Cyber Command
PCS CHECKLIST

NAME/RANK: **SSN:**

LOSING UNIT: **DEPARTURE DATE:**

GAINING UNIT: **ARRIVAL DATE:**

OFFICE SYMBOL (circle one):

OUTPROCESS INIT / DATE	INPROCESS INIT / DATE	CCE	
		Digitally send checklist in Holographic format to CyberCOM	
		Update Alpha, Social, Facebook, MySpace, Birthday Rosters	
	N/A	Forward Power Level to gaining unit	
OUTPROCESS INIT / DATE	**INPROCESS INIT / DATE**	**MEMBER ACTIONS**	
		Scheduling- Schedule Halo Tournament	DOOS
		Flight Management- Tie Fighter & Y-Wing Hours	DOOF
		Training- Padawan Checklist Issue	DOT
		Life Support - MegaMan Helmet Issue	Life Support
		Stan/ Eval - Rules for Dungeons & Dragons	EGV
		SQ/Supreme CC Briefing	CCE
		Government Travel Card, Biochip & DTS Update	RA
		DO (Director of Office Wars) - Officers Only	DO
		Sqdn Uberintendent Assign Power of the Mystics on MilPDS	Sqdn Uber
		Ops Uberintendent (Enlisted Only)	Ops Uber
		First Sergeant- Avatar creation, Family care plan, Sqd Patches, etc	First Sergeant
		Security - Biometric Security Scan	Security
		CSA -- Contact after new office symbol & Favorite Star Wars desktop wallpaper is determined	Help Desk
		Light Saber Safety – Bring AF Form 55/ESOH	Safety
		Mobility Folder & Issue Tricorder	Mobility
		Death Star Short Tour Requirement	AFPC
		Jetpack Booster Club	Booster Club
		Evals & Decs -- Pick-up/Drop-off High Scores & Distinguished Galactic Conqueror Medals	Evals & Decs
		UFPM: Check Un-Fit Status Date Tested:_____ Score:_____	Unit UFPM
		Jedi Training Mgr (Enlisted Only)	Group Training Manager
		COMSEC & Classified World of Warcraft Access	COMSEC Office

RETURN TO THE CCE WHEN COMPLETE

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