

PCS Checklist

★ Immediately after receiving PCS orders: ★

- Meet with base Traffic Management Office (TMO) to discuss moving options
- Discuss the move with family – the Family and Morale, Welfare and Recreation (FMWR) program offers helpful resources
- Decide between a Personally Procured Move (PPM) and a government-arranged move

★ If you decide on a PPM, complete these steps: ★

- Schedule a counseling session with the TMO to discuss move
- Get PPM approval by completing the proper paperwork – approval is required for reimbursement
- Ask about qualification for an Advanced Operating Allowance
- Once approved, get quotes from companies that specialize in military moving—including a free quote from U-Pack
- Verify moving company provides certified empty and full weight tickets
- Reserve move online or by phone
- Visit the dispersing office to pick up Advance Operating Allowance (if applicable)
- Submit claim within 45 days of arriving at your new duty station

PCS Checklist

Military Moving — Week by Week

Adjust the tasks below to fit your moving schedule.



8 weeks before your move



- Create a PCS moving file to track expenses and hold receipts and important documents
- Visit new duty station's website for helpful information
- Renew military ID (if close to expiration)
- Have spouse notify his/her employer about the pending move

Notify housing contacts:

- Call realtor to begin the process of selling home
- Tell landlord or rental agent
- Inform the housing office of PCS orders (if living on base)
- Begin search for a new home, or contact the housing office at new duty station
- Start looking for child care and schools



7 weeks before your move



- Gather medical, dental, shot, school, vet and prescription records
- Ask doctors for referrals in new city
- Gather copies of legal and financial records
- Call insurance agent to make necessary policy changes

- Contact tax professional about tax-deductible moving expenses (those not approved for reimbursement)
- Contact health clubs, organizations and groups to cancel or transfer memberships

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6 weeks before your move



- Plan how to move valuables & hard to replace items (certified mail or carry them with you)
- Purge your home – separate into keep, donate or discard categories
- Return library books and borrowed items
- Inventory the items being moved
- Plan a garage sale
- Discontinue placing mail order purchases
- Begin using items you won't be able to pack (check the "Do Not Ship" list)



5 weeks before your move



- Complete a USPS change of address, or ask them to hold mail at destination post office
- Prepare, update and execute wills and power of attorney or letter of authorization
- Back up computer files
- If you're doing a PPM:**
 - Order boxes and moving supplies
 - Begin packing items not used often
 - Label boxes with contents and room it belongs in
 - Pinpoint move-out date



4 weeks before your move



- If doing a PPM with U-Pack, reserve online or by calling 800-413-4799
- Make travel arrangements for pets
- Put copies of medical and immunization records in moving file (for people and pets)
- Host garage sale
- Notify these utility services of your move (at origin and destination):**
 - Electric
 - Water
 - Gas
 - Telephone
 - Cell phone
 - Cable/satellite TV and Internet
 - Sewer
 - Trash Collection

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3 weeks before your move



- Plan how to move plants (they're on the U-Pack "Do Not Ship" list)
- Check expiration dates on debit and credit cards
- Dispose of flammables, corrosives and poisons (see "Do Not Ship" list for a comprehensive list)
- Notify debit and credit card companies of travel
- Have vehicles serviced
- Pick up dry cleaning, special orders and items being repaired or stored



2 weeks before your move



Notify these services/accounts:

- Auto Finance Company
- Bank/Credit Union/Finance Companies
- Exterminator
- Health Club
- Home care service providers (lawn care, snow removal, etc.)
- Laundry service
- Magazines
- Monthly memberships (e.g. Netflix)
- Newsletters
- Newspapers
- Pharmacy
- Store/Gas Charge Accounts

Notify these government offices:

- City/County Tax Assessor
- State Vehicle Registration
- Social Security Administration
- State/Federal Tax Bureau (IRS)
- Veterans Administration

Notify these professional services:

- Accountant
- Attorney
- Doctor
- Dentist
- Financial Planner
- Health Insurance Provider
- Insurance Agent
- Schools
- Confirm travel arrangements for pets and family
- Confirm parking for moving equipment – get permits if needed
- Create a folder with important info for the new homeowner, including forwarding address
- Plan meals to use up perishable food

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1 week before your move



If doing a PPM:

- Check out packing & loading tips at upack.com
- Print two copies of Bill of Lading (BOL) to keep in moving file
- Email or call your U-Pack Moving Consultant with questions about move
- Notify friends and family of new address and phone number
- Pack an essentials box to keep available during move
- Drain gas and oil from lawn equipment, gas grills, heaters, etc.
- Drain washing machine hoses and outdoor water hoses
- Measure furniture and doorways to make sure large pieces will fit
- Empty and defrost the refrigerator/freezer
- Fill prescriptions to keep on hand



Moving Day



- Have water and snacks available
- If a government-arranged move, get a copy of the Government Bill of Lading (GBL), DD-619, and Household Goods inventory forms from movers
- Check all rooms and closets for left behind items
- If you're doing a PPM:**
 - Place carpet, floor and door frame protectors throughout home
 - Load goods in a pre-designated order – “last load” items at end
 - Call local service center to have loaded equipment picked up (phone number on BOL)

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Move-in Checklist



- Contact new TMO upon arrival for instructions
- If doing a government-arranged move, note lost or damaged items on DD Form 1840
- Update DEERS
- Update TRICARE
- Clean new home
- Make sure everything is working
- Make repairs before moving truck arrives
- Pick up mail being held at the local post office
- Unload items and begin organizing new home
- Keep all receipts and documents in moving file and store in an easy-to-remember location
- Get new driver's license and vehicle tags
- Register to vote

Enjoy your new home!

Thank you for your service!