

# Permanent Change of Station (PCS) Member Overview

## Member Responsibilities and Resources

### 1. Member Elections:

- a. CONUS
  - Members receive Assignment Instructions (email notification).
  - Members initiate and complete Member Elections.
- b. OCONUS
  - Members receive Assignment Instructions (email notification).
  - Members initiate and complete Member Elections.
  - Members initiate E-EFMP\* (Conducted outside of IPPS-A but orders will not be cut until complete)
- c. Video(s): [How to Complete Member Election Replays](#)
- d. UPK(s)\*\*: [Self Service - Complete a Member's Elections Activity Guide](#)
- e. Family Member Travel Screening (FMTS): [E-EFMP](#)

### 2. Orders:

- a. Members view/print Orders (email notification).
- b. UPK(s): [Self Service - View My Orders](#)
- c. Job Aid(s): [View Special Instructions](#)

### 3. Absences:

- a. Members must submit a PCS Events Absence and link the related PCS Assignment.
  - PCS Events Absence must end the day before their assignment arrival date.
  - Do not add travel days; System will automatically count travel days in calculation.
  - "05-PCS Events" type must be selected to start the PCS Absence, then the appropriate reason(s) can be selected in any order, such as for House Hunting, Temporary Duty (TDY) Enroute (see references below), etc.
- b. If the Member's PCS Assignment arrival date changes or any other changes are made, the approved PCS Events Absence must be canceled and a new PCS Events Absence must be reapproved with updated related Assignment.
- c. If the Member is departed from losing Unit, the losing S1 needs to revoke the departure and have the Member re-submit updated PCS Events Absence, or request losing S1 submit on behalf of Member.
- d. Quick Sheet: [Submitting a PCS Event \(Absence Type: 05-PCS Events\)](#)
- e. Video(s): [Submit PCS Absence Do IPPS-A Yourself \(DIY\)](#)
- f. UPK(s): [Self Service - Request Absence](#), [Self Service - View/Amend Absence Request](#)
- g. References: [Create a PCS Absence Request](#), [Update PCS Absence Using the InTransit Grid During Arrival Processing](#), [View and Amend a PCS Absence Request](#), [TDY Enroute](#)



\*E-EFMP: Enterprise Exceptional Family Member Program (E-EFMP)

\*\*UPKs: User Productivity Kits are in the IPPS-A [demo server](#) and provide steps on performing transactions.

Learn more at: <https://ipps-a.army.mil/>

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### Member Responsibilities and Resources, cont.

#### 4. DD Form 93, “Record of Emergency Data”:

- a. Members use the DD Form 93 Dashboard Tile to review their current form, add or delete emergency contact information, or submit a new form.
  - Any changes to a Member’s authorized dependent information must be made in Defense Enrollment Eligibility Reporting System (DEERS), not IPPS-A.
  - If a Member updates the DD Form 93 with an HR Professional, they must verify that the form posts to their Interactive Personnel Electronic Records Management System (iPERMs) record within 24 hours. If it does not, the Member must check back with the HR Professional because the action is NOT complete.
- b. UPK(s): Self Service - Create a DD Form 93 Record of Emergency Data, Self Service - Maintain a DD Form 93 Record of Emergency Data

#### 5. Awards:

- a. Members confirm PCS Award has been released.
- b. NAVIGATION: TAM Soldier Workcenter > My Profile > Awards

#### 6. Departure:

- a. Members confirm with S1s that all pending actions, including any open Personnel Actions Requests (PARs), are closed out before departing.
- b. Visit S1 for departure procedures.

#### 7. Arrival:

- a. Last day of leave must be day before report date.
- b. Members must update their address.
  - NAVIGATION: NavBar > Menu > Self Service > Personal Information > Personal Details



*NOTE: Members should look at approved orders and ensure all approved entitlements are listed.*

Learn more at: <https://ipps-a.army.mil/>