**Mountain Post COVID-19 Permanent Change of Station & Separations Fact Sheet**  
*As of June 23, 2020*

**Retirements/ETS/Separations:**
- Separating Soldiers should report to the Fort Carson Mountain Post Soldier Center (building 1525) **30 days** before the start of their transition leave to request clearing papers. No appointment for clearing is necessary and Soldiers can walk in between 7:30 a.m. and noon. Military Personnel Division (MPD) will pre-clear as many items as possible and will assist the Soldier in calling organizations that are telework only. Soldiers may pick up clearing papers **10 working days** prior to the start of their leave (or last day in the Army).
- As of April 13, Finance will clear Soldiers via telecommunication. Soldiers must still submit a leave form, orders and the finance information/action sheet, which can be obtained via email or from the Mountain Post Soldier Center (building 1525). Soldiers can email yana.d.balezdrova.civ@mail.mil and vanmoney.n.chanthanam.ctr@mail.mil, and CC kathleen.h.cerullo.smith.civ@mail.mil.
- Soldier for Life-Transition Assistance Program is conducting all initial counseling, pre-separation briefings, follow-on counseling and Capstone via phone with the Soldiers’ assigned counselors. Call 719-526-1001/1002 for information. All mandatory classes can be done at the Virtual Center or on JKO.
- The Joint Personal Property Shipping Office (JPPSO) is operating virtually. Soldiers scheduling shipments of personal property should use the Defense Personal Property System https://dps.sddc.army.mil/gov/standard/user/home.xhtml and email jppso-nc.pppo-ftcarson@us.af.mil for shipment requests.
- Central Issue Facility is open for separating Soldiers by appointment only. Soldiers should call 719-526-3321 to schedule an appointment.

**PCS with a report date of May 22, 2020, or later:**
- As of May 22, the Secretary of Defense put out guidance that the previously published Stop Move end date of 30 JUN has transitioned to a “Conditions-based Phased Approach for travel restrictions.” What that means is that each installation has to meet specific criteria in order to allow people to depart or arrive - such as achieving a 14-day downward trajectory of COVID cases and additional installation-level criteria.
- Soldiers and Families with report dates throughout the summer who do not have an approved exception to policy or exemption from the stop move will only be authorized to depart when both the gaining and losing installation are considered "open".
- Soldiers can submit a waiver (ETP) to PCS during the Stop Move if they meet previously-established criteria - financial or medical hardship, deemed ”Mission Essential” by the gaining unit, or for humanitarian reasons.
- All ETPs will be submitted by the losing unit (with gaining unit concurrence). The Department of the Army is working with installations on a weekly basis to determine when each post will be considered "open" based off the previously mentioned criteria.
- Travel authorization categories under current COVID-19 conditions based environment:
  - **Exempt**: travel does not require a waiver (ETP)
  - **Unrestricted**: unrestricted it origin, destination, and intermediate stops are designated unrestricted locations
  - **Restricted**: if any; origin, destination, or intermediate stop is designated restricted
  - **Waivered**: for travel to restricted locations based on extreme hardship, humanitarian reasons, or if the Soldier is deemed mission essential by the gaining unit
- Soldiers should continue to complete all requirements in order to PCS IAW approved departure date.
- As of April 13, Finance will clear Soldiers via telecommunication. Soldiers must still submit a leave form, orders and the finance information/action sheet, which can be obtained via email or from the Mountain Post Soldier Center (BLDG 1525). Soldiers can email yana.d.balezdrova.civ@mail.mil and vanmoney.n.chanthanam.ctr@mail.mil, and CC kathleen.h.cerullo.smith.civ@mail.mil.
- Soldiers must call CIF to schedule an appointment at 526-3321. CIF will complete the necessary steps needed for a PCS move, which in some cases may mean a transfer of hand receipt to the next duty station.
- The JPPSO is operating virtually. Soldiers scheduling shipments of personal property should use the Defense Personal Property System, https://dps.sddc.army.mil/gov/standard/user/home.xhtml and email jppso-nc.pppo-ftcarson@us.af.mil for shipment requests. HHGs, Unaccompanied baggage, POV shipments can be scheduled up to 30 days prior to departure date for CONUS and 60 days for OCONUS.
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- PCS leave in excess of travel days may be approved IAW 600-8-10 if origin, destination and intermediate stops are unrestricted. ALARACT 054-2020. **Soldiers are entitled to authorized travel days; leave in excess of travel days to restricted locations require approval by the first GO in chain of command**
  - Current PCS location unrestricted + PCS leave location unrestricted + gaining PCS location unrestricted = **NO WAIVER**.
  - Current PCS location unrestricted + PCS leave location restricted + gaining PCS location unrestricted = **WAIVER REQUIRED** or SM must travel point to point (NO INTERMEDIATE STOP)

**Soldiers on Assignment to Korea:**
- All Soldiers on assignment to Korea will continue movement IAW their assignment instructions as an exemption to HQDA’s stop move.
- Soldiers will report on their assigned report date, with 7 days early report authorized

**Enlisted PCS:**
- The Enlisted Personnel Management Division at HRC has published guidance on adjusted report dates for Enlisted PCS report dates. This guidance is to implement a PCS “uncoil plan” for enlisted personnel with report dates between MAR and JUL.

<table>
<thead>
<tr>
<th>Previous Report Dates</th>
<th>Proposed New Report Dates (tentative)</th>
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<tbody>
<tr>
<td>March-May</td>
<td>July 15</td>
</tr>
<tr>
<td>June  w/ child dependent 21 or younger</td>
<td>Sept. 1</td>
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<tr>
<td>Jun  w/ child dependent older than 21</td>
<td>Oct. 1</td>
</tr>
<tr>
<td>July 1-14</td>
<td>NO CHANGE</td>
</tr>
<tr>
<td>July 15-31</td>
<td>Aug. 15</td>
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</tbody>
</table>

- Special Instruction (SI) will be added to assignment instructions indicating, "Due to the impacts of COVID-19 on the PCS movement process, you are authorized to report to your new duty station up to **30 days earlier and up to 20 days later** than the published report date in these orders IAW MILPER Message 20-133."

**Officer PCS:**
- Special instructions where included authorizing impacted Officers to report to their new duty station up to 30 days earlier and up to 20 days later than the adjusted report date without further adjustments to orders.
- Captains Career Course: beginning in July 2020 through December 2020, CCC will be conducted as TDY and return

**Career Skills Program:**
- Commanders should treat Career Skills Program as TDY for training. All ETP request for participation in the CSP need to be sent to Ms. Sherry Jenkins at email sherry.l.jenkins8.civ@mail.mil or call 719-0410 to verify previously approved request. Soldiers who are already participating in a CSP individual internship may return to home station without an ETP.