Complete Your PCS Checklist

✋ What You Need Before Starting

Official Permanent Change of Station (PCS) orders with a detaching date from your current command.

NP2 Access

A. Quick Links
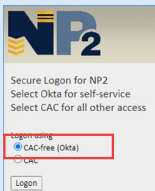Access NP2 via MyNavy Portal Quick Links (https://prodhr.np2.cloud.navy.mil/).
Note: For best access, use Chrome, Firefox, Safari or Edge.

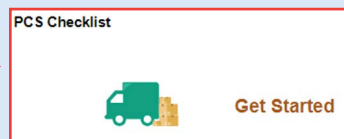**B. CAC-free**
You can access the Travel Voucher on a mobile device without a CAC. To learn how to set that up, visit MyNavy Portal (MNP) Tutorials at https://www.mn3p.navy.mil/web/guest/tutorials to watch the "Setting up CAC-Free Access" video.

Secure Logon for NP2
Select Okta for self-service
Select CAC for all other access

Logon using
◉ CAC-free (Okta)
○ CAC
[Logon]

Scan for MNP Tutorials

1. From the Sailor NP2 homepage, select Assignments, Leave and Travel. Then, select PCS Checklist.

Assignments, Leave and Travel

PCS Checklist → Get Started

2. Complete PCS Questionnaire
Note: Once you complete the PCS Questionnaire, the system will auto-generate a PCS Checklist tailored for you.

A. Confirm or Edit Detachment Date

B. Enter dependents traveling with you.
Note: Only authorized Defense Enrollment Eligibility Reporting System (DEERS) dependents are eligible to travel with you.

C. Answer the questions:
1) Are pets traveling with you?
2) Are you shipping a vehicle?
3) Is this a Personally Procured Move (PPM), aka a Do It Yourself (DITY) move?

D. Submit

Depart no Later Than

JUL 2019

A. Detachment Date
08/15/2019

B. Dependents
Please select who is moving with you:
☑ Name
☑ KIWI HONEYDEW

C. Are your pets moving with you?
[Yes] [No]

Are you going to ship a vehicle?
[Yes] [No]

Is this a Personally Procured Move (PPM), sometimes called a DITY move?
[Yes] [No]

D. [Submit]

Detachment Date
• The date in this field will drive all checklist milestones related to the Detachment Date.
• If the date is correct, no action is necessary.
• If the date is incorrect, you may edit the field so that all of the checklist steps generated after submitting the Questionnaire have the correct due date.

NOTE: Although the Detachment Date is editable, communication with the command is still necessary to determine the actual approved date of detachment. To avoid missing due dates for any steps, please confirm the Detachment Date.

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3. View the Checklist Summary Page

A. Verify/Update Detach On date (optional)

B. Access Travel Entitlements Calculator (optional)

C. Access and launch Checklists

1) Shipping Household Goods - activities related to moving personal goods from your current assignment to your new assignment.

2) Family Move - activities that support your family's move from your current assignment to your new assignment. Includes access to Housing Early Assistance Tool (HEAT) to obtain housing information.

3) Sailor Administration - activities to guide you in completing administrative requirements, such as coordinating your move with your Command Pay & Personnel Administrator (CPPA) and ensuring your Record of Emergency Data, Security Clearance, and Operational Duty Screening information is up to date.

4) Entitlements & Budgeting – activities to help you identify eligible entitlements, request advances on travel allowances, make temporary lodging plans, and meet with a Command Financial Specialist (CFS) before your move.

D. View Progress Bar

Checklist Summary

Congratulations! Your PCS Checklists have been customized based on your PCS Orders and answers to the questionnaire.

Click on sections below to launch each guide.

As you complete each step, mark the step Complete to track your progress.

To change the date you are detaching from your current activity, enter the date and click the Refresh icon. Currently, you are 20 days from departure.

It is your responsibility to follow-up with your Command Personnel and Pay Administrator (CPPA) to complete your transfer package and any other transfer requirements.

B. Travel Entitlements Calculator **A.** Detach On 08/15/2019

D. 0% completed.

C.
Shipping Household Goods
0 out of 8 completed.

Family Move
0 out of 20 completed.

Sailor Admin
0 out of 11 completed.

Entitlements & Budgeting
0 out of 7 completed.

4. Complete Checklist tasks

A. Select Checklist Section (e.g., "Shipping Household Goods")

B. Select Checklist item to complete (e.g., "Read PCS Orders")

1) Accessed from either sidebar Milestone list or directly from Checklist "Go to Step"

A.
Shipping Household Goods
0 out of 8 completed.

Activities listed according to milestones	Status according to due date	Due Date calculated from Detachment Date

B.

Shipping Household Goods ✓ Complete

▲ **Prepare for Move** ○ Not Started

Read PCS Orders ⚠ Overdue

Plan My Move ⚠ Overdue

HHG Webinar ⚠ Overdue

▶ **Schedule My Move** ○ Not Started

Shipping Household Goods

Moving in the military can be a stressful and sometimes frustrating process. Here are some steps to help make your move a success!

Steps

Step	Status	Date Completed	Due Date	Go to Step
Shipping Household Goods	✓ Complete	07/22/2019	08/15/2019	Go to Step
Read PCS Orders	⚠ Overdue		05/17/2019	Go to Step
Plan My Move	⚠ Overdue		05/17/2019	Go to Step
HHG Webinar	⚠ Overdue		05/17/2019	Go to Step
OCONUS Move	⚠ Overdue		06/16/2019	Go to Step
DoD Customer Moving Portal	⚠ Overdue		06/16/2019	Go to Step
Firearms Shipping	⚠ Overdue		06/16/2019	Go to Step
DPS Registration	⚠ Overdue		06/16/2019	Go to Step
HHG Weight Estimator	⚠ Overdue		06/16/2019	Go to Step

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C. Complete Activity (e.g., "Prepare for Move – Read PCS Orders")
    1) View optional aids (e.g., "Understand Your Orders")
D. Mark Complete

5. Track Checklist progress
  A. Check overall percentage of Checklist completed (e.g., 28% completed)
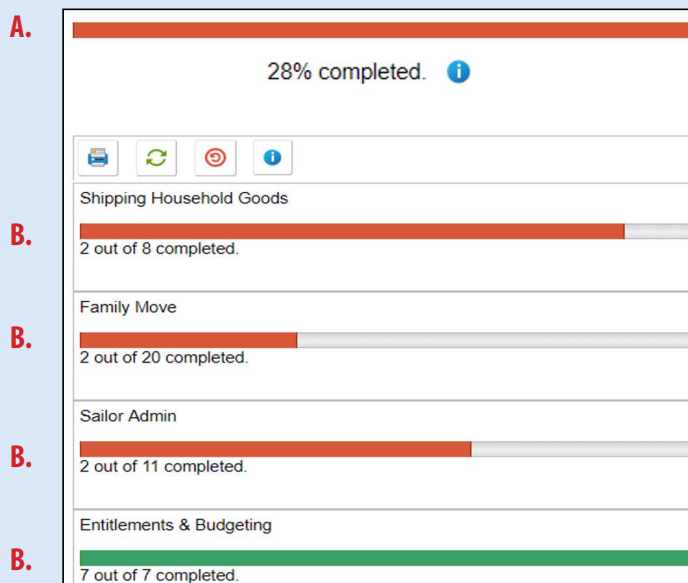 **B.** Check number of items in each section complete per total required (e.g., "2 out of 8 completed for Shipping Household Goods")
    Note: Color code
    Green= overall progress on track (based on Detachment Date)
    Red = overall progress behind schedule
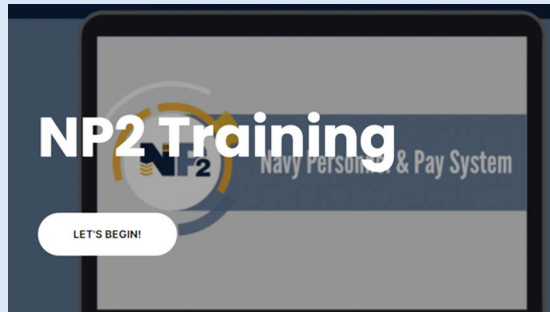
Sample checklist summary page

Note: The Checklist is a tool to assist you in your move. It is your responsibility to follow up with your CPPA to complete your travel package and any other transfer requirements.

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Training Aids

Step-by-step instructions for completing your PCS Checklist are available in NP2 Training.

- NP2 Training - Overview
  https://rise.articulate.com/share/YM8E05P9G0hRZ6RHnVKCdDyTyHXdTBdg#/

MyPCS Interactive User Guide

- Main MyPCS Training
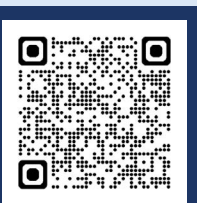 https://rise.articulate.com/share/PjWIHgP0dqIv4ZbuhBfDnfqM6TGppcqp#/

Topics you can find in the above link under Service Member role

- How to View Your PCS Checklist Summary
- How to Complete Your PCS Checklist-Part 1 - Service Member MyPCS Interactive User Guide
- How to Complete Your PCS Checklist-Part 2 - Service Member MyPCS Interactive User Guide

Customer Feedback

We welcome your feedback! Click or copy/paste: https://usnavy.gov1.qualtrics.com/jfe/form/SV_cJiKiU0Q6H0uQyG

QUESTIONS? Contact MNCC: Phone: 1.833.330.MNCC | Email: askmncc@navy.mil | Chat: https://my.navy.mil

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