

YOUR COMPLIMENTARY

# *PCS Guide*





# ABBREVIATION *List*

**BAH** - BASIC ALLOWANCE FOR HOUSING

**CDC** - CHILD DEVELOPMENT CENTER

**CNA** - CERTIFICATE OF NON AVAILABILITY

**CONUS** - CONTINENTAL UNITED STATES

**CSS** - CUSTOMER SATISFACTION SURVEY

**DEERS** - DEFENSE ENROLLMENT ELIGIBILITY REPORTING SYSTEM

**DFAS** - DEFENSE FINANCE & ACCOUNTING SERVICES

**DITY** - DO IT YOURSELF MOVE

**DLA** - DISLOCATION ALLOWANCE

**DMPO** - DEFENSE MILITARY PAY OFFICE

**DOD** - DEPARTMENT OF DEFENSE

**DODEA** - DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

**DPS** - DEFENSE PERSONAL PROPERTY SYSTEM

**DTS** - DEFENSE TRAVEL SYSTEM

**EFMP** - EXCEPTIONAL FAMILY MEMBER PROGRAM

**ETA** - ELECTRONIC TRANSPORTATION ACQUISITION

**ETTRA** - EXTENDED TDY TAX REIMBURSEMENT ALLOWANCE

**FRV** - FULL REPLACEMENT VALUE

**GCC** - GOVERNMENT CONSTRUCTED COSTS

**HHG** - HOUSEHOLD GOODS

**HOR** - HOME OF RECORD

**HOS** - HOME OF SELECTION

**ITRA** - INCOME TAX REIMBURSEMENT ALLOWANCE

**JTR** - JOINT TRAVEL REGULATIONS

**MALT** - MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION

**MCO** - MILITARY CLAIMS OFFICE

**MIHA** - MOVE-IN HOUSING ALLOWANCE

**NTS** - NON TEMPORARY STORAGE

**OCONUS** - OUTSIDE THE CONTINENTAL UNITED STATES

**OHA** - OVERSEAS HOUSING ALLOWANCE

**PCS** - PERMANENT CHANGE OF STATION

**PERSCO** - PERSONNEL SUPPORT FOR CONTINGENCY OPERATIONS

**POV/POC** - PERSONALLY OWNED VEHICLE/CONVEYANCE

**PPM** - PERSONALLY PROCURED MOVE

**PSD** - PERSONNEL SUPPORT DETACHMENT

**RITA** - RELOCATION INCOME TAX ALLOWANCE

**SIT** - STORAGE IN TRANSIT

**TDA** - TEMPORARY DUTY ASSIGNMENT

**TDT** - TEMPORARY DUTY TRAVEL

**TDY** - TEMPORARY DUTY

**TLA** - TEMPORARY LODGING ALLOWANCE

**TLE** - TEMPORARY LODGING EXPENSE

**TO** - TRANSPORTATION OFFICE  
(SEE BELOW FOR BRANCHES)

- THE DOD // JPPSO - JOINT PERSONAL PROPERTY SHIPPING OFFICE
- AIR FORCE // TMO - TRAFFICE MANAGEMENT OFFICE
- ARMY // ITO - INSTALLATION TRANSPORTATION OFFICE
- NAVY + MARIN CORPS // PPO/PPSO PERSONAL PROPERTY SHIPPING OFFICE
- COAST GUARD // HHGSO - HOUSEHOLD GOODS SHIPPING OFFICE

**TSP** - TRANSPORTATION SERVICE PROVIDE

**UB/UAB** - UNACCOMPANIED BAGGAGE/EXPRESS SHIPMENT

**VPC** - VEHICLE PROCESSING CENTER



# DOCUMENT *Checklist*

## IDENTIFICATION

- Driver's License
- Real ID / ID Card
- Military ID
- Child ID / Fingerprint Record
- Social Security Card
- Birth Certificate
- Naturalization Certificate
- Visas
- Photocopies of Identification

## MILITARY

- Orders (plus copies)
- Statement of Service Letter
- Space A Letter
- Sponsor's Contact Information
- OCONUS - Clearance Paperwork
- Dependent Entry Approval Paperwork
- Record of Emergency & Dependency Data
- Local Personal Property Office Information
  - **THE DOD:** JOINT PERSONAL PROPERTY SHIPPING OFFICE
  - **AIR FORCE:** TRAFFIC MANAGEMENT OFFICE
  - **ARMY:** INSTALLATION TRANSPORTATION OFFICE
  - **NAVY:** PERSONAL PROPERTY SHIPPING OFFICE
  - **MARINE CORPS:** PERSONAL PROPERTY SHIPPING OFFICE
  - **COAST GUARD:** HOUSEHOLD GOODS SHIPPING OFFICE

## HOUSING

- Old Home Lease / Mortgage / Deed Paperwork
- Old Home Inspection / Clearance Notice
- Old Home Utility Companies Information
- Old Home Bill Termination Notices
- New Housing Office Information
- Housing Documents

## SHIPMENT

- HHG Shipping Information / Documents
- High Value / High Risk (HV/HR) Inventory List
- Household Inventory
- Inventory Support Video / Photos
- List of Furniture Sizes
- List of Serial Numbers
- POV Shipping Information
- Private Vehicle Shipping Documents for Automobile/Van/Motorcycle (DD Form 788)
- POV Shipping Inspection Sheet
- POV Shipment Inventory List
- VPC Letter
- Storage Information / Documents



# DOCUMENT *Checklist*

## TRAVEL

- eTickets
- Trip Itinerary
- Emergency Contact Information
- Transportation Confirmation Numbers
- Lodging Information / Documents
- Travel Information / Documents
- Reservations Paperwork
- Packing Checklists
- TLE/TLA Contact Information
- TLE/TLA Contact Information

## VEHICLE + CONVEYANCE

- Title / Lease Information
- Proof of Vehicle Inspection
- POV Information Sheet
- Registration
- Insurance
- Maintenance Records
- Roadside Assistance Information
- OCONUS - Leasing Company or Lien-holder  
Written Approval

## FAMILY + PETS

- School Records
- Transcripts
- Individualized Education Plans (IEPs)
- Report Cards
- Diplomas
- Degrees
- Resume and Letters of Reference
- EFMP Paperwork
- Pet Microchip Number / Identification Tag
- Veterinary Records / Licenses
- Pet Health Certificate
- Veterinary Travel Approval Paperwork
- OCONUS - Quarantine Documents

## MEDICAL

- Medical Records
- Mental Health Records
- Vaccination Records
- Dental Records
- Medical Prescriptions Info
- Special Info



# DOCUMENT *Checklist*

## FINANCIAL

- Debit / Credit Cards
- Checkbooks
- Debit / Credit Card Company Information
- Leave and Earning Statement (LES)
- Insurance Policies
- Ranking Documents
- Deeds and Titles
- Savings Bonds
- Stock Certificates
- Income Tax Returns
- Visas
- Photocopies of Payment Cards

## LEGAL

- Powers of Attorney
- Wills / Trusts
- Custody Agreements
- Guardianship paperwork
- Divorce Decrees
- Adoption Paperwork



# DOCUMENT *Checklist*

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## MILITARY

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## HOUSING

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## SHIPMENT

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# DOCUMENT *Checklist*

## TRAVEL


## VEHICLE + CONVEYANCE


## FAMILY + PETS


## MEDICAL




# DOCUMENT *Checklist*

## FINANCIAL


## LEGAL




# Old House





# UTILITIES + SERVICES

COMPANY: \_\_\_\_\_

DISCONNECT DATE: \_\_\_\_\_

ACCOUNT #: \_\_\_\_\_

FINAL PAYMENT/FEES: \_\_\_\_\_

CONTACT INFO: \_\_\_\_\_

NOTES: \_\_\_\_\_

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COMPANY: \_\_\_\_\_

DISCONNECT DATE: \_\_\_\_\_

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COMPANY: \_\_\_\_\_

DISCONNECT DATE: \_\_\_\_\_

ACCOUNT #: \_\_\_\_\_

FINAL PAYMENT/FEES: \_\_\_\_\_

CONTACT INFO: \_\_\_\_\_

NOTES: \_\_\_\_\_



# DECLUTTER LIST

## DONATE


## SELL


## TOSS




# BUDGET

## - OLD HOME -

## ESTIMATED

## ACTUAL


## - EN ROUTE -

## ESTIMATED

## ACTUAL


## - NEW HOME -

## ESTIMATED

## ACTUAL






