PCS move checklist

Every task for your permanent change of station move, from orders to unpacking

My move

Report date: _____

New duty station: _____

Transportation office phone: _____

DPS shipment number: _____

Pack dates: _____ **Pickup spread window:** _____

Sponsor name & phone: _____

Move type (circle one):

Government-arranged | Full PPM | Partial PPM

Key numbers

DPS help desk: 833-MIL-MOVE (833-645-6683)

Move info & checklists: ppa.mil

01 Orders & counseling

- [ ] Check orders for the right duty station, report date, and dependents
- [ ] Report any errors to your admin or personnel office
- [ ] Save digital and paper copies of your orders
- [ ] Contact your transportation office (required before booking for first-time movers, separating members, and retirees)
- [ ] Choose your move type: government-arranged, full PPM, or partial PPM
- [ ] Ask your gaining unit for a sponsor
- [ ] Look up your new base's housing office, school liaison, and relocation assistance program on MilitaryINSTALLATIONS

02 Household goods & DPS

- [ ] Request pack and pickup dates in DPS as soon as you have orders
- [ ] Avoid the last week of the month and late June to early July if you can
- [ ] Declare pro gear in DPS
- [ ] Ask about special items (boats, guns, and large electronics)
- [ ] Complete the pre-move survey (call if it hasn't happened a week before your move date)
- [ ] Declutter before the survey so your weight estimate is accurate
- [ ] Save the DPS help desk number: 833-MIL-MOVE

03 PPM (formerly DITY)

- [ ] Get transportation office approval before you rent, buy, or book anything
- [ ] Get your estimated incentive at counseling
- [ ] Decide on an advance (up to 60% of the estimated incentive)
- [ ] Choose your method: truck, container, your own vehicle, or hired movers
- [ ] Look up any mover's USDOT number on the FMCSA Protect Your Move site
- [ ] Ask your mover or container company for certified weight tickets before pickup
- [ ] Get certified empty and full weight tickets for every trip
- [ ] Keep receipts for fuel, tolls, rentals, and packing supplies
- [ ] File your claim within 45 days of finishing the move

04 Housing

- [ ] Give your landlord written notice and a copy of your orders (SCRA)
- [ ] Schedule base housing pre-inspection and final inspection
- [ ] Contact the new base housing office about waitlists and off-base help
- [ ] Decide whether to sell or rent out a home you own
- [ ] Book temporary lodging between pack-out and move-in
- [ ] Schedule utility shut-off at the old home and service at the new one

05 Money & allowances

- [ ] Confirm your Dislocation Allowance (DLA) with finance
- [ ] Plan for mileage pay on PCS travel by car
- [ ] Ask about Temporary Lodging Expense (TLE)
- [ ] Decide whether you need advance pay (it's a loan)
- [ ] Build a PCS fund for deposits, lodging, meals, and pet costs
- [ ] Keep all lodging, fuel, and travel receipts in one folder

06 Family, school & pets

- [ ] Request unofficial school records to hand-carry
- [ ] Contact your installation school liaison
- [ ] Request medical and dental records at least one month before your PCS date
- [ ] Refill prescriptions to last through the move
- [ ] Alert new schools and providers 30 days ahead if you're in EFMP
- [ ] Plan your pet's travel and save receipts (one cat or dog: up to $550 CONUS, $2,000 overseas)
- [ ] Look into your spouse's job transfer, remote work, or license transfer

07 Moving day

- [ ] Set up a “do not pack” zone (orders, IDs, birth certificates, Social Security cards, medications, keys, and valuables)
- [ ] Pack a first-day box (toilet paper, soap, cleaning supplies, snacks, chargers, sheets, and towels)
- [ ] Photograph or video every room and high-value item, with serial numbers
- [ ] Take down wall-mounted items
- [ ] Empty trash cans and bag small loose items
- [ ] Set aside prohibited and hazardous items
- [ ] Be home (or have an agent) 8 a.m. to 5 p.m. on pack days
- [ ] Check that high-value items are on the mover’s inventory
- [ ] Note existing damage on the inventory
- [ ] Walk through closets, cabinets, attic, and garage before signing

08 After you arrive

- [ ] Check each item against the inventory at delivery
- [ ] Note damage or missing items before the crew leaves
- [ ] Report loss or damage in DPS within 180 days of delivery
- [ ] Update your address in DEERS
- [ ] Change your TRICARE enrollment within 90 days of the move
- [ ] Enroll kids in school (immunizations can be completed within 30 days)
- [ ] File your travel voucher
- [ ] File your PPM claim within 45 days
- [ ] Update your address with USPS, banks, insurance, and voter registration
- [ ] Check your new state's car registration and driver's license rules

09 Overseas (OCONUS) add-ons

- [ ] Apply for no-fee passports right away (can take four to six weeks)
- [ ] Complete overseas screening for family members traveling with you (if required)
- [ ] Plan your unaccompanied baggage (counts against your weight allowance)
- [ ] Book vehicle shipping or storage through PCSmyPOV
- [ ] Check pet entry rules, microchips, vaccines, and quarantine

Paying for any part of your move yourself? Compare truck, container, and mover costs for your route at movebuddha.com/moving-cost-calculator

Rules and rates change. Confirm details with your transportation office and finance office. Rates current as of 2026.