

# PCS Checklist

Organized by category

**Note:** This is a comprehensive list and not all these items may apply to you.

## **As Soon as Possible/Big Items:**

Share news with family.

Discuss the moving process with your family.

Start PCS Binder ([Checklist Here](#)).

If OCONUS, ensure passports are up to date. If not, submit passport application. ([Link to passport application](#))

If OCONUS, complete the overseas screening process.

Decide on moving method.

- House Hold Goods (HHG) Move (Military moves you)
- Personally Procured Move (PPM/DITY) (You move yourself)
- Combination

Complete PCS departing worksheet to obtain official orders.

Make an appointment with your local transportation office or use [Defense Personal Property System \(DPS\)](#) to complete the move request.

Complete walkthrough assessment with the moving company (sometimes done via video).

Confirm moving dates with the assigned moving company.

Complete housing form, DD-1747. Your new housing office should send this document to the member. A copy must be provided with reporting paperwork.

Review PCS Tips and Tricks. ([Check them out here](#))

Make any needed medical appointments.

Update pet vaccinations.

Have Power of Attorney or Letter of Authorization drawn up.

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## Current Housing:

If renting, check the lease for move-out timeline and requirements.

Notify your landlord in accordance with the lease timeline.

If you own the house, determine if you will sell or rent your house out.

Find a realtor to help sell the house.

Cancel utilities. Typically can only be done within 30 days of the cancellation/move date.

Set mail forwarding to start on moving day (or whatever day you leave). [USPS](#)

## New Housing:

Decide on renting vs. buying vs. base housing

Make a list of needs/wants for housing.

Start researching your new location - think about items relevant to your family - childcare, schools, proximity to airport, etc.

Locate a realtor.

Determine a reasonable commuting distance.

Determine housing and cost-of-living allowances. ([BAH](#), [COLA](#), [OCONUS](#))

Determine how much you can afford to spend on housing.

Collect required paperwork for rental or buying applications.

If you have pets, determine if on-base housing allows pet type or breed.

Once housing is acquired, verify the move-in schedule/ process.

Acquire temporary housing, if necessary.

Set up required utilities.

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## **New Location Information:**

Join local spouses' [social media page](#).

Reach out to the new ombudsman for local information. [Ombudsman Registry](#)

Look into childcare.

Set up childcare.

Look into school areas.

Register with new schools once you have acquired housing.

Identify healthcare providers (PCM, dental, specialty).

Determine if your spouse needs to change licensure for a job in the new location ([Spouse reimbursement link](#))

## **Vehicles:**

Ensure registration is up to date and does not expire during the move.

Complete preventative maintenance, if necessary.

Determine the method vehicles will get to the new location.

If OCONUS, complete vehicle shipment process.

If CONUS, locate shipping company, and set up shipment, if shipping a vehicle.

Take pictures and video of the car before shipping.

## **Financial:**

Create PCS Budget.

Start saving money to cover incidental expenses.

If doing a PPM, shop around and use military discounts.

Check credit and debit card expiration dates of cards you plan to use during travel.

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## Paperwork:

Collect all important documents into one location ([See PCS Binder Checklist](#))

Obtain a copy of school transcripts and individual learning plans.

Obtain copies of all Exceptional Family Member Program paperwork.

Obtain copies of all medical records.

Obtain copies of veterinarian records.

## PCS Travel:

Plan transportation to new location. Drive vs. fly? Will everyone travel together?

Determine travel route. If you have kids or pets consider how many stops they will need daily. Also, consider any stops you want to make along your trip for adventures or to see family/friends

Make hotel reservations. If you have pets, make sure locations are pet friendly. If you have kids consider any necessities in the hotel - rollaway crib/bed, pull-out couch etc.

Book any adventures you plan to do (aquariums, national parks etc).

## Children:

Verify that they have the appropriate size clothes for the trip and the expected time you will be without your HHG.

Prep kids (age appropriately) about the move.

Discuss with kids things that they can do at the new location.

Research activities for your kids to continue at the new location (sports, activities, schools, etc).

Create an area bucket list with the kids' help.

If younger kids - read stories about moving, share pictures of previous moves, and talk about what to expect.

Determine if the kids need any technology or new toys (i.e., Dollar Tree for a new toy a day) for the move.

Consider prepping car snacks ahead of time.

Host a farewell playdate/event for them to say goodbye to friends.

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## Organize Move/Before Movers Arrive:

Inventory and take photos of all household items.

Ensure pictures are taken of high-value items and of electronics in working condition, i.e., TV on. These before pictures are crucial to the damage claim process.

Write down the model and serial numbers.

Create a furniture dimension spreadsheet to document your household items. ([Template here](#))

Label existing boxes/bins.

Research gun laws and restrictions.

Purge and sort through items. Determine whether to sell, donate, or properly dispose of unwanted and unused items.

Look through items and decide if anything needs to be purchased before the move (due to better availability at current location), need different weather-appropriate clothing for the new location, or because children will size out of their current clothes, etc.

Determine items that movers will not take.

Prepare pet for method of travel (i.e. crate train).

Organize small items. Place in a Ziploc bag or container.

Place like items together.

Determine the items that will be packed in the car. Make a packing list.

Add items to the list that you will need in your house after the movers leave and items needed at the new house before the new movers arrive (paper goods, air mattresses, toilet paper, etc.)

Consider having a "firsts" box in your car - toilet paper, paper towel, box cutters, sharpie, pen, post-it notes, etc.

Remember to leave room for anything the movers refuse to pack or you need after (if you won't toss/donate it) - cleaning products, opened pantry items, etc.

Make arrangements for kids and pets for packing and moving day.

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Look and see if you have any local gift cards/reward points etc that you need to use before you leave. If you don't use them right away, make a list of what you have left.

If you have a big box store membership (Costco/Sam's Club, etc) look into new location and see if you will keep the membership or need to cancel it when it is time to move.

Closeout all local accounts and memberships. Transfer if able.

Arrange for a letter of transfer from local clubs and organizations.

Ensure you have the necessary prescriptions and quantities to last at least one month past the arrival date at the new location.

Empty, defrost, and wash any refrigerator or freezer that is moving. (Takes at least 2 days)

Empty and wash all trash and recycling cans. The movers will pack up trash.

Prepare motorcycle, mower, and other motorized items for the move. Drain oil, and empty gas.

Disconnect propane from grill. Return propane tank to store or give to a neighbor.

Clean grill.

Properly dispose of hazardous waste and flammable materials.

Get snacks and toys for children, and any necessary road trip supplies.

If moving with an infant, obtain 2-3 weeks of supplies for the move.

Return all borrowed items and collect any items lent to others.

Cancel all local deliveries and services such as newspapers.

Separate and label professional gear from HHG items.

Remove all items from beneath stairways, attics, sheds, or any similar areas.

Drain garden hoses.

Take batteries out of electronics and toys.

Pull out and defrost ice packs.

Take apart large toy items, i.e. trampoline, playset.

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Take down any babyproofing.

Take down alarm system, notify alarm company and pause monitoring.

Pull aside any uniforms needed to report at next unit and until HHGs arrive.

Prepare weapons for moving.

## **Last-Minute Items:**

Cancel utilities at current residence.

Take down all pictures.

Patch holes in the walls.

Un-secure furniture from the wall.

Final load of laundry.

Finish packing personal items for PCS travel.

Group items you want to be packed together (stuffed animals, books, ...) in the room you want them to be packed with

Unhook washer and dryer. Drain washer as much as possible.

Download media to all devices.

Place original packing boxes (if you have them and they are in good condition) near items.

Separate items that will not be packed.

Disconnect all appliances that movers will be moving.

Conduct a practice pack of vehicles to ensure everything fits.

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## **Moving Day:**

Strip beds.

Empty dishwasher.

Empty all unwanted items from fridge/freezer.

Put water bottles in the fridge for packers and movers.

Take out trash and recycling.

Mark off and label do not pack room and items.

Begin final house clean as movers empty rooms ([Cleaning Checklist](#)).

Ensure all boxes are labeled with the correct location or desired location in your new home. Use colored stickers or duct tape to mark boxes that are going to the same location in your new house.

Make sure valuable items are secure if you are carrying them.

Accompany movers during inventory and verify the existing damage they are documenting.

Verify mover's inventory is complete and accurate.

Make a final check of all rooms before signing any paperwork.

Obtain copies of all moving paperwork.

## **Additional Items:**



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## After Arriving:

Do a move-in inspection of your new place, and take pictures, if necessary, to document any conditions around the house.

Determine where the furniture will be placed. Label with a sticky note or painter's tape.

Verify inventory.

Check all items for damage.

If damage has occurred:

- Take picture of the move tag number.

- Take an overall picture of the item.

- Take a zoomed-in picture of the damage.

File damage claim in [DPS](#).

Update Services

- Change PCM ([Tricare](#))

- Dentist

- Specialty Care

- Landscaping

- Mail

- Newspaper

- School

- Veterinarian

Data Updates

- Financial Institutions

  - Investments

  - Credit cards

  - Checking and savings accounts

  - Insurance providers

  - Renters or homeowners

  - Vehicle Loans

  - High-value personal property

- Clubs/ organizations

- Driver's license

- Vehicle registration

- Electronic toll collection services

- Employers

- CGPAAS

- Direct Access

- Mailing subscriptions/ magazines

- Schools

- Voter registration