

# PCS

## MOVING ESSENTIALS CHECKLIST

### Before Orders Arrive

1. **Research Next Duty Station**
    - Learn about housing options (on-base, off-base).
    - Explore schools, medical facilities, and local amenities.
    - Understand the climate, cost of living, and local culture.
  2. **Prepare Financially**
    - Start saving for unexpected expenses.
    - Review the PCS entitlements (Dislocation Allowance, Temporary Lodging Expense).
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### Once Orders Are Received

1. **Confirm Orders**
  - Obtain multiple copies of your official orders.
  - Verify all details, including reporting dates and dependents' information.
2. **Contact Your Installation Transportation Office (ITO)**
  - Schedule a briefing on the moving process.
  - Decide on move type: Personally Procured Move (PPM) or Government Arranged Move (GAM).
3. **Notify Chain of Command**
  - Submit a leave request if needed.
  - Confirm timelines for clearing your current duty station.
4. **Arrange Housing**
  - Notify your current housing office or landlord.
  - Start the process of securing housing at your new location.
  - Schedule pre- and final move-out inspections.
5. **Update Documents**
  - Renew military IDs if close to expiration.
  - Update your Defense Enrollment Eligibility Reporting System (DEERS) information.
6. **Organize Important Papers**
  - Orders, passports, birth certificates, Social Security cards.
  - Medical and dental records.
  - School records for children.

- Pet vaccination and registration records.
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## **30-60 Days Before the Move**

- 1. Inventory and Declutter**
    - Create a detailed inventory of your belongings.
    - Sell, donate, or discard items you no longer need.
  - 2. Arrange for Child and Pet Care**
    - Notify schools of the transfer and request records.
    - Schedule vet appointments for health certificates.
    - Research pet transportation requirements and services.
  - 3. Schedule Appointments**
    - Final medical and dental check-ups.
    - Vehicle servicing for long-distance moves.
  - 4. Book Travel**
    - Arrange flights or plan your driving route.
    - Reserve temporary lodging at your current and new station.
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## **Two Weeks Before the Move**

- 1. Confirm Movers**
    - Reconfirm moving dates with the ITO or movers.
    - Review and update inventory lists with high-value items.
  - 2. Start Packing Essentials**
    - Create a "PCS Essentials Kit" with documents, uniforms, toiletries, and valuables.
    - Pack a bag with enough clothes for 1-2 weeks.
  - 3. Address Changes**
    - Update mailing address with USPS.
    - Notify banks, credit card companies, and other services.
    - Update subscriptions and shipping services.
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## **Moving Week**

- 1. Clear Housing**
  - Complete cleaning and repairs per lease or housing requirements.
  - Attend the final walk-through inspection.
- 2. Prepare for Movers**
  - Be present during packing and loading.

- Ensure high-value or sensitive items are noted.
  - Take pictures of your belongings for documentation.
- 3. Disconnect Services**
- Cancel or transfer utilities, internet, and cable.
  - Notify local services (e.g., daycare, gym).
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## **Arrival at New Duty Station**

- 1. Check Housing**
    - Complete the move-in inspection.
    - Document and report any issues with your new home.
  - 2. Meet with New ITO**
    - Confirm delivery of household goods.
    - File any damage claims immediately.
  - 3. Settle In**
    - Enroll children in school.
    - Register vehicles and update driver's licenses if required.
    - Update DEERS, Tricare, and other military records.
  - 4. Explore the Area**
    - Visit local resources like the MWR (Morale, Welfare, and Recreation) office.
    - Connect with local military family support groups.
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## **Final Steps**

- 1. File PCS Travel Voucher**
  - Submit receipts and paperwork for reimbursement.
  - Check entitlements for unused funds.
- 2. Follow-Up on Claims**
  - Resolve any outstanding household goods claims.
- 3. Update Records**
  - Update your address with the post office and on military records.