

## 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"> <li>• Marriage certificate or other legally recognized document(s)</li> </ul>
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"> <li>• Birth certificate</li> <li>• Adoption papers</li> <li>• Divorce decree</li> <li>• Other legally recognized documents that establishes parental rights</li> </ul>
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"> <li>• Legally recognized documents that establishes dependency that member is physically or mentally incapable of self-support</li> </ul>
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"> <li>• Income tax returns (most recent)</li> <li>• Court documents that establishes guardianship</li> <li>• Court documents that establishes parent inability to care for self</li> <li>• Other legally recognized documents that establishes guardianship</li> </ul>
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"> <li>• Proof of ownership by member or dependent (legal title)</li> <li>• Proof/statement of operability and legally tagged for driving (US)</li> <li>• Proof of driver's license of the travelers cited (if more than one vehicle, must have two licensed drivers)</li> <li>• Cost comparison (Quotes from Carrier)</li> <li>• Car Insurance</li> <li>• Estimated cost from Vehicle Processing Center (VPC) (may get from google)</li> </ul>
CONUS to CONUS Move (current federal employee only):	<ul style="list-style-type: none"> <li>• Previous order/amendment and Transportation Agreement (TA), if applicable</li> </ul>
OCONUS to CONUS Move:	<ul style="list-style-type: none"> <li>• Previous order/amendment taking member to OCONUS from CONUS, and TA</li> </ul>

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