

CHECKLIST FOR PERSONNEL TRANSFERRED OVERSEAS VIA  
PERMANENT CHANGE OF STATION ORDERS

The following checklist will be prepared. One signed copy will be placed in the SRB, and one signed copy will be retained by the preparing unit.

(GRADE)	(LAST NAME)	(FIRST NAME)	(M.I.)	(SSN)	(MOS)
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(MARINE'S EAS)

(MARINE'S OCD)

CHECK  
YES      N/A

1. Marine meets all requirements for assignment to sea, foreign, and/or combat duty.  
(CO/SgtMaj)

\_\_\_\_\_

2. Assignment criteria-for corporals and below has been observed.  
(CO/SgtMaj)

\_\_\_\_\_

3. Marine has been counseled concerning family member travel, transportation of HHG's, POV, and mobile home allowance. (JFTR, Vol 1, Chap 7 through 9, and the Marine Corps Personal Property and Marine Corps Passenger Transportation Manuals.)  
(IPAC)

\_\_\_\_\_

4. Marine has received required inoculations and has been issued a current immunization certificate (PHS Form 731) which has been compared against his/her health record. (BUMEDINST 6230.1.)  
(Medical)

\_\_\_\_\_

5. Record Emergency Data (RED) and the SGLI form are completed, verified, and signed by the Marine. (MCO P1080.35 and MCO P1741.8.)  
(IPAC)

\_\_\_\_\_

6. Marine has valid identification card (MCO P5512.11) and tags (MCO P3040.4 and MCO P1070.12) in good condition. Appropriate Uniformed Services Identification and Privilege Cards (DD Form 1173) have been issued to appropriate family members (MCO P5512.11) and family member data contained in the Defense Enrollment Eligibility Reporting System (DEERS) verified to be correct.  
(MCO P5512.11)  
(SQDN S-1)

\_\_\_\_\_

CHECK  
YES N/A

7. Marine has been furnished with change of address cards and instructed in their proper use. (OPNAVINST 5112.1)  
(SQDN/Unit Mailroom) \_\_\_\_\_
8. Transfer orders have been fully explained to the Marine, including the proper procedures for requesting an emergency extension of leave and consequences of failure to report, as directed in orders. (IPAC) \_\_\_\_\_
9. Sergeant and above fitness report on transfer has been submitted. (MCO P1610.7)  
(Reporting Senior) \_\_\_\_\_
10. The SRB, health, and dental records have been checked for completeness and closing entries signed prior to transmittal or delivery. (IPAC/Med/Dent.) \_\_\_\_\_
11. Required clothing and equipment are in the possession of the Marine. Marines are required to possess the minimum uniform requirements as contained in MCBul 10120 published annually by HQMC. (SQDN/Unit SNCOIC) \_\_\_\_\_
12. If move causes second dislocation allowance within the same fiscal year, has approval by CMC (MMOS) been received? (IPAC) \_\_\_\_\_
13. If transfer orders state a passport requirement, the individual/family member(s) have made application. (MCO 5512.4)  
(TMO) \_\_\_\_\_
14. If the Marine requires lenses, duplicate spectacles have been issued. A Marine who meets the defective vision criteria and who is scheduled for assignment to an FMF organization outside CONUS has been issued optical inserts for the field protective mask. If these inserts are not in the Marine's possession, they will be requisitioned and forwarded to the Marine's new FMF duty station. Include a statement to this effect in the Marine's orders. (Medical) \_\_\_\_\_

CHECK  
YES N/A

15. A copy of the orders has been provided to the Marine's new duty station, complete with receiving endorsement containing name, address, and relationship of next of kin.  
(IPAC)

\_\_\_\_

16. Marine has been interviewed and, if appropriate, afforded an opportunity to: (SQDN/Unit S-1)

a. apply for BAQ

\_\_\_\_

b. register allotments

\_\_\_\_

c. prepare a will

\_\_\_\_

d. subscribe to or change beneficiaries of commercial/government insurance (verify names/addresses with the RED)

\_\_\_\_

e. prepare a power of attorney

\_\_\_\_

17. Marine is medically qualified for duty overseas.  
(Medical)

\_\_\_\_

18. Marine has the required obligated active service remaining to complete the prescribed tour of duty.  
(IPAC)

\_\_\_\_

19. Has the Marine waived his/her right not to be involuntarily assigned to a dependents-restricted tour of duty until 24 months have passed since establishment of an OCD?  
(Career Planner/S-1)

\_\_\_\_

20. Involuntary Dependents-Restricted Assignment

a. If the Marine is a careerist, has he/she waived his/her right not to be involuntarily assigned to a PCS dependents-restricted tour of duty until at least 12 months have elapsed following his/her return from a 5 month or more FMF TAD deployment?  
(Career Planner/S-1)

\_\_\_\_

b. If the Marine is a first-termer, has he/she waived his/her right not to be involuntarily assigned to a PCS dependents-restricted tour of duty until at least 6 months have elapsed following his/her return from a 5 month or more FMF TAD deployment?  
(Career Planner/S-1)

\_\_\_\_

21. Marine possesses a primary MOS above basic level.  
(SQDN S-1)

\_\_\_\_

CHECK  
YES N/A

22. Request for overseas area clearance (entry approval) for family members has been made, when appropriate, and PCS orders have been endorsed per MCO P1000.6 to reflect entry approval/denial.  
(IPAC)

\_\_\_\_\_

23. Port call requested per MCO 4650.30.  
(IPAC)

\_\_\_\_\_

24. The PCS orders have been endorsed to describe the overseas transportation arrangement (port call), reporting requirements, and transportation document for the carrier.  
(IPAC)

\_\_\_\_\_

25. Ensure personnel authorized transportation of family members to the overseas duty station at Government expense have necessary obligated active service remaining to complete accompanied-by-dependents tour unless they elect an unaccompanied tour; PCS orders endorsed accordingly.  
(Career Planner)

\_\_\_\_\_

26. Family members traveling to overseas station have received necessary immunization/possess immunization record. Family members have been medically screened and physically qualified for overseas residence. (Family members accompanying Marines to HI and AK are exempt from this screening requirement.)  
(Medical)

\_\_\_\_\_

27. Corporals and below ordered to an accompanied overseas tour will be screened using the financial statement contained in this checklist to determine whether or not the Marine can meet the financial rigors of the new duty station. Family Service Centers can provide up-to-date information on the facilities, services, and costs available at most overseas locations.  
(CO/SgtMaj)

\_\_\_\_\_

28. Marine has completed Level I Anti-terrorism - Force Protection (AT-FP) training.  
(SQDN S-3)

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CERTIFICATION

To my knowledge I certify that as of \_\_\_\_\_ I have no problems  
which would preclude my assignment to a restricted area.

\_\_\_\_\_  
(SIGNATURE OF MARINE)

\_\_\_\_\_  
(SIGNATURE OF COMMANDING OFFICER)