

**CHECKLIST FOR PERSONNEL TRANSFERRED CONUS TO CONUS VIA PERMANENT CHANGE OF STATION
ORDERS**

(GRADE)	(LAST NAME)	(FIRST NAME)	(M.I.)
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(MARINE'S EAS)	(MARINE'S DETACHMENT DATE)
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	CHECK	
	YES	N/A
1. MARINE HAS COMPLETED OUTBOUND INTERVIEW VIA MARINE ONLINE	_____	_____
2. MARINE HAS ATTENDED PCS CLASS AND OBTAINED THE CERTIFICATE	_____	_____
3. MARINE IS ON A FULL DUTY STATUS		
YES: REFER TO NUMBER 4		
NO: OBTAIN A DETACHING AND REPORTING ENDORSEMENT AND SUBMIT TO IPAC	_____	_____
4. MARINE MEETS OBLIGATED SERVICE	_____	_____
5. MARINE HAS SUBMITTED EXTENSION/REENLISTMENT IF NOT MEETING OBLIGATED SERVICE	_____	_____
5. MARINE HAS GIVEN IPAC A COPY OF THEIR FLIGHT ITINERARY	_____	_____
6. MARINE HAS COMPLETED THEIR CHECKOUT SHEET	_____	_____