



PCS Checklist

3-6 Months Before Your Move - Or as Soon as you Know You're Moving!

- Attend Relocation Briefing
- Start your list/binder/plan
- If you own your current home, decide if you will sell or lease it
 - Find a trusted REALTOR® based on reviews by fellow military families and receive a 20% commission rebate (where allowed by law) at [PCSgrades.com](https://www.pcsgrades.com)*
- Start your housing research at your new installation! If you don't have hard orders, you probably have an idea of where you might end up.
 - Decide whether you will live on-base/post or off by reading trusted reviews and advice from fellow military families for off-base neighborhoods on-base housing, schools, and apartments at [PCSgrades.com](https://www.pcsgrades.com)*
 - Consider childcare arrangements at your new installation*
 - If deciding to live on-base/post, apply for on-base/post housing*
 - If deciding to live off base/post, decide whether you will [rent or buy](#)*
 - If you're planning to buy, find a trusted REALTOR® based on reviews by fellow military families and receive a 20% commission rebate (where allowed by law) at [PCSgrades.com](https://www.pcsgrades.com)*
- Set your budget for the PCS move and determine if you need to start saving
- Read PCS orders very carefully - make sure they are correct!
- Decide whether you will have military movers handle your move or whether you will do a full or partial PPM/ DITY (*reference our "PPM/DITY Checklist"*)
- Schedule an appointment at your base transportation office or visit [Move.mil](https://www.move.mil) to begin
- Make doctor and dentist appointments for all family members at your new installation. It will take some time to get into a new office when you arrive so do it on this end.
- Schedule animal appointments so they are up to date. It will take you some time to find a provider you like at your new location and this way there is no rush.
- Review your insurance policies (renters, auto, etc.) and ensure you're properly covered for your move. Visit our partners at [Armed Forces Insurance](#).
- Make inventory of valuable items, take photos/videos of the items and get any antique or collectible items appraised
- Start purging** and organizing! Yard sales and Facebook pages are the best place to list those items that you are not taking with you and make some extra money. Consider donating the rest to a local shelter, loan closet, or the base thrift store.
- Pay it forward for our fellow military families and review your current off-base neighborhood or base housing at [PCSgrades.com](https://www.pcsgrades.com)



OCONUS - just a few things specific to OCONUS moves

- Request Command Sponsor for Family members
- Complete mandatory [EFMP](#) screening
- Submit EFMP requirements to Family Travel
- Request passports for all Family members
- Contact Passenger Travel to make airline reservation for shipping pets
- Get information on shipping POV
 - Get an official letter from the lien holder to take to the shipping port allowing you to ship the POV overseas*
- Double check timeline for vaccinations for pets

2 Months Out

- Check military ID expiration dates and update if necessary.
- Pick up passports for Family Members from Family Travel **(if OCONUS)**
- Submit any leave requests
- Attend the levy/out-processing briefs.
- Schedule cleaners for home and carpets if applicable.
- Take care of any auto repairs or maintenance (oil change, tires rotated, etc.)
- If you haven't reviewed your insurance policies (renters, auto, etc.), now's a good time to ensure you're covered. Visit our partners at [Armed Forces Insurance](#).
- Book hotel/road trip details for PCS. Keep in mind La Quinta does not charge for pets and a lot of hotels offer free breakfast. Look for these to help save money. Also check for military discounts since this is an official government move.
- If selling a car, start now
- Give landlord 60 or 30-day notice (in accordance with your lease)
- Schedule any medical, dental, or vet appointments you'll need over the next few months
- Repair anything in your home that may need it

1 Month Out

- Confirm pickup and delivery dates with your move coordinator
- Give 30-day notice to your landlord or housing company.
 - Schedule pre and final inspection.*
- Complete your walk-through survey with movers (this may be done via phone)
- Confirm lodging and temporary housing
- Check with Travel and Transportation Allowances to see if you are entitled to any advanced pay or benefits. Check the Joint Travel Regulations [here](#).



- Collect medical, dental, and school records on all family members and pets. Have hard copies but also scan them in so you also have a digital file. No scanner? Take a photo on your cell and email them to yourself.
 - Request medical records from civilian doctors*
- Schedule your utilities to be turned on at your new home and schedule stop dates at your current home.
- Send in registration forms to the new school(s) for kids
 - Check with current school(s) on transferring records*
- Book the CDC and boarding facility for the loading day. CDC can be booked 28 days out so get the exact days and times you need so you can be child free to load. If this isn't an option, enlist the help of a sitter or friend.
- Ship vehicle **(if OCONUS)**
- Ship unaccompanied baggage **(if OCONUS)**
- Keep purging!

3 Weeks Out

- Reconfirm packing, pickup, and delivery dates with move coordinator
- Start your address change
 - Notify credit card companies of your move*
 - Cancel all local delivery services*
 - Confirm your change of address with the US Postal Service or hold mail*
- Plan menus from what you have remaining in the freezer and cabinets
- Start organizing your house - putting similar things together so the unpack is easier
- Clean out any storage spaces within your home. Don't forget that random closet!

2 Weeks Out

- Confirm all reservations (hotels, etc.)
- Cancel all memberships you have: gym, bountiful basket, etc. This might make sense to do at the 1-month mark depending on your payment cycle.

1 Week Out

- Start assembling your "first night box"
 - Medications - make sure your prescriptions are filled*
- Put the contents of drawers into ziploc bags
- Start taking things off the walls



- Prepare the outside of the house
 - Drain garden hoses*
 - Drain oil and gas from lawn mowers and gas operated tools*
 - Refillable propane tanks must be purged and sealed by a local propane gas dealer. Discard non-refillable tanks. - Propane tank vouchers*
 - Clean the grill and smoker*
- Dispose of items that can't be packed (flammables, liquids, etc.)
- Call the bank and let them know you are moving. Update all accounts to your new address
- Start doing touch up paint inside the home and any repairs that are needed. If you own the home, don't forget to check all the light bulbs, air and fridge filters, etc.
- Prepare your car if driving
 - Make sure you have vehicle safety items (gas can, jumper cables, etc.)*
 - Make sure all required maintenance has been performed*
- Set aside cleaning supplies you want to use to clean the house after packing
- Separate any pro gear

Final Days Before Your Move

- Separate items that will not be packed, including suitcases. Put them in one area or in your car.
- Double check arrangements for pets and/or children during packing and loading days
- If shipping a refrigerator/freezer, make sure they are defrosted and cleaned
- Ensure all outside toys and cooking equipment are clean
- Do all of your laundry. You will move the washer and dryer soon, so get those clothes clean and ready for the move.
 - Clean out the washer and dryer (make sure the front loader is bolted prior to move)*
 - Drain the washer*
- Remove outside TV antennas, and disconnect satellite dishes
- Remove air conditioners from windows
- Drain water from hot tubs and waterbeds

Day Before

- Make plans for drinks, snacks, pizzas, etc. for your clan and for the loading party if you plan to feed them. Make sure you plan for paper towels and trash bags.
- Go over the game plan for the next day and have a clearly laid out idea of who is coming when, what you need done, and your time frame to execute



Packing & Loading Day

- Ensure your house is ready for packers before the earliest time they could arrive
- Kids and animals to day care or a friend's house
- Put the last-minute things in the "Do Not Pack" area
- Watch carefully and don't hesitate to ask questions or ask them to repack something
- Double-check boxes are marked appropriately
- Double-check closets, drawers, shelves, attic, and garage to ensure everything is packed
- Verify the mover's inventory is complete and accurate
- Watch loading of the truck before signing the bill of lading
- Accurately note the condition of belongings. If anything is marked "scratched, dented, or soiled," note the location of such problems.
- Check the entire house before releasing the packers, to ensure nothing was left behind
- Note any damage to the house from the movers before they leave
- Obtain a copy of the packing sheet (Bill of Lading) and the Household Goods Inventory from the packers before they leave the residence. Ensure the inventory is accurate and complete and keep a copy with other important records you are hand-carrying.

Day After

- Have cleaners come in or clean yourself.
- Clear housing/walkthrough with landlord or housing company

1 Week Post Move

- Turn in ALL receipts to transportation and finance to include moving truck, gas, food, lodging, supplies, weight tickets etc.

Post -Move

- Pay it forward for our fellow military families and review your moving company(ies) and your new off-base neighborhood or base housing at [PCSgrades.com](https://www.pcsgrades.com)
- Drink a lot of wine...or whatever your favorite beverage is. You just completed another PCS!!!