



PCS TRANSFER SEASON

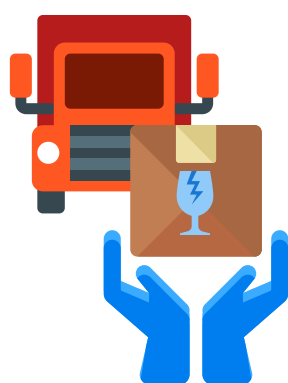
Due to the dynamic environment of the COVID-19 pandemic, members issued PCS (Permanent Change of Station) orders this season may need extra assistance in between their old and new units. To help keep you Semper Paratus, here's a PCS timeline for you and your dependents to follow.

PRIOR TO MOVING



- Contact your local transportation office to get your move scheduled via [Move.mil](https://www.move.com) as early as possible. Find your local transportation office [here](#).
- Once your move is scheduled, keep a copy of the moving company's contact information and your case number handy to prepare for moving day.
- **10-14 days prior**, plan your route (dial 511 for latest road conditions), check the latest [COVID-19 restrictions](#), check-in with your sponsor, and create your [PCS Float Plan](#). Download the [HSWL app](#). For medical services on your journey, you can click through the app to access the [Tricare Nurse Advice Line](#).
- **10 days prior**: Work with your current command to get your PCS Float Plan approved. Make modifications as needed.
- **5 days prior**: Work with your new command to get your PCS Float Plan approved. Make modifications as needed.

MOVING DAY (PACK & LOAD)



- Use [TRANSCOM's guidance](#) before and throughout your pack out day.
- Set out cleaning supplies/wipes/sanitizer to clean commonly-touched surfaces.
- Wear face masks for duration of the pack out.
- If the movers don't show, arrive without required PPE, or try to work past the end of the day (1700/5pm local time):
 - Call the moving company.
 - Call your [local transportation office](#).

PCS DEPARTURE DAY



- Contact the Main PCS Assistance Team to notify them that you are officially in transit: 833-551-0887 or PCSassist@uscg.mil.
- Have your military ID and copies of the following hard copies of the following with you and your dependents (minimum of 1 copy each per vehicle):
 - PCS Orders
 - Dependent Travel Letter
 - PCS Float Plan

TRANSIT BETWEEN DUTY STATIONS



- Utilize the contacts listed in your PCS Float Plan
- Contact the PCS Assist Team at 833-551-0887 or PCSassist@uscg.mil
- Examples of how the PCS Assist Team, can "fill the gap" include:
 - Trouble reaching contacts in your PCS Float Plan.
 - Flight cancellation/delay that requires lodging for you or dependents.
 - Vehicle repair/maintenance delay that requires altering your travel plans.
 - Short notice financial assistance is required (i.e., CGMA).
 - Hotel cancellation where you are unable find alternate lodging within per diem.
 - You (member/dependents) advised to quarantine/isolate or have been diagnosed with COVID-19.
 - You need up-to-date local health/isolation requirements.
 - Other exigent circumstances.

PRIOR TO ARRIVAL AT NEW DUTY STATION



- If mandatory isolation is required at your new permanent duty station, you must have your orders amended to authorize the isolation period and allowances. This period of isolation allowance is separate from TLE/TLA, which is for use after your isolation period ends. Contact PCS Assistance Team with these and any other entitlement/order amendment questions.

UPON ARRIVAL AT NEW DUTY STATION



- Check-in with Unit per unit requirements.
- Contact the PCS Assist Team at 833-551-0887 or PCSassist@uscg.mil to notify them that you have arrived at your new unit.

Source: U.S. Coast Guard Office of Military Personnel (CG-133)



STAY INFORMED DURING CORONAVIRUS (COVID-19):
<https://www.uscg.mil/coronavirus/>