

PCS TIMELINE

Days before/after PCS	Commander	Sponsor	Dependents
90		Attend sponsor training prior to assignment. This can be completed at any time prior to assignment	Receive orders via email Prepare Area Clearance. Prepare documentation for Pets
80	Assign Sponsor to service member and dependents	Prepare & email welcome letter to service member and dependents with relocation information for Okinawa	
70		Obtain Newcomer's information	Respond to sponsor for coordination of arrival
60	In Progress Review	Coordinate with Family Housing Send Housing list with Photos to Family. If Housing isn't available, make reservations for TLF.	Review and accept housing online within 48 hours If housing isn't available, ensure reservations for TLF have been made by sponsor
58		Send completed application to housing	
50		Collect acceptance documents from housing and send to family Coordinate for temporary furniture and internet services	Sign up for internet services so sponsor can pick up equipment before arrival
45		Make arrangements with CDC for Childcare	Dependents have to provide documentation to CDC
30	In progress review	Obtain PSC mailbox	
2	final review	Sponsor picks up keys and makes preparations for service member and dependents arrival	
Arrival		Meet service member and dependents at airport.	Begin 14 day ROM
1		Make food arrangements daily for each meal	Begin preparing for travel voucher process
15		If in ROM TLF, transport family to alternate TLF or Housing	Check into Command/IPAC. Complete Newcomer's Brief
30		Continue providing assistance for service	

		member and dependents through first 30 days	
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NOTES:

Establish and maintain contact with incoming service member and family

Within 10 days of learning the inbound date, sponsor reserve TLF if housing is not available.