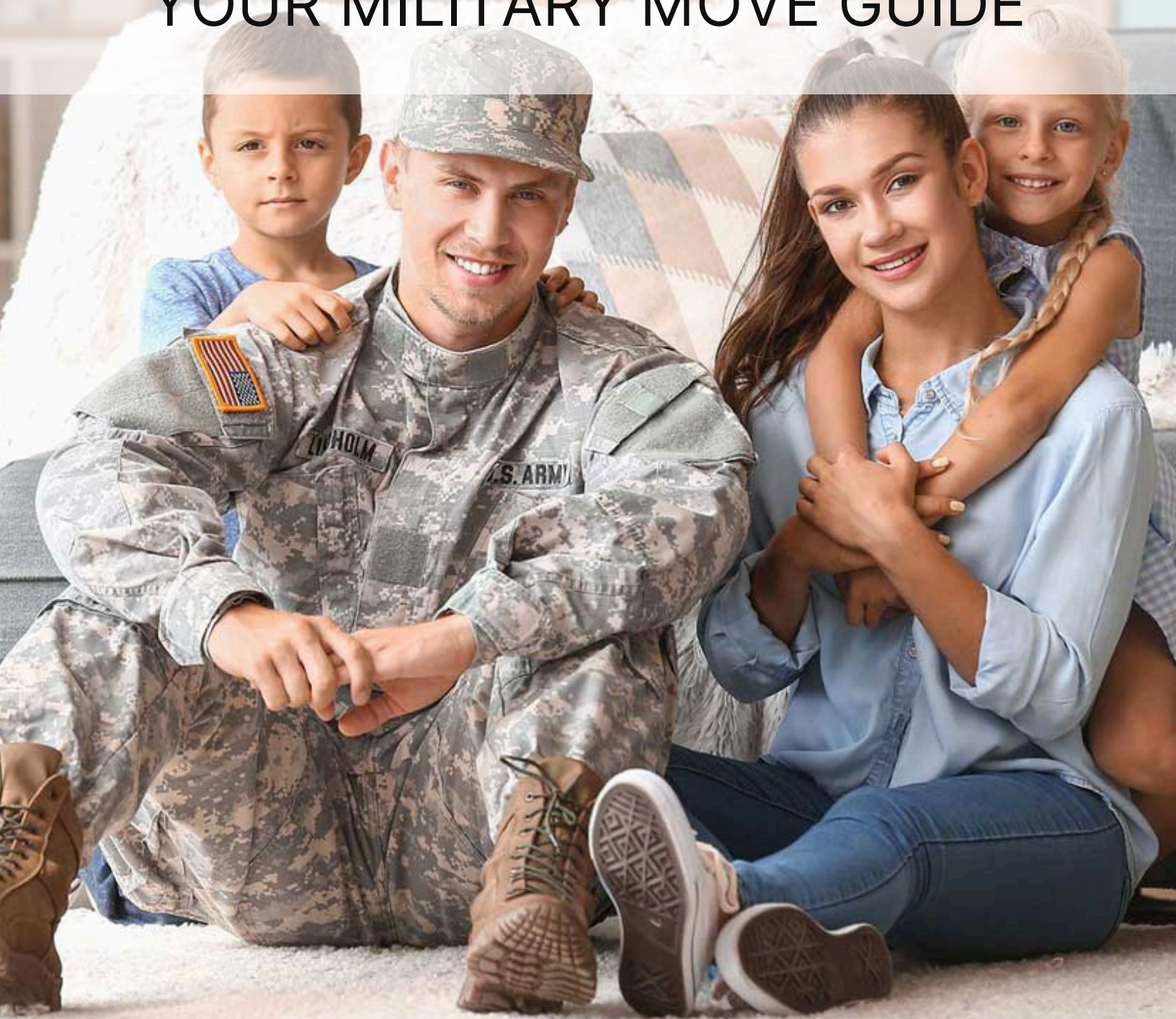


2025 PCS TOOLKIT

YOUR MILITARY MOVE GUIDE



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Military



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The PCS Process

Moving can be both thrilling and daunting, especially if it's your first time tackling such an adventure. When it comes to a Permanent Change of Station (PCS), the stakes can feel even higher. PCS often occurs once every 2-4 years, and while the process may seem overwhelming at first, don't worry—you've got this! With the help of this guide, a bit of careful planning, and my support, you'll find ways to navigate the transition smoothly. Together, we'll ensure your move is as stress-free as possible, so you can settle into your next posting with confidence and ease.

Here are the basic steps that go into a PCS move:

1. Assignment Notification

The first heads-up about where you'll be PCS-ing to. It does not mean that you have official orders yet, though they should follow shortly after. Once you receive your assignment notification, start researching housing options at your next installation and begin organizing for the move.

2. Receive PCS Orders

Once you receive your orders, review them carefully to ensure all details are accurate. Your name, social security number, duty station assignment, dependent information, reporting dates, etc. If you find any errors, contact the relevant admin office right away.

For CONUS moves, you have the choice of a Household Goods (HHG) move completed by a Government contracted moving company, or a Personally Procured Move (PPM, also called a Do-it-Yourself or DIY/DITY move).

For a PPM, the government will cover 95% of the estimated cost to hire a moving company. If you can move for less than that allowance, you pocket the savings. PPMs are an available option for all PCS moves within the continental United States (CONUS).

3. Scheduling Your Move

When using the Defense Personal Property System (DPS) to schedule your move, have the following information ready:

- Your contact information
- Estimated shipping weight
- Pick-up and delivery dates / locations
- A list of specialty items (boat, guns, RV, large electronics)
- Professional Books, Paper, and Equipment (PBP&E or Pro-Gear) list with weight of items
- Your preferred transportation provider/moving company

To confirm your packing and moving dates take the forms generated by DPS to your current base's Installation Transportation Office. The Transportation Office will assign an official moving company/transportation service provider or carrier.

4. Pre-Move HHG Inventory

Your assigned moving company will complete a pre-move survey of your home, to include a weight estimate and review of any of those special items you listed in DPS. If you're within a week of moving day and a pre-move survey has not been completed on your home, contact the moving company and/or your local Personal Property Office (PPO).

5. Packing Day

On packing day, the moving company sends a team of packers to your home to box everything up. Your packing day and moving dates are usually not the same. The boxes may not be loaded onto the truck(s) until several days later.

6. Loading/Moving Day

On moving day, everything is properly loaded onto the truck before departing. Ask the driver for their phone number so you can reach them if needed. The moving company should create an inventory of all your household items and put stickers on all the boxes and larger items.

7. Travel to Your New Location

Keep the lines of communication open with the moving truck driver during travel. Hang on to any receipts for expenses during your trip, such as hotels, gasoline, tolls, etc. You'll need them to file for reimbursement at the end of your move.

8. Household Goods Delivery

Once you receive your household goods at your new home, it's time to unpack. You have 75 days from the date of delivery to notify the moving company in writing of any lost or damaged items that you intend to file a claim for. So make sure everything is in good condition right away.



Top Apps for Your PCS Move

APPS BEFORE YOU MOVE

Mint

Moving expenses can add up quickly, so it's important to set a clear budget and stick to it. Mint allows you to set up budgets for different aspects of your move and track your spending as you go.

Wunderlist

A great organizational app to keep your move efficient as possible. Wunderlist lets you create to-do lists and reminders to keep you on schedule.

Letgo | Thredup | Facebook Marketplace

Got some odds and ends you no longer need clogging up your closets? Then maybe it's time to purge. Use any of these great apps to help you lighten your load and pick up a few bucks.

Sortly

Use this app to create a visual inventory of your home and keep track of each item with tags and labels. You can even label each item's box location within your house.

APPS FOR MOVING DAY

TaskRabbit

Need a little extra assistance with a DITY move? This app has vetted taskers to help with all your moving needs, like packing up your belongings and loading your moving truck.

Thumbtack

A directory of skilled local professionals for hire. Whether your home needs a deep clean or a new carpet installation before you move, Thumbtack has people to get it done.

APPS AFTER YOU MOVE

MyBaseGuide

The official app of the company that has provided bases to all US Military posts for over 50 years. Get check-in locations and procedures, building designations, and base phone numbers in the palm of your hand. Plus a wealth of information like base news, housing, employment, schools, health care and dental services, and community activities/recreation.

Facebook

The #1 social media platform for the military community. Use it to join groups and events Facebook associated with your new installation in order to make new friends, get involved, and expand your social circle faster and easier.

Certifikid

If you have children, CertifiKid is a great app to find family-friendly deals and activities in your area. Moves are usually toughest on kids, so make their lives in a new home a little easier from the get-go.

Commissary Rewards

You'll rarely find better savings on groceries and sundries than at your local Commissary. With this app you can clip and share digital coupons, then automatically redeem them when you scan your Commissary Rewards Card at checkout.

ShopSavvy

For those who want to monitor and access great deals outside the Commissary but with the same level of ease, this is a great app for just that. ShopSavvy offers great military coupons, deals, specials, and cash back programs.

Rover

We all love our pets. But a military life is a busy one and you may not always be able to give your pet the care they need. You can use this database of over 200,000 trusted pet sitters and dog walkers across the country to keep your fluffy family members cared for at all times.

Care.com

With things as busy as they are, those with children will almost definitely need to hire a babysitter from time to time. Find and select a sitter based on their experience level and availability and trust that they come highly recommended.



PPM/DITY Calculator

Planning on a PPM/DITY move for your PCS? Whether your next station is in CONUS or OCONUS (outside the continental United States), you can calculate your allowances and expenses with our PPM/DITY Move Calculator tool. Visit **ditymovecalculator.net**

2025 Travel Reimbursement Changes

- Per Diem for Lodging \$107 to \$110
- Per Diem for Meals and Incidentals remains at \$68-\$92
- Dislocation Allowance (DLA) Varies by rank and dependents, ranging from \$939.39 to \$5,886.90
- PCS Mileage Rates (MALT) \$0.21/mile

A DITY (Do IT Yourself) move, officially called a Personally Procured Move (PPM), is a type of move you organize and manage yourself which the government partially reimburses. That means you directly pay for the costs of moving, be it by hiring a company, renting a truck or van, or packing all your odds and ends in your own vehicle and hitting the road. The DoD will pay you approximately 95% of what your move would have cost the government to contract out, some of which you may be eligible to receive in advance. Speak with your travel office to determine the payout for your specific move.

Will this calculator work for any PCS move?

No, it can only calculate the costs of DITY moves. It also does not apply to those traveling by commercial means (airlines, rail, etc.). But you can use it to calculate the Dislocation Allowance (DLA) and per diem you would be entitled to for any military move.

What allowances will I receive if I do a DITY move?

Most service members will receive MALT (Monetary Allowance in Lieu of Transportation), per diem, and DLA. You'll also receive compensation for moving your own household goods, paid by the pound. Please see the "Allowances" section of the calculator for more information.

Additional Resources:

- The Defense Travel System's JTR (Joint Travel Regulation) PDF
- Defense Travel Site PCS FAQ



Budget Estimator

	ESTIMATED	ACTUAL
SELLING YOUR HOME		
Pre-listing maintenance and repairs	\$	\$
Cost of sale (taxes, attorney, agent exp.)	\$	\$
Estimate cost of repairs (speak with your realtor)	\$	\$
MOVE OUT PREP		
Cleaning supplies or service	\$	\$
Move out repairs (paint, spackle, light bulbs, etc.)	\$	\$
Meals (after kitchen is cleaned and packed)	\$	\$
DRIVING TO YOUR NEXT HOME		
Pre-trip tune up and oil change	\$	\$
PETS		
Update vaccines	\$	\$
Health certificate if moving across states	\$	\$

	ESTIMATED	ACTUAL
ON THE MOVE		
Temporary lodging at your current duty station	\$	\$
Hotel/lodging during your trip	\$	\$
Temporary lodging at your next duty station	\$	\$
Food while in transit	\$	\$
Boarding pets	\$	\$
Gas	\$	\$
Trip activities and entertainment	\$	\$
	\$	\$
AFTER YOUR ARRIVAL		
Restocking kitchen	\$	\$
Toiletries	\$	\$
Household items and supplies	\$	\$
	\$	\$
SCHOOL PREP		
Extracurricular registrations	\$	\$
Uniform and school supplies	\$	\$
EXTRA EXPENSES		
	\$	\$
	\$	\$
	\$	\$
	\$	\$



PCSing with Pets

PCSing with pets requires a little extra planning, not to mention a few more pit stops during the actual move. They can also make finding a rental property a little more challenging. Get a jump on such potential difficulties by building a Pet Resume and following a few more easy steps:

Before Your Move

When packing, don't forget to include an accessible bag of comfortable and convenient items for your pet. A leash, food and water dishes, bottled water, pet first aid kit, disposable litter box (for a cat), and some towels at the very least. Don't forget an up-to-date health certificate if you are crossing state lines. Be sure their identification tags and/or microchip are updated with your current contact info as well.

Packing Day

Strangers in your home, belongings moving around, open doors, and general confusion can make packing day tough on pets. Before the packers or movers arrive, make sure your pets are secure and relaxed. You might want to board them for the day (or couple of days) or crate them in a relatively secluded room.

The Move

If you're driving to your next location, make sure your pets are secured and safe while moving. Loose pets in a car can distract you while driving and are extremely vulnerable in accidents. Cats should be in a carrier, which should be covered for the first few hours on the road to calm them if they're anxious.

Dogs should be in crates or restrained with a safety harness and will need to get out at regular intervals to move and relieve themselves. Pit stops are the most likely points your pet may run off while disoriented. Temporary tags with your cell phone number should be added to their collar for extra protection.

Alternate Transportation

If you have multiple pets, particularly large ones (a horse or a very big dog, day) or a TDY stop before moving on to your new station you may want to employ a professional carrier for them. Transport companies will handle the entire process of getting your pet from one place to another, a convenience that may be worth paying for.

Particularly if you have young children to take care of or will be stuck in a hotel while awaiting your lease to start or household goods to arrive. If you are considering this option, start looking for and interviewing potential companies at least 30 days in advance to find the best fit for your pet needs.

Overnight

If your move is likely to take multiple days, plan ahead by locating pet friendly hotels on the route. Be sure to call the specific locations and confirm their pet policy. Many hotels don't allow dogs over 30lbs, birds, exotic pets, and sometimes cats. Some also charge an additional fee per pet, so build that possibility into your budget. You can easily scout out pet friendly hotels online with **PetsWelcome.com**

Arrival

Help your pet settle in quickly by returning to a normal routine as soon as possible. Try to place their things in the same location they were in your previous home. For example, if the litter box was in the laundry room before, put it there again. Before you let them run loose in the new home, do a thorough walkthrough and pet-proofing.

If you haven't done it ahead of time, locate the necessary services, like a new veterinarian, a boarding facility or pet sitter, pet stores, and a great walking route for dogs right away. Before you know it, your pet will be as happy and healthy in your new home as they were in your last one.



PCSing with Family and Kids

As you and your family go through the laborious and stressful process of packing up your lives to start over somewhere new, remember it can be a real emotional roller coaster for your kids. A little extra care and attention can make your PCS a lot easier on your children.

Ways To Prepare Kids:

- Tell them you're moving as soon as you know. Keep them up-to-date on details, like your new base and unit, as soon as you can. Let them know your feelings on the move and assure them they can talk to you about any and all concerns they have. Encourage your kids to ask questions and talk about their emotions.
- Make moving an adventure that they're taking part in, not an event they're subjected to. Keep your kids involved and engaged with the moving process. Read books and articles about moving with them. Include them while you're searching for your next potential house and get them excited about whatever benefits they may have over your current home (like a bigger room(s) for them, for example). Encourage them to pack their own stuff.
- Visit your new home before you leave the old one. Take your kids on some "recon" to your new neighborhood and explore the area and its parks, restaurants, stores surrounding attractions, and their new school-to-be.
- Remember those sentimental must-haves. Help your kids organize those special items they can't live or travel without. Favorite blankets, stuffed animals, beloved toys, books, or iPads (don't forget headphones) full of music and movies, etc. Having these items will keep them occupied while traveling and help them feel more comfortable in their new environment.
- It's never good-bye, it's see you later. Particularly in the military, where your next PCS could wind up reuniting your kids with old friends all over again. Nevertheless, give your children a chance to say farewell to their friends, school teachers, and neighborhood. A farewell party for them to gather all their friends is a fun way to say 'see ya later.'
- Assure your kids that they'll meet new friends and be able keep in touch with the old. Remind them that social media and apps like FaceTime and Skype make it easier than ever to do the latter. is key. Plus, there are new and fun people to meet everywhere you go. Particularly in the great, big military family you all belong to.



Are you Ready to Buy or Sell a Home?

When you receive your PCS, the clock starts. You need to move soon and sell your current house even sooner. As a Military Relocation Professional (MRP), I understand your unique situation and have the knowledge to make the most of every transaction, selling and buying. My goal is to find a location and community quickly, so that you and your family can feel at home.

Why Choose a Realtor with Military Experience?

- **Specialized Knowledge:** MRP realtors have completed specialized training to understand the unique challenges and opportunities of military relocations, including VA loans, government housing allowances, and relocation reimbursements.
- **Familiarity with PCS Timelines:** Military relocations often happen on short notice, and MRP realtors are experienced in expediting transactions to meet strict PCS move deadlines.
- **Understanding Military-Specific Contract Terms:** MRP realtors include military clauses in contracts to protect clients who may be deployed or reassigned unexpectedly.
- **Experience with Remote Home Buying:** Many military families purchase homes sight unseen, and MRP realtors are skilled at conducting virtual tours and handling remote paperwork.
- **Navigating VA Loans:** MRP realtors are knowledgeable about VA loans and can help military families maximize their benefits and secure financing.
- **Finding Homes Near Bases and Amenities:**
 - They can help you find homes close to military bases, great schools, and other essential amenities, reducing commute times and improving family life.
- **Understanding the Military Market:** MRP realtors understand the unique needs and challenges of military families, and can help you find the right home and community for your needs.
- **Networking and Resources:** MRP realtors often have a network of other MRPs throughout the country, which can be helpful when relocating to a new area.

ABOUT ME

My Business

My business is built on communication, knowledge and transparency. I listen to my clients' wants and needs to achieve the best outcome in every transaction. I strive to ensure the buying or selling process is easy and stress-free. Whether a first time buyer or seasoned investor, my trustworthy character and strong negotiation skills help every client achieve their unique real estate goals.

Credentials

- Certified Military Relocation Professional (NAR)
- Certified Listing Specialist (NAR)
- Certified Negotiation Expert (NAR)
- Serving clients since 2017
- 2024 CFR Humanitarian REALTOR® of the year
- License #305614
- Property Manager

to learn more visit
www.lakestosearealty.com



What My Clients Say

"WE LOVE LIZ! Could not say enough about how wonderful all of our experiences have been with her. Liz is personable, responsive, and super easy to talk to. I felt understood by her on all levels AND she knew when and how to push back on me when I was being too extra. She really balanced seeing and supporting our vision with keeping our expectations realistic and grounded in knowledge. Will absolutely use her again if we move (I hope we never do) and already recommend her to everyone."





YOUR SERVICE INSPIRES OUR SERVICE

Buy or refi with VA financing



BENEFITS:

- No down payment or mortgage insurance
- Closing cost credits available
- Funding fee waived with a 10% VA disability or greater
- You can reuse your VA eligibility
- Purchase or refinance
- Credit score as low as 580
- 100% financing, 30-yr. fixed
- Condo, townhouse, single-family, 2-4 unit income properties

Your service gives us options. Let's do this.

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Equal Housing Opportunity. All loans subject to underwriting approval. Certain restrictions apply. Call for details. All borrowers must meet minimum credit score, loan-to-value, debt-to-income, and other requirements to qualify for any mortgage program. CrossCountry Mortgage, LLC NMLS3029 (www.nmlsconsumeraccess.org). See <https://crosscountrymortgage.com/licensing-and-disclosures/state-disclosures/> for a complete list of state licenses. 2076730 24C_86b0ymcpv CrossCountry Mortgage, LLC is not affiliated with or acting on behalf of or at the direction of the Veteran Affairs Office or any government agency. Certificate of Eligibility required for VA loans.

Moving Checklists


THREE MONTHS BEFORE YOUR MOVE	NOTES	
If you are an active service member, make an appointment for a counseling session at your base transportation office.		
Decide whether you want to make a Personally Procured Move (PPM), or have the government handle everything for you.		
Start saving for non-reimbursable moving expenses.		
Discuss the moving process with your children to overcome their fear of relocation.		
Start planning for special moving needs if you have an infant.		
If you plan on selling your property talk with a REALTOR®. Visit https://lakestosearealty.com/military-services to learn more. Notify your landlord you will be moving but do not give him an exact date yet.		
Begin making shipping arrangements for your vehicle(s) if necessary. If you are using your base transportation office, schedule a counseling session.		
Start keeping track of tax-deductible moving expenses (i.e., the cost of pre-move househunting)		
Make an inventory of possessions and valuable items (take pictures or video tape). Get appraisals for antiques or collections.		
Start organizing personal records like birth certificates, insurance papers or warranties		
Make a list of whom to notify concerning your move and forwarding address		
Obtain your records or find out how to forward them later		
Have Power of Attorney or Letter of Authorization drawn up for unforeseen circumstances		

TWO MONTHS BEFORE YOUR MOVE	NOTES	
Begin sorting out and disposing of items you don't need. Hold a garage sale and/or sell off items through an online marketplace such as eBay or Craigslist		
If you are buying a new home at your new location, you should choose one as soon as possible, arrange financing, and set tentative closing dates. Talk with your REALTOR® if you need an agent at your new location. Visit to https://lakestosearealty.com/military-services to learn more.		
If your family members have jobs, they should give required notice of termination and get a referral letter. They should also update their resumes for finding a job at your new location.		
If you require child care at your new location, start looking into options.		
If you have school-age children, check school schedules and enrollment requirements at your new location.		
Contact your insurance company about protection for auto(s), home and household storage, and high-value items.		
If you are using your base transportation office, let it know if you plan to ship your vehicle, and provide the estimated shipping weight.		
If you have pets, have them checked by a local vet, and ensure all vaccinations and inoculations are up to date. Get a copy of their medical records.		
Get a copy of your pet's medical records.		
Close out any local charge accounts.		
If necessary, open up an account and a safe deposit box at a bank at your new location.		
If you need help organizing your finances, visit your military base finance center, or seek a private financial advisor.		
Contact the Department of Motor Vehicles at your new location for information on a new driver's license and registration.		


ONE MONTH BEFORE YOU MOVE	NOTES	
Schedule pickup and delivery dates with your mover, and arrange for storage if needed.		
Verify your move-in schedule with real estate agents and landlords; arrange for temporary housing if needed.		
If you haven't found a new residence yet, obtain a post office box or forwarding address for your mail until you have a permanent address.		
If you haven't done so already, visit your military financial center or private advisor for financial counseling		
If you are on active duty, check with Travel and Transportation Allowances to see if you are entitled to advanced pay or other benefits.		
Get rid of any unwanted items around your house (furniture, clothes, etc.). You can sell them online, hold a garage sale or donate them to charity. Keep any receipts from your donations for tax purposes.		
Arrange to pick up your children's school records or get the proper procedures for sending the records to their new school		
Arrange for letter of transfer from local church and clubs, including Scouts or other national organizations.		
If you or someone in your family is employed, arrange with your employer to forward tax withholding forms.		
Ensure that all health, life, fire and auto insurance is up to date, and inform these companies of your new address.		
Ensure that your vehicle(s) are in good running condition and that all required maintenance has been completed.		
Fill out an IRS change of address form (available from the IRS in PDF format).		
Inform utilities (trash, water, electric, internet, ect.) of move. Cancel any local subscriptions.		

THREE WEEKS BEFORE YOUR MOVE	NOTES	
If you are an active duty service member, contact your military pay office to recertify Basic Allowance for Quarters (BAQ) and have sign-off on your PCS.		
Reconfirm your packing, pick-up and delivery dates with your mover.		
If you have a military ID card, check the expiration date and update it if necessary.		
Notify your credit card companies of your new or temporary address.		
Confirm your change of address with the US Postal Service.		
Plan menus from what you have remaining in the freezer and cabinets.		
Remove all old TSP markings and stickers from furniture and boxes.		
If you are using the Personal Property Shipping Office (PPSO), reconfirm moving dates.		
Have drapes and carpets cleaned; DO NOT leave in plastic wrappers.		
Clean up your current living space or quarters.		
Clean out your attic, crawl space, or similar storage area within the residence		
Renew and pick up any necessary prescriptions. Obtain prescription slips in case you need refills on the road. Pack medicine in leakproof, spillproof containers.		
If you are an active service member making use of military weight allowances, separate your professional books, papers and equipment (PBP&E). These items will be weighed and listed separately on your shipping inventory. Make sure the packers know these are your professional items — their weight will not be counted into your weight allowance.		


Notes:


ONE WEEK BEFORE YOUR MOVE	NOTES	
Close out safety deposit box if you have one.		
Buy a bunch of ziplock bags — these will come in handy when packing large sets of small items, like silverware, or for components of furniture that need to be broken down (i.e., screws, bolts).		
Make copies of any important documents before mailing or hand carrying them to your new address.		
Remove wall accessories such as drapery rods, small appliances, food and utensil racks.		
Pull out all items from beneath stairways, attics or any other area that does not allow full standing room.		
Drain oil and gas from lawn mowers and other gas operated tools.		
Dispose of flammables such as fireworks, cleaning fluids, matches, acids, chemistry sets, aerosol cans, ammunition, oil, paint and thinners.		
Refillable tanks must be purged and sealed by a local propane gas dealer. Discard non-refillable tanks. Some carriers and the military do not permit shipment of any propane tanks.		
Place original packing boxes (if they are in good condition and you want the movers to use them) by the equipment. If you decide to pack the item in the original carton yourself, leave the boxes opened so items can be inventoried.		
Set aside cleaning materials to be used after packing and loading.		
Ensure personal property items are free of soil/pest infestation (e.g., gypsy moths, brown tree snakes). Complying with requirements of the USDA and state laws is your responsibility		
Speak to your REALTOR to ensure you are on track for closing or landlord to make sure you are ready for move-in.		

Notes:

FINAL DAYS BEFORE YOUR MOVE	NOTES	
Separate items that will not be packed, including suitcases.		
Ship as “unaccompanied baggage” items that will help you set up housekeeping at your new address, such as linens, dishes, etc.		
Keep a household inventory list on hand, and carry it with you.		
Make a complete inventory of all the boxes you will move to your new location — you will need to check this later after you move in.		
Attach colored stickers to your boxes to correspond with rooms in your new home where you want your boxes to go. If you are using movers, prepare a color-coded map of your new house, so they’ll know exactly where to take your belongings.		
Secure your cash, jewelry, important documents, your checkbook and other valuable items, and carry them yourself.		
Accurately note the condition of belongings. If anything is marked “scratched, dented or soiled,” note the location of the problem.		
Clean your refrigerator and freezer, and dry them for 1-2 days with doors propped open. To avoid musty odors, place several charcoal briquettes in a stocking or sock in both the freezer and refrigerator.		
Disconnect and prepare all electronic components such as computers, printers, and TV’s.		
Disconnect gas and electrical appliances — moving companies are NOT required to perform disconnects or reconnections		
Remove hanging objects scheduled for shipping from the walls. This includes curtain rods, mirrors, and pictures.		
Speak to your REALTOR to ensure you are on track for closing or landlord to make sure you are ready for move-in.		
Switch utility services to your new address.		

Notes:

THE BIG DAY: MOVING DAY.	NOTES	
Get up early and be ready for movers to arrive. Do not have dirty dishes in the kitchen, or dirty clothes in hampers or lying around the house. Take all trash out of the residence.		
Make sure cash, jewelry, important documents, checkbook and other valuable items are secure (carry them with your personal belongings). Do not ship jewelry.		
Get pets under control before movers arrive. If necessary, ask a neighbor to keep them for you if you haven't made boarding arrangements.		
Double-check closets, drawers, shelves, the attic and garage to be sure you have packed everything.		
Have a marker handy to make extra notes on boxes.		
If you are hand-carrying any boxes with you, be sure to mark "DO NOT MOVE" on them clearly		
Carry a box of "basics" you'll need on move-in day (i.e., tools, paper products, housecleaning supplies, emergency kits, etc.)		
Verify that mover's inventory is detailed, complete and accurate.		
If the military is taking care of your move, be sure to obtain a copy of the GBL, the DD-619 (if CONUS), and the Household Goods Inventory from the packers before they leave the residence. Insure the inventory is accurate and complete, and keep a copy with other important records you are hand-carrying.		
Check the entire house before releasing the packers, to make sure that nothing has been left behind.		
Leave all the old keys that are needed by the new tenant or owner with your realtor.		
Hand-carry finance, medical and dental records.		

THE DAYS AFTER YOU MOVE	NOTES	
If you are an active service member, you will be given the telephone number of the transportation office at your new duty station. You should contact the office as soon as possible, and provide them with a phone number where the member or designated representative may be reached.		
If you are making use of the destination Household Goods Office, contact them to arrange for delivery of personal property.		
Arrange for phone, gas, and electricity to be connected.		
If you are moving to a new state, register your car and get a new driver's license as soon as possible.		
Register your children in school.		
Connect with medical services in your new location, such as doctors, dentists, etc		
When the movers arrive, check their inventory against the one you made prior to departure — they should match.		
Know in advance where to place each piece of furniture. The mover is required to place each piece only one time.		
At time of delivery, you are entitled to the reassembly of all items that were disassembled by the carrier. In addition, you are entitled to have everything unpacked, with packing materials removed from the residence, unless you specifically waive this service.		
If you discover that you are missing some items or items have been damaged in transit, you must list these items on your DD Form 1840. You should ensure that three legible copies of this form are received. This is not a claim, only a record of loss or damage. Any additional loss or damage discovered after the carrier has completed delivery should be noted on the reverse side of DD Form 1840, which is DD Form 1840R.		

Notes:



Document Checklist

If you hire a company to pack and move your household goods, you should have the following important documents among the stuff you keep with you during the process. Additionally, we recommend you store digital copies on a device that you also keep with you.

Family Member Documents

- Military IDs
- Drivers Licenses
- Social Security cards
- Passports
- Birth Certificates
- Marriage Certificates
- Naturalization Certificates
- Adoption paperwork
- Custody agreements
- Divorce decrees
- Household inventory (with supporting images and video on digital device)
- Contact information for your moving company and new installation transportation office
- Title/Lease
- Proof of vehicle inspection
- Vehicle registration
- Car Insurance

Financial Documents

- Personal checks (digital copy not required)
- Bank statements
- Credit and debit cards
- Powers of Attorney
- Wills

School/Employment

- Transcripts
- Individualized Education Plans (IEPs)
- Report cards
- Additional registration required documents
- Resume and letters of reference
- Contact list for future/former schools

Medical Records

- Full copy of each family member's medical and dental records (including any needed x-rays)
- Vaccination records
- Any current prescriptions



Additional Help

Now, you are ready to begin your PCS adventure! Make the most of your PCS by remaining optimistic and using the information provided to set up a successful Permanent Change of Station for you and your family.

You can find tons of information on your new military community at MyBaseGuide. MBG has the up-to-date info necessary to settle into your home, from the best restaurants to top schools and outstanding recreation options.

Furthermore, there are some options that provide counseling on how to manage relocation stress.

The appearance of U.S. Department of Defense (DoD) visual information does not imply or constitute DoD endorsement.

PCS season can be stressful, but finding your next home doesn't have to be. As a dedicated Military Relocation Professional, I specialize in helping military families seamlessly buy and sell their homes, ensuring a smooth transition to your next duty station. Whether you need to sell quickly or find the perfect home near your new base, I'm here to guide you every step of the way. Let's make your move as easy as possible - you serve our country, let me serve you.



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