

## JOINT PERSONAL PROPERTY SHIPPING OFFICE (JPPSO)

**ADDRESS:** Mountain Post Soldier Center, building 1525, Specker Ave.

**PHONE:** 719-526-3755

**HOURS:** Monday-Thursday, 7:30 a.m. to 3:30 p.m.; Friday, 9 a.m. to 3:30 p.m.

**POC:** Cathy Brooks

**WEBSITE REFERENCE TO KNOW MORE:** [WWW.MOVE.MIL](http://WWW.MOVE.MIL)

### **AS SOON AS YOU HAVE YOUR ORDERS:**

1. Call JPPSO to make an appointment.
2. Go to [www.move.mil](http://www.move.mil).
3. Scroll down to "Schedule Your Move" section
4. Click the "Sign In to DPS" link and create your username and password.
5. Bring this username and password to your appointment.

### **WHY:** You will:

1. Request your desired pack and pickup dates. Remember, you may not get these exact dates.
2. Understand the process to move your personal property, know your authorized weight allowance, what documentation you will receive, what to expect during the move, preparation for the move, including your and the contractor's responsibilities on the move dates.

### **BRING:**

1. Two copies of your orders/amendments (if applicable), DPS user ID/password (see steps 2-5 above)
2. Estimate how much your Household Goods (HHG) weigh (calculate 1,000 pounds per full room of furniture). The contractor is able to pack 4,000 pounds per day. This will help estimate how many days it will take to pack and load your personal property.
3. Pick-up and delivery (city/state) addresses, email address, contact numbers, desired pack and pickup dates and alternates dates.
4. In-transit address (family or friend who can contact you if needed).
5. If you are a spouse attending without your Soldier, you must bring a Special Power of Attorney allowing you to schedule a move on behalf of your Soldier.

**LENGTH:** This is a group briefing and will take up to 3 hours.

### **REMEMBER**

- During peak season (May 1 to Sept. 30), we require 21-30 day notice for pack and pickup dates from the date of your DPS briefing.
- Children are not allowed at this appointment — no exceptions.
- JPPSO-Fort Carson follows post weather reporting procedures — the office opens at 9:30 a.m. during 2-hour delayed reporting.
- Arrive 15 minutes early.
- DO NOT schedule a move out date from your home or apartment until you have attended the DPS briefing and have a confirmed pack and pickup date.
- JAG can process Special Powers of Attorney; Soldier must do this in person. If your Soldier is deployed, JAG (forward) can do this. See the unit Rear D for help.

### **IMPORTANT LINKS:**

- Move facts, tips and more — [www.move.mil](http://www.move.mil)
- JAG for Powers of Attorney — <https://www.carson.army.mil/organizations/sja.html>

## FINANCE-PERMANENT CHANGE OF STATION

**ADDRESS: Building 1525, Specker Ave., Cubicles D (look for PCS signs)**

**PHONE: 719-524-8473**

**HOURS: Monday, Wednesday and Friday, 8:30-10 a.m. and 1-3 p.m.;**  
**Thursday, 1-3 p.m.**

**POC: Arianne Catalan**

### **WHY:**

1. To complete pay paperwork and understand what your pay and entitlements are for this move.
2. We will share information with you so you may avoid incurring financial hardship during this move.
3. You are required to come here no later than 24 hours before your anticipated sign-out date (you can come sooner).

### **BRING:**

1. Copy of your PCS orders and any amendments
2. **DA Form 31, Request and Authority for Leave:** The start date on the form cannot be earlier than the date you are authorized to depart from your unit. The end date on the form must reflect your availability date or reporting date as stated in your PCS orders.
3. **Installation Clearance Papers** (Finance is second to the last section to sign clearing papers)
4. **DD Form 1610** (if not previously provided)
5. If a Soldier is recently married or divorced, a copy of the marriage license and/or divorce decree.
6. TDY orders, if applicable
7. Remember, you must bring all this to us at least 24 hours before your anticipated sign-out date.

**LENGTH:** This is first-come, first-served, and will take about 60 minutes.

### **REMEMBER:**

- Advance Travel Pay Request: DFAS Form 9114 requests must be sent to [DFAS-MILPCSADVANCE@mail.mil](mailto:DFAS-MILPCSADVANCE@mail.mil) by the requesting service member with PCS orders and amendments
- DD Form 2560, Advance Pay Request Form: This is for extenuating circumstances and is a case-by-case basis. It is intended to assist with out-of-pocket expenses that are not reimbursed by another payment (i.e. Travel, DLA, TLE, or TLA).
  - Advance pay is not an interest-free loan from the U.S. Army.
  - Payment to E-4 and below requires command approval. You receive only one month's pay at losing station.
  - Payment is made within 30 days before PCS or up to 60 days after arrival at new duty station.

## ACS – Financial Readiness Program

**ADDRESS:** 6303 Wetzel Ave., building 1525, Army Community Service

**PHONE:** 719-526-4590

**HOURS:** Monday, Tuesday, Thursday and Friday, 8 a.m. to 4:30 p.m.;  
Wednesday, 9 a.m. to 4:30 p.m.

**POC:** Financial Readiness Program

**As soon as you know you are PCSing, stop by Army Community Service and schedule a one-on-one appointment to get ready.**

### **WHY:**

Having a budget and spending plan can make all the difference during your PCS. It's easy to overspend; let us help you and/or your Family create a realistic budget for this move.

### **BRING:**

Your clearing papers to the Community Connection, building 1524. ACS has centralized clearing; you'll be cleared for the ACS Army Emergency Relief (AER), ACS Exceptional Family Member Program (EFMP) and the ACS Relocation Readiness Program.

**LENGTH:** Walk-in or by appointment (60 minutes)

### **REMEMBER:**

If an emergency occurs, the following contacts may be able to assist you:

- Army Emergency Relief (AER), 719-526-4783  
<https://carson.armymwr.com/programs/army-emergency-relief-aer>
- American Red Cross, 877-272-7337  
<https://www.redcross.org/about-us/our-work/military-families.html>
- Military OneSource - Financial and Legal  
<https://www.militaryonesource.mil/financial-legal>

## ACS – Relocation Readiness Program

**ADDRESS:** 6931 Wetzel Ave., building 1524, ACS Community Connection

**PHONE:** 719-526-1070

**HOURS:** Monday, Tuesday, Thursday, Friday, 8 a.m. to 4 p.m.;  
Wednesday, 9 a.m. to 4 p.m.

**POC:** Relocation Specialist

**WEBSITE REFERENCE TO KNOW MORE:**

<https://carson.armymwr.com/programs/relocation-readiness-program>

**As soon as you know you are PCSing, stop by Community Connection and get information and materials on your next duty station.**

### **WHY:**

1. We can customize a relocation packet especially for you and/or your Family.
2. Need to print or complete something as part of your PCS? We have a computer lab with printers, CAC-accessible if needed. Scanning, faxing and copying also available.

**BRING:** To clear, you'll only require your clearing papers.

**LENGTH:** Walk-in or by appointment (30 to 60 minutes)

### **IMPORTANT LINKS:**

- Schedule a PCS 101 or Destination Overseas appointment with ACS.  
<https://carson.armymwr.com/programs/relocation-readiness-program>
- Information on all installations  
<https://installations.militaryonesource.mil/>
- Create a step-by-step calendar from one point to a final destination  
<https://planmymove.militaryonesource.mil/>
- Relocation information for kids  
<https://militarykidsconnect.dcoe.mil/>  
<https://sesamestreetformilitaryfamilies.org/topic/relocation/?ytid=ZGeVkcUyazo>  
<http://www.militaryonesource.mil/for-military-youth-and-teens>

## Picking up Clearing Papers

**ADDRESS:** Mountain Post Soldier Center, building 1525, Specker Ave., Cubicle E

**PHONE:** 719-526-9732/719-524-0972

**HOURS:** Monday-Friday, 7:30 a.m. to 3 p.m.

**POC:** Ms. Melissa Gratton or Mr. Pete Garza

**All Soldiers are authorized 10 business days to clear!**

### **YOU WILL:**

1. **REQUEST CLEARING PAPERS:** 30 days prior to your departure date, come to the Consolidate Assignments Processing Section (CAPS) Out-Processing section to submit a Clearing Papers Request Form. This will begin the installation Pre-Clear process. The Out-Processing tech will let you know what day to pick up your actual clearing papers.
2. **PICK UP CLEARING PAPERS:** 10 business days prior to your departure date, come to the CAPS Out-Processing section to pick up physical clearing papers.
3. **FINAL INSTRUCTIONS GIVEN:** Installation clearing instructions will be given when you receive your clearing papers, along with the required documents you will need to final out.

### **BRING:**

1. Copy of your orders
2. Copy of your approved PCS leave form (control number is not required).
3. Completed Clearing Papers Request Form

**LENGTH:** This appointment may take up to 30 minutes. This is a walk-in appointment.

### **REMEMBER:**

- You must be in uniform to pick up clearing papers, to clear and to final out.
- Please maintain extra copies of orders and your DA 31 while clearing, agencies you will need to clear will not make copies for you.
- Training holidays are still considered business days and will be counted in your 10 business days for clearing. We are only closed on weekends and federal holidays.
- If necessary, you may final out after your PCS leave has started.

### **IMPORTANT LINKS:**

[Click here to view and print the Clearing Papers Request Form](#)

## Housing Services Office (HSO)

**ADDRESS:** Building 1225, corner of Evans Street and Specker Avenue

**PHONE:** 719-526-2322

**HOURS:** Monday-Friday, 7:30 a.m. to 12:15 p.m. and 1-4 p.m.

**POC:** Cheryl M. Richardson

**WEBSITE REFERENCE TO KNOW MORE:** [WWW.HOUSING.ARMY.MIL](http://WWW.HOUSING.ARMY.MIL)

**As soon as you have orders, contact your leasing office to turn in your 30-day notice to vacate. This should be done for on- and off-post housing. You cannot skip this step. The Soldier Relief Act will not protect you if you do not turn in a 30-day WRITTEN notice with your orders included.**

### **WHY:**

1. You will receive the HSO stamp if you are not pre-cleared. Please check the HSO block prior to coming to see if you are pre-cleared.
2. You can receive housing information for your gaining installation.

### **BRING:**

1. Copy of your orders
2. Clearing Papers

### **LENGTH:**

The HSO does not take appointments. You are assisted on a walk-in basis.

### **REMEMBER**

You do not have to clear housing or your barracks room before you receive the HSO stamp.

### **IMPORTANT LINKS**

- <https://www.housing.army.mil>
- <https://www.homes.mil/homes>

## Fort Carson Family Homes

**IF LIVING OFF POST AND RENTING: YOU WILL WORK DIRECTLY WITH YOUR LEASING OFFICE OR LANDLORD.**

**IF LIVING ON POST YOU WILL WORK WITH BALFOUR BEATTY PRIVATIZED HOUSING:**

**ADDRESS: 4355 Funk Ave. or 7790 Titus Blvd.**

**PHONE: 719-526-1606**

**HOURS: Monday-Friday, 8 a.m. to 5 p.m.; open until 7 p.m. Wednesday;  
Saturday-Sunday at 6800 Prussman Blvd. only, 10 a.m. to 4 p.m.**

**POC: Leasing Line — 719-526-1606**

**WEBSITE REFERENCE TO KNOW MORE: [www.FortCarsonFamilyHomes.com](http://www.FortCarsonFamilyHomes.com)**

**As soon as you have orders, contact your leasing office or landlord to turn in your 30-day notice to vacate. The Soldier Relief Act will not protect you if you do not turn in a 30-day written notice with orders.**

**IF YOU LIVE ON POST, YOU WILL WORK WITH BALFOUR BEATTY TO:**

1. Schedule your 30-day notice.
2. Receive cleaning fees associated with your move out and go over the move out process.

**IF YOU LIVE OFF POST, YOU WILL WORK WITH YOUR LEASING OFFICE/LANDLORD TO:**

Give your landlord the required 30-day notice so you will not be charged fines for breaking your lease.

**BRING:**

1. Copy of your military orders.
2. Special Power of Attorney if service member is not present.

**LENGTH:** 15-20 minutes.

**IMPORTANT LINKS:**

- <https://www.fortcarsonfamilyhomes>
- <https://www.homes.mil/homes>

## FINANCE- ETS/RETIREMENT

**ADDRESS: Mountain Post Soldier Center, Specker Ave., building 1525, Cubicle D  
(look for Transition signs)**

**PHONE: 719-526-1302**

**HOURS: Monday-Wednesday and Friday, 8:30-10 a.m. and 1-3 p.m.;  
Thursday, 1-3 p.m.**

**POC: Christine Bevan**

**WEBSITE REFERENCE TO KNOW MORE:**

<https://www.dfas.mil/militaryseparations.html>

### **REQUIRED DOCUMENTS FOR FINAL OUT BRIEF:**

1. **DA Form 31 (Request and Authority for Leave):** All Soldiers are required to bring a copy of their DA Form 31 to include PTDY. Control numbers are required on all leave forms. The end date on the leave form must match the separation date on your orders.
2. **Orders:** A copy of orders and any amendments are required to clear the Finance Office.

### **REMEMBER:**

#### **LEAVE:**

1. 60 Days is the maximum number of leave days you can sell/cash in during your ENTIRE military career.
2. You cannot take ½ day of leave. Do not round up a ½ day of leave (e.g., if you have 24.5 days, you can only take 24 days of leave, not 25). Your ½ day will be cashed in and paid to you in your final pay.
3. ETSing Soldiers are not authorized permissive TDY (AR 600-8-10, CH 5-35)
4. All permissive TDY leave forms must be signed by an O5 or higher.
5. No pen and ink corrections are allowed. We will not accept the form. Please have your S1 retype the entire form.
6. If someone is signing for your commander, we must have a copy of the signature authority of the assumption of command orders attached with the DA 31.

#### **LUMP SUM LEAVE PAYMENTS:**

Any leave cashed in/sold, separation pay, disability pay, disability severance pay or unpaid bonus money is considered lump sum payments and is taxed at 22 percent. If your state of residency has state tax, it will also be taxed at that state tax rate.

#### **SEPARATION PAY/FINAL PAY/LAST PAY:**

Payment will be direct deposit into the same account you use for your LES pay 5-15 business days after your date of separation. Do not close this bank account for at least 12 months after your date of separation.



**OUT OF SERVICE DEBTS:**

1. Soldiers receiving a chapter out of the Army who received an enlistment bonus or a re-enlistment bonus are subject to recoupment based upon the individual chapter. Their final pay will be liquidated, including any leave days being sold back, to be able to collect back as much of the unearned portion of the bonus as possible before being turned into an out-of-service debt.
2. Soldiers with late turn-ins of any pay adjustment forms (e.g., leave forms, FLIPLs, education debts, statement of charges, AER debts) after final pay has been disbursed will result in an out-of-service debt.

**ALLOTMENTS:**

1. TSP allotments will stop the month PRIOR to your separation date.
2. RETIREMENTS: Your allotment will continue into your retirement pay unless you submit a DD Form 2558 requesting them to stop or you can stop the allotment on MYPAY.
3. ETS and Chapters: Your allotments will stop the month prior to your date of separation.