

## Family Travel for OCONUS Locations

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

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

**HOURS:** Monday and Wednesday, 7:30-11:30 a.m.

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

**If you are not traveling with Family or you are single, you can skip this step.**

**Orders are NOT required for this step. This is YOUR FIRST STEP. The Army will NOT cut orders authorizing Family travel until both the Family Screening at Evans Army Community Hospital is done and this step is complete. There are no exceptions.**

### **WHY:**

1. You will gather and complete the required documents listed below prior to coming to the MPSC to initiate the Family Travel process.
2. A tech will verify your DA 5888 for you to take to EFMP at Evans Army Community Hospital.
3. When the Family Travel section receives back your DA 5888 from EFMP, Family Travel will submit the packet to your gaining command for processing.
4. Initial PCS orders may state that dependent travel is NOT authorized until Family Travel complete. Upon approval from the gaining command, an amendment will be processed that lists your dependents and authorizes dependent travel.
5. After you receive orders authorizing dependent travel, visit the Passport Office as soon as possible. Requesting and receiving a no-fee passport for your dependents can be a lengthy process.

### **BRING:**

1. DA 5888 (complete Parts A & B)
2. DA 4787 (complete blocks 3-17a)
3. DA 5121 (Signed by Soldier and S1)
4. DD 1172-2 verified by the DEERS office
5. Soldier Declaration (sex offender memo for Korea and Japan)
6. Current ERB/ORB

**Length:** This appointment takes about 30 minutes. The process to get approval for family travel may take up to 30 days.

## FAMILY MEMBER TRAVEL SCREENING (FMTS)

**ADDRESS:** EFMP Office, room 1400, Evans Army Community Hospital

**PHONE:** 719-526-7805

**HOURS:** Monday-Thursday, 7 a.m. to 4 p.m.; Friday, 7:30 a.m. to noon (closed for lunch 12-12:30 p.m.)

**BY APPOINTMENT ONLY:** Tuesday and Thursday, 9 a.m. to 3 p.m.

**Attend this appointment AFTER you have been to the Family Travel Office at the Mountain Post Soldier Center. Orders are NOT required for this screening. This screening is required for ALL Family members, whether or not enrolled in EFMP.**

**WHY:** The Army Exceptional Family Member Program (EFMP), which administers the Family Member Travel Screening (FMTS) process, is designed to ensure appropriate medical, psychological and educational services are available for Family members who may have special requirements. All Soldiers identified to relocate to a duty station Outside of the Continental United States (OCONUS), to include Alaska and Hawaii, who elect an accompanied tour (with dependents), **are required** to have their Family members complete the FMTS prior to travel, even if the Family member is already enrolled in the EFMP.

### **BRING:**

**All Family members** who will be moving overseas **MUST** be present for this appointment.

**DA Form 5888:** Family Member Deployment Screening Sheet

- a. Block 8 must be signed by the Family Travel Office, located in the Mountain Post Soldier Center, building 1525, behind the E cubicles. This form will be signed on a walk-in basis **Monday and Wednesday from 7:30-11:30 a.m. ONLY.**
- b. Part B, sections 9 - 11, will be completed during this appointment. **DO NOT HAVE ANY OTHER MEDICAL PROVIDER SIGN THIS FORM OR IT WILL BE INVALID; IT IS TO BE COMPLETED BY THE EVANS ARMY COMMUNITY HOSPITAL EFMP OFFICE ONLY.**

**DA Form 7246:** EFMP Screening Questionnaire: Soldier must complete this form in its **entirety**, including information for **ALL** Family members traveling to the OCONUS duty location. The EFMP Nurse Administrator is the signature authority for this document.

**Current Physicals** (within one year of report date): **ALL** Family members traveling with the Soldier to the OCONUS duty location **MUST** have a current physical exam, **within one year of the report date** (includes sports, school and/or wellness exams).

### **REMEMBER**

- Give yourself as much time as possible to complete this step. The gaining installation **has up to 30 days to accept or deny** Family travel based on medical/behavioral health/housing availability.
- **DO NOT** make arrangements to ship household goods, ship vehicle or terminate current living arrangements until the overseas travel approval authority has authorized Family member travel. Should the Soldier proceed prior to Family travel authorization, the Soldier **MAY** be required to complete an "All Others" tour in the OCONUS location without Family members.

### **IMPORTANT LINKS:**

[https://armypubs.army.mil/pub/eforms/DR\\_a/pdf/A5888.pdf](https://armypubs.army.mil/pub/eforms/DR_a/pdf/A5888.pdf)

[https://armypubs.army.mil/pub/eforms/DR\\_a/pdf/A7246.pdf](https://armypubs.army.mil/pub/eforms/DR_a/pdf/A7246.pdf)

[https://armypubs.army.mil/pub/eforms/DR\\_a/pdf/A7415.pdf](https://armypubs.army.mil/pub/eforms/DR_a/pdf/A7415.pdf)

## **IMPORTANT**

- Only once your Family has been screened and cleared to travel with you to this OCONUS assignment, can you can make your JPPSO and Passport appointments.
- Once your Family is cleared for travel, the Army can cut your orders and then you can begin the next steps.
- Remember, you DO NOT need orders to complete the two travel screening appointments, pages 1 and 2 of this document.
- JPPSO and PASSPORTS can be done in whatever order is fastest.

## 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 OCONUS ORDERS AND AFTER THE FAMILY TRAVEL SCREENING:**

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

### **Bring:**

1. Two copies of your orders/amendments (if applicable), DPS user ID/Password.
2. 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.
3. A general idea of 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. Please plan accordingly; separate days are required for each shipment, i.e. Household Goods, unaccompanied baggage (UB), non-temporary storage (NTS). This will help estimate how many days it will take to pack and load your personal property.
4. Complete pickup and delivery (city/state) addresses, email address, contact numbers, desired pack and pickup dates and alternates dates.
5. In transit address (family or friend who can contact you if needed).

**Length:** This is a face-to-face briefing that will take up to 3 hours.

1. Remember: During peak season (May 1 to Sept. 30), 21-30 day notice is required for pack and pickup dates from the date your briefing.
2. Children are not allowed at this appointment — no exception.
3. We follow Fort Carson weather procedures — 2-hour delays mean a 9:30 a.m. opening.
4. Arrive 15 minutes early.
5. 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.
6. JAG can process a Special Power of Attorney, but Soldiers must do this in person. If your Soldier is deployed, Legal (forward) can do this for your Soldier. See the unit Rear D for help.

### **Important Links:**

1. [http://www.ustranscom.mil/dtr/part-iv/dtr\\_part\\_iv\\_app\\_k\\_1.pdf](http://www.ustranscom.mil/dtr/part-iv/dtr_part_iv_app_k_1.pdf)
2. [http://www.ustranscom.mil/dtr/part-iv/dtr\\_part\\_iv\\_app\\_k\\_4.pdf](http://www.ustranscom.mil/dtr/part-iv/dtr_part_iv_app_k_4.pdf)
3. <https://www.pcsmypov.com>
4. JAG for Powers of Attorney — <https://www.carson.army.mil/organizations/sja.html>

## JPPSO-OVERSEAS (OCONUS) ENTITLEMENTS

**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 1-3p.m.;  
Thursday, 1-3 p.m.

**POC:** Arianne Catalan

**Below is what is authorized as part of an OCONUS move**

### **Unaccompanied Baggage, Household Goods and 1 POV per Family**

**Storage:** You have an option for Non-Temporary Storage (NTS) – These are items you don't want to take with you (e.g., power tools, boats, washers and dryers, or larger furniture items that you know you won't have room for in your overseas home). These are stored at government expense for the duration of tour.

In special situations, if you have a second home, you may be able to ship and store some of your household goods to this stateside second home. This is a **Do It Yourself (DITY) move that is only partially reimbursable.**

**Privately Owned Vehicle (POV). There are only 2 options covered by the military. Your orders will indicate what you are authorized to do. You will be authorized to EITHER store your vehicle or ship your vehicle.**

1. You may ship your POV to your overseas location:
  - a. ONE POV per Family may be shipped if it is authorized on your orders
  - b. You must get this POV to the port vehicle processing center. There are two authorized locations, Dallas, Texas, and St. Louis, Missouri. You will be reimbursed for your expenses to get your vehicle to the port.
2. You may store your POV:
  - a. Remember, if you are authorized to ship a POV, you are **NOT** authorized to store your POV.
  - b. It must be stored at a commercial facility or Vehicle Processing Center (VPC). You will be given a list of authorized locations.

### **Remember:**

1. **Authorized weight entitlements are determined by the host country instructions, accompanied or unaccompanied tour and overseas duty station.**
2. If you plan on having your Family join you at your overseas duty location and ship your household goods, you **MUST** have **CONCURRENT travel orders.**
3. Firearms may or may not be authorized to ship to your new duty station (review host country instructions).
4. Personal computer equipment and peripheral devices, typewriters and memorabilia, including awards, plaques or other objects presented for past performance, have been excluded from Professional Books, Papers and Equipment. They count against your total weight allowance.

## PASSPORTS & PORT CALL

**ADDRESS:** Mountain Post Soldier Center, building 1525, Specker Ave., room 411

**PHONE:** 719-526-8435

**HOURS:** Monday-Thursday, 8 a.m. to noon and 1-2 p.m.; Friday, 8-10 a.m.

**POC:** Ms. Cynthia Lopez and Ms. Sarah Zinkan

**You can make this appointment ONLY AFTER your Family has been cleared to travel with you.  
No-Fee Passports are needed for Family Members going OCONUS!  
Processing times can take 4-6 weeks.**

### **WHY:**

- Family members will need to apply for no-fee passports AFTER the Family Travel process is completed and your PCS orders or amendment approves dependent travel.
- Come to the Passport/Port Call office to arrange all official travel as soon as you receive your orders.
- No-fee passports will be needed to complete Port Call.

### **BRING:**

- A copy of your orders.
- Orders approving dependent travel (if applicable).
- 2 passport photos of each that meet Department of State requirements for each person making this move OCONUS. No military type uniform, no head gear and no glasses.
- Typed passport application (DS-11 or DS-82) for each person.
- Proof of U.S. citizenship for each person. If not a U.S. citizen, contact the Passport and Port Call Office (Mountain Post Soldier Center) for guidance.
- Military ID/CAC.
- Additional requirements are posted outside the Passport Office.

**LENGTH:** Appointments are made for 1 hour, but vary depending on the number of Family members.

### **REMEMBER:**

- DO NOT purchase any tickets until you have made your official travel arrangements with Port Call.
- You will receive more information and instructions for requesting and processing a no-fee passport at your initial visit with the Passport Office.
- No-fee passports are used for official travel and are not the same as a tourist passport.

### **IMPORTANT LINKS:**

U.S. Passport applications and forms: <https://pptform.state.gov/>

Photos can be taken at TASC, by appointment only: <http://www.vios.army.mil/> and require this memo: [https://www.carson.army.mil/dhr/DHR/MPD/PPB/Briefings/Forms/PhotoAppointment\\_MemoForms.pdf](https://www.carson.army.mil/dhr/DHR/MPD/PPB/Briefings/Forms/PhotoAppointment_MemoForms.pdf)

## 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:** To complete pay paperwork and understand what your pay and entitlements are for this move. We will share information with you so you may avoid incurring financial hardship during this move. 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. Copy of marriage license and/or divorce decree, if recently married or divorced.
6. TDY Orders, if applicable
7. Remember, you must bring all this to finance 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, 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.
- Repayment time is normally 12 months or time remaining in service, whichever is shorter.
- Travel by privately owned vehicle (POV) is reimbursable by Monetary Allowance in Lieu of Transportation (MALT) and a flat per diem rate for authorized travel time (days).  
Current rates: <https://www.defensetravel.dod.mil/site/otherratesMile.cfm>

## Fort Carson Veterinary Center

**ADDRESS:** 1535 Sheridan Ave., building 6190

**PHONE:** 719-526-3803

**HOURS:** Monday, Tuesday, Thursday and Friday, 7:30 a.m. to 4:30 p.m.;  
Wednesday, 7:30 a.m. to 3 p.m.

**POC:** PFC Langley at 719-526-5982

**FOLLOW US ON FACEBOOK** [@fortcarsonveterinarycenter](https://www.facebook.com/fortcarsonveterinarycenter)

**If you're expecting or even anticipating orders to an OCONUS assignment and you have a pet you intend to take with you overseas, call the Fort Carson Veterinary Clinic to make a health certificate screening appointment.**

### **WHY:**

- Understand the process to move your animal and the requirements needed for each country.
- No matter where you may PCS, vaccine records will be required. Original rabies vaccines certificates are commonly needed; OCONUS and CONUS have different requirements.
- Additional treatments may be required.
- The Army is not responsible for personal owned animal (POA) travel. The timeline is the responsibility of the owner, and the costs are as well, to include flights, travel supplies and medical appointments.
- Off-post is more costly, and you may incur errors due to lack of familiarity.
- Recommend 100 percent prep done at the Fort Carson or U.S. Air Force Academy veterinary centers.

### **BRING:**

- Vaccine records
- Proof of microchip

**LENGTH:** This appointment will take no more than 30 minutes.

## ACS – Relocation Readiness Program

**ADDRESS:** 6303 Wetzel Ave., building 1526, ACS Center

**PHONE:** 719-526-1053

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

### **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.**

### **WHY:**

1. 30 days prior to your departure date, come to the 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 clearing papers.
2. 10 business days prior to your departure date, come to the CAPS Out-Processing section to pick up physical clearing papers.
3. 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:** 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 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 make 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>