



Basic PCS Checklist

Let's make this PCS as stress-free as possible!

Specifically designed for Continental United States (CONUS) moves, this checklist will cover everything from receiving orders to getting settled into your new home.

Initial Actions:

- Receive PCS Orders (be sure to make at least 10 copies)**
- Research Your New Duty Station**
 - Familiarize yourself with your new base, such as housing options, schools, climate, and local amenities.
- Decide on Housing Options**
 - Decide whether you would like to live on base, rent in town, or purchase a home.
 - Research Basic Allowance for Housing (BAH) rates for your new location.
 - Check out WeVett's BAH Calculator here!

wevett.com/bah-calculator/



Moving Preparations:

- Arrange Transportation**
 - Determine how you will transport your household goods (HHG).
 - If you choose a Do-it-Yourself Move (DITY), now also known as a personally procured move (PPM), arrange for a moving truck and other moving supplies (boxes, tape, packing paper, etc).
 - If you choose to utilize the Traffic Management Office (TMO), contact their office to set up your HHG inspections, pack and load dates.
- Sort and Pack Your Household Goods**
 - Decide what to keep, donate, or discard.
 - (For a PPM Move) Weigh your moving truck before packing.
 - Pack non-essential items first.
 - Label your boxes as you go.
 - Organize essential items that will be labeled “DO NOT PACK” to place them in a designated room clearly marked on the outside of the door.
- Gather Important Documents**
 - Important documents such as copies of PCS orders, passports, birth certificates, marriage certificates, wills, trusts, vehicle registration, and insurance records. Be sure to place any essential documents in the “DO NOT PACK” room.
- Coordinate Family and Pet Travel Arrangements**
 - Hotel arrangements, campground reservations, etc.
 - Pet boarding, etc.
- Temporary Lodging**
 - If needed, arrange temporary lodging (TLF) at current and future duty stations.

Finalizing Actions

- Complete Out-Processing Checklist**
 - Complete all required out-processing tasks at your current installation, including turning in gear and equipment, clearing any outstanding debts, and attending required briefings.
- Transfer Medical Records**
 - Obtain physical copies of all medical records for yourself, your family and your pets. This includes all medical, dental and specialty records, pet vaccinations and health records, etc.
- Notify Schools and Arrange Transfers for school-aged children**
 - Notify their current school and arrange for transferring their records to the new school.
- Take Care of Financial Matters**
 - Inform your bank, credit card companies, and other relevant institutions about your upcoming move.
 - Update your mailing address with the US post office and set up mail forwarding.



Actions at New Duty Station

Arrival at New Installation

- Check-in with your new unit and complete your in-processing checklist.
- If living on-base, check-in with the housing office and complete move-in inspections.
 - Check into TLF.
 - Collect HHG from TMO or moving trucks.
 - Return the moving truck and dispose of packing materials.

Update Contact Information

Establish New Support Network

- Get to know your new colleagues, neighbors, and community to build a support network.
- Meet with Military Family Readiness (MFR) for local groups and activities to join.