag Carrier (A Non-US certificated carrier service):	<ul style="list-style-type: none"> Proof of approval from authorizing funding authority
If Transferring from a different Agency PCS (Army/Navy/V.A., etc., to Air Force)?	<ul style="list-style-type: none"> Statement of Government Travel Card continued activation
If you are an Non DoD Federal Employee Hire PCS (Dept. Trans, Dept. of Justice, Postal Service, etc. to Air Force)	<ul style="list-style-type: none"> Most Current SF Form 50 from losing agency
If taking Leave Enroute:	<ul style="list-style-type: none"> Approval email from gaining supervisor
If TDY Enroute:	<ul style="list-style-type: none"> Statement with: <ul style="list-style-type: none"> Purpose of TDY Location of TDY TDY dates (exact dates) Duration (number of days) Unit Fund Cite for TDY enroute Point of Contact (full name and duty phone for TDY enroute) Rental car authorization (if applicable)
If parent is a legal dependent of the government employee.	<ul style="list-style-type: none"> Parent Dependency Letter (Located at: http://www.afciviliancareers.com/regulatory/)
If both you and your spouse are both federal employees.	<ul style="list-style-type: none"> Dual Federal Employee Statement (Located at: http://www.afciviliancareers.com/regulatory/)
If PCS is Centrally Managed and paid for by the government.	<ul style="list-style-type: none"> 4 Year Supplement TA (New CONUS Employment) Agreement (Located at: http://www.afciviliancareers.com/regulatory/)
If authorized shipping POV(s) to PDS.	<ul style="list-style-type: none"> POV Requirements Instructions (Located at: http://www.afciviliancareers.com/regulatory/)
	<ul style="list-style-type: none">