

PCS Checklist



After receiving PCS orders

- Meet with base Traffic Management Office (TMO) to discuss moving options**
- Decide between a Personally Procured Move (PPM) and a government-arranged move**
 - Schedule a counseling session with the TMO to discuss your decision
- Discuss the move with your family.** The Family and Morale, Welfare and Recreation (FMWR) program offers helpful resources.
- Create a PCS moving file to track expenses and hold receipts and important documents**
- Visit your new duty station's website for helpful information**
- Renew military ID (if close to expiration)**
- Have your spouse notify his/her employer about the move**
- Make housing arrangements:**
 - Call realtor to begin the process of selling your home
 - Inform the housing office (if living on base)
 - Tell landlord or rental agent
 - Begin searching for a new home or contact the housing office at your new duty station
- Contact your tax professional about tax-deductible moving expenses (those not approved for reimbursement)**

For a PPM, complete these steps

- Get PPM approval by completing the proper paperwork.** Approval is required for reimbursement
 - Ask about qualification for an Advanced Operating Allowance
- Get quotes from companies that specialize in military moving.** Verify that they provide certified empty and full weight tickets.
- Reserve move.** If doing a PPM with U-Pack, reserve online or by calling 800-240-7422.
- Visit the dispersing office to pick up Advance Operating Allowance (if applicable)**
- Submit claim within 45 days of arriving at your new duty station**

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For a government-arranged move, complete these extra steps

- Check with your TMO for a list of approved movers and make a reservation
- Get a copy of the Government Bill of Lading, DD-619, DD 619-1 (if needed) and household goods inventory forms from the movers
- On moving day, designate a 'do not move' area in the house to let the movers know not to load luggage or specific boxes you're taking with you
- After your belongings arrive, note lost or damaged items on DD Form 1840

Moving in

- Contact new TMO upon arrival for instructions
- Update DEERS
- Update TRICARE

Thank you for your service!