PCS Questionnaire Cheat Sheet

All yellow blocks are drop downs. Please select the one that applies to you.

Member info: Self explanatory

Travel Info:

* Final out date from last base: Day member out processed with MPF.
* Date actually departed last base: Date physically left last base
* Date arrived here: Date arrived to Moody AFB, GA
* Date actually signed in here: Date member notified unit was present and able to work.
* If Quarantined, input final date in Quarantine: If quarantined, what was the last day in quarantine.
* Did you take leave after arriving here: Drop down, choose applicable.

Location Info:

* Where do you currently reside: - Drop down, choose applicable.
* Street Address: If in the dorms, use dorm building address.
* City: If in the dorms, use MOODY AFB
* State: GA
* Zip: If in the dorms, use 31699

Dependent Info:

* Dependent Status: Drop down, select one that applies.
* Date Status last changed: Date of marriage/birth/divorce/etc.
* Spouse Name: Name of Spouse
* Spouse Date of Marriage: Date of Marriage
* Did Spouse travel with you: Drop down, select one that applies
* Child Name: Child’s name
* Child Date of Birth: Child’s Date of birth.
* Did Child travel with you: Drop down, select one that applies

If more than three children, may add them in the remarks section.

\*\* Please answer each drop down box in columns D-G.

\*\* DO NOT go to any other excel tab at the bottom. Stay in “Questionnaire” tab only. All other tabs are for Finance technicians.

\*\*If any errors occur, please select “Fix Macro” In column N-O and it will reset the page.

\*\*Clear the form after each new member to ensure complete accuracy.

\*\* Once a member completes the excel sheet, hit “Print PCS package”.

\*\* It is MANDATORY for member to bring all printed forms. Will be turned away without it.

\*\* Member does not have to do anything extra after printing forms. We will fill them out during the brief one on one.

\*\* Sign member up for next available brief at: appt.link/23-cpts/NewToMoody