

**STATESIDE REASSIGNMENT
OUTPROCESSING GUIDE**

**DO NOT SCHEDULE APPOINTMENTS UNTIL YOU
HAVE ORDERS IN HAND!!**

PCS ORDERS WILL BE SCANNED AND E-MAILED TO THE BDE S-1 AND TO THE SOLDIER. NO PICK-UP! Approximately **90** days prior to **report date** when possible. Questions: See your S-1.

1. TRANSPORTATION ISSUES: PERSONAL PROPERTY - Bldg 5450, Room 102. PHONE: 751-5138. PORT CALL/PERSONNEL MOVEMENT - Bldg 4350. PHONE: 751-5128.

2. FAMILY HOUSING - Bldg 5450, Room 242. PHONE: 751-5331/5788/7566.

3. FINANCE - Bldg 5450, Room 129. PHONE: 751-5489. **CONTACT FINANCE UPON RECEIPT OF ORDERS BUT NO LESS THAN 30 DAYS PRIOR TO DEPARTURE FROM FORT JACKSON.**

4. ACS EXCEPTIONAL FAMILY MEMBER PROGRAM: Bldg 5450, Room 120. Phone: 751-5256 Email: jacksonc1@jackson.army.mil

5. CENTRALIZED IN/OUT PROCESSING - Bldg 5450, Room 200. PHONE: 751-7673/7674.

TEAM SUPERVISOR: LORETTA HILL AT 751-5579; e-mail: loretta.hill@us.army.mil

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