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Pre-Move Prep

Find detailed steps for 3-6 months before your move up to your actual moving day.

02

OCONUS Moves

Just a Few Things Specific to OCONUS Moves.

03

Post-Move Ops

What's priority even after you've arrived?



Your Free PCS Checklist

Print this checklist to keep you organized during your upcoming move. For even more resources visit www.pcsgrades.com

Make Your Move **Even** **Easier**

Find a Military-Friendly Real Estate Agent today by visiting www.pcsgrades.com/real-estate-rewards

3-6 Months Before Move

Or as soon as you know you're moving!

Notes:

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- ❑ Attend relocation briefing.
- ❑ If you own your current home, [decide if you will sell or lease it.](#)
- ❑ Start your housing research at your new installation! Even if you don't have hard orders, you probably have an idea of where you might end up. [Access our area guides for more information.](#)
- ❑ Decide whether you will live on base or off by reading trusted reviews and advice from fellow military families at PCSgrades.com.
- ❑ If deciding to live on base, apply for on base housing.
- ❑ If deciding to live off base, decide whether you will rent or buy. If you're planning to buy, connect with a trusted agent and [receive cash back*](#) of \$350-\$7500 (where allowed by law) through PCSgrades.
- ❑ 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.](#)

3-6 Months (Cont.)

Notes:

See Your New Neighborhood

Did you know that we have thousands of reviews on base housing, schools, off-base housing, moving companies and more?

Visit [PCSgrades.com](https://www.pcsgrades.com)

- ☐ Schedule an appointment at your base transportation office or visit [Military One Source](#).
- ☐ Make doctor 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.
- ☐ Start researching schools at your next duty and choose a home in your desired school district.
- ☐ Schedule veterinary appointments so pets are up-to-date on vaccinations.
- ☐ [Review your insurance policies](#) and ensure you're properly covered for your move.
- ☐ Make inventory of valuable items, take photos/videos of the items and get any antique or collectible items appraised.
- ☐ Start purging and organizing!
- ☐ Pay it forward for our fellow military families and review your current off-base neighborhood or base housing at PCSgrades
- ☐ Consider childcare arrangements at your new installation.
- ☐

- ☐

- ☐

- ☐

OCONUS

Just a few things specific to OCONUS moves

Notes:

[illegible]

- ☐ Request Command Sponsor for family members.
- ☐ Complete mandatory EFMP screening.
- ☐ Submit EFMP requirements to family travel, if applicable.
- ☐ Request passports for all family members.
- ☐ Contact Passenger Travel to make airline reservation for shipping pets.
- ☐ Get information on shipping POV (Privately Owned Vehicle).
- ☐ 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.
- ☐ Pick up passports for family members from Family Travel.
- ☐ Check out our [OCONUS resources at PCSgrades.](#)
- ☐ Moving OCONUS Adventure Begins
- ☐ OCONUS PCS Moves (add link when published)
- ☐ [Finding a home when returning to the USA](#) - Keep these things in mind.
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

2 Months Out

Your move is almost here!

Notes:

Moving Series

We have a YouTube playlist dedicated to PCS tips and tricks from leaders in the moving industry. Get the inside scoop.



- ☐ Check military ID expiration dates and update if necessary.
- ☐ Submit any leave requests.
- ☐ Attend the out-processing briefs.
- ☐ Schedule cleaners for home and carpets if applicable.
- ☐ Contact current teachers and school administrators to get transcripts and referral letters for your students.
- ☐ Take care of any auto repairs or maintenance (oil change, tires rotated, etc.)
- ☐ Book hotel/road trip details for PCS. Check out our [article on pet-friendly hotels](#) and [what hotels offer great perks like free breakfast and indoor swimming pools](#). Look for these to help save money. Don't forget to ask for military discounts since this is an official government move.
- ☐ If selling a car, start now.
- ☐ [If shipping a car, make sure you prepare your vehicle for shipping.](#)
- ☐ 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

Deep breaths. You can do this!

Notes:



Read reviews written by and for military and veteran families so you're informed before you move.

Visit pcsgrades.com

- ☐ 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 video call).
- ☐ 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.
- ☐ 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.
- ☐ _____
- ☐ _____

3 Weeks Out

Less than a month away!

Notes:

[illegible]

- ☐ Reconfirm packing, pickup, and delivery dates with move coordinator.
- ☐ Start your address change.
- ☐ Confirm your change of address with the US Postal Service or hold mail.
- ☐ Notify credit card companies of your move.
- ☐ Cancel all local delivery services.
- ☐ Plan menus from what you have remaining in the freezer and cabinets. Here are [8 Kitchen Essentials](#) to bring with you during your PCS.
- ☐ 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.
- ☐ [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.
- ☐ _____
- ☐

14 Days Out (Cont.)

Notes:

Ready to Explore?

Explore your new town with our best advice on things to do, where to eat, and places to go near your base.

[Explore Locally](#)

☐ 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.

☐ Make a checklist of things to have in the car to keep kids occupied, including snack box ideas.

☐ Set aside cleaning supplies you want to use to clean the house after packing.

☐ Separate any pro gear.

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

Final Days Before Move

Your Mantra: This Too Shall PCS

Notes:

[illegible]

- ❑ Separate items that will not be packed, including suitcases. Put them in one clearly marked area or in your car.
- ❑ Double check arrangements for children and/or pets 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 and disconnected from the wall.

DAY BEFORE MOVE

- ❑ Make plans for drinks, snacks, pizzas, etc. for your clan and for the loading party if you plan to feed them. Make sure you have paper towels and trash bags on hand.
- ❑ Go over the game plan for the next day. 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.

Notes:

[illegible]

- ❑ Send kids and animals to CDC or a friend's house.
- ❑ Put the last-minute things in the "Do Not Pack" area.
- ❑ Watch carefully. 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.

Post-Move

You did it!

Notes:

[illegible]

DAY AFTER

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

ONE WEEK AFTER

- ❑ 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. Take a moment to add your review of your moving company(ies) and your new off-base neighborhood or base housing at [PCSGrades.com](https://www.pcsgrades.com).
- ❑ Register to vote in your new state!
- ❑ Drink a lot of wine...or whatever your favorite beverage is. You just completed another PCS.



Share Your Story

Will you help your fellow Military family by adding in your review on PCSgrades.com?



Join a Webinar

Did you know that others are joining us weekly on Facebook



CONGRATS - You did it!

www.pcsgrades.com