**Permanent Change of Station (PCS) CHECKLIST**

PCS approved by Commander / Senior Full-time Supervisor

Coordination made with gaining unit to appoint PCS Soldier a unit Sponsor

NYARNG Form 203 (AGR PCS Processing Sheet) prepared by Soldier and Forwarded

through GOCOM to MNHF-AGR requesting PCS Funding from NGB

DA Form 5960 (Start/stop/change BAQ and/or VHA) prepared by Soldier requesting PCS and forwarded with Permanent Change of Station Processing Sheet

Request for Transfer PAR (AGR W/Entitlements) initiated by senior HR NCO and placed into RCAS reflecting PCS Soldiers new unit, duty position and supporting voucher line (SPMD) is Forwarded thru GOCOM to MNHF-AGR

Request for Permissive TDY (if approved) entered in FTSMCS automated leave

tracking system (not to exceed 10 days)

PCS travel order will be provided by MNHF-AGR after approval of funds by NGB.

 **\*\* After PCS has been approved / completed \*\***

**Soldier will submit completed DD Form 1351-2 (Travel Voucher ) through GOCOM**

 **to MNHF-AGR for travel expense reimbursement and/or dislocation allowance**

**(DLA) after PCS move has been completed.**

**Soldier completing PCS MUST submit DD Form 1351-2 through GOCOM to MNHF for payment within 90 days of completing move.**

**NYARNG ACTIVE GUARD/RESERVE (AGR)**

**PERMANENT CHANGE OF STATION (PCS)**

**PROCESSING SHEET**

PURPOSE: To be completed by Supervisor/Commander of Soldiers who have been selected for assignment/PCS.

PRIVACY ACT: Failure to complete/provide the information below may result in a delay of obligation of funds.

**SOLDIER INFORMATION**

1. Soldier’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SSN: Grade:
2. Current HOR:
3. Marital Status: (If Married Attach Marriage Certificate)
4. Name of Spouse: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SSN DOB
5. Dependents If Yes, How Many

Child’s Name SSN: DOB M/F Adopted/Step

Child’s Name SSN: DOB M/F Adopted/Step

Child’s Name SSN: DOB M/F Adopted/Step

6. Will You Be Moving Your Current Household? Where?

1. Approximately How Many Miles From Your HOR To Your New Permanent Duty Station?

1. Will you be moving your POV?
2. Is your family moving with you? \_\_\_\_\_\_\_\_ Are they moving all at once?

10. To coordinate official move, contact a Military Personal Property Office (PPO) listed below:

 West Point (845) 938-5911 Fort Drum (315) 772-6314

 Fort Hamilton (718) 630-4857 x4039 JPPSO-North East (781) 377-7688

 Saratoga NSU (518) 886-0200 x114, x115, x116 and x117 or <http://www.move.mil>

11. Current Unit: UIC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 New Unit: UIC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Current SPMD: New SPMD:

New FTM Position Title:

NYARNG FORM 203

**NYARNG ACTIVE GUARD/RESERVE (AGR)**

 **PERMANENT CHANGE OF STATION (PCS)**

**PROCESSING SHEET**

**COMMANDER/SUPERVISOR CERTIFICATION**

1. Is this PCS move in the best interest of the Soldier or the Service?

 Yes / No (Initials)

1. Justification for PCS move: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Has Soldier coordinated with a listed Personal Property Office to set up move?

 Yes/No (Initials)

1. Have you provided a DD Form 1351-2/DD Form 1351-4 to Soldier?

 Yes/No (Initials)

1. Have you coordinated a start date with the Soldier, gaining command and AGR Office? \_\_\_\_\_\_\_\_\_\_\_\_\_

Yes/No (Initials)

 Effective Transfer Date Coordinated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. How many days Permissive TDY have you granted (Not To Exceed 10)?
2. Who is the Soldier’s Sponsor? Name:

 Grade:

 Position:

 Home Phone #:

 Work Phone #:

 APPROVED: DISAPPROVED:

**TO BE COMPLETE BY AGR OFFICE AFTER COMMANDER’S CERTIFICATION**

1. Are PCS funds currently available? \_\_\_\_\_\_\_ What is PCS cost-estimate total? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. If previous request was denied, when will PCS funds become available? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AGR Manager Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Check one) PCS is: Approved \_\_\_\_\_\_\_ Disapproved\_\_\_\_\_\_\_ On hold until funds are available\_\_\_\_\_\_\_\_\_

NYARNG FORM 203