

CIVILIAN EMPLOYEE

- 1. Prepare a list of questions you want to ask your Vance Sponsor. After receiving your Official Job Offer, contact the [Civilian Personnel Office](#) if you have not heard from your sponsor (typically your gaining supervisor will be your sponsor)**

Maintain contact with your sponsor during all phases of your PCS and contact your sponsor upon arrival and/or make arrangements for your sponsor to meet you upon arrival. If your family is traveling with you, ask your sponsor to connect your spouse with a squadron Key Support Liaison.
- 2. Review the [Civilian PCS Guide](#) (PCS – Permanent Change of Station)**
- 3. Review the Defense Finance and Accounting Service (DFAS) [Civilian PCS Page](#)**
- 4. Sign up for the Vance Virtual Pre-Arrival Orientation ([link to FSS app sign-up?](#))**
- 5. Review the Community Information ([link?](#)) and Relocation Resources ([link?](#)) for additional information**