

IMMEDIATELY AFTER RECEIVING YOUR PCS ORDERS:

- Set up a meeting with your base Transportation Office (TO) to talk about your moving options and what you qualify for.
- Decide whether you want to make a Personally Procured Move (PPM) or let the government arrange your move.
- Discuss the PCS move process with your family. The Family and Morale, Welfare and Recreation (FMWR) program on base may have helpful resources you can use.

IF YOU DECIDE TO DO A PPM, FOLLOW THESE SPECIFIC TASKS:

- Schedule a counseling session with your TO to talk specifically about your PPM.
- Get approval to do a PPM from your TO by filling out the proper paperwork. Without approval, you risk not being reimbursed.
- Ask if you qualify for an Advanced Operating Allowance.
- Once approved, get moving quotes from companies that specialize in military moving—including a free moving quote from U-Pack!
- Make sure the moving company is able to offer certified empty and full weight tickets (required for reimbursement).
- Reserve your move online or by phone.
- Visit the dispersing office to pick up your advance operating allowance (if applicable).
- Submit your claim within 45 days after arriving at your new duty station.

MILITARY MOVING — WEEK BY WEEK

Keep in mind that your PCS move may take place sooner or later than 8 weeks. Adjust the tasks below to fit your moving schedule.

8 WEEKS BEFORE YOUR MOVE

- Create a PCS moving file to track expenses and hold receipts and important documents.
- Visit the website of your new duty station – find helpful information about what’s available on base.
- Renew your Military ID if the expiration date is approaching.
- Have your spouse notify his/her employer about the move.
- If you rent, notify your landlord or rental agent about the move.
- Call your realtor to begin the process of selling your home.
- If you live on base, notify the housing office about your PCS orders.
- Begin searching for a new home in your new location, or contact the housing office at your new duty station.
- Start looking at child care options and schools in the new area.

7 WEEKS BEFORE YOUR MOVE

- Gather medical, dental, shot, school, veterinarian, and prescription records.
- Ask doctors for referrals in your new location.
- Gather copies of legal and financial records.
- Call your insurance agent to make necessary changes to your policy.
- Contact your tax professional about tax-deductible moving expenses (those not approved for reimbursement).
- Contact health clubs, organizations, and groups to cancel or transfer memberships.

6 WEEKS BEFORE YOUR MOVE

- Plan how you will move valuables and difficult to replace items (certified mail or carry them with you).
- Begin purging your home. Separate items into keep, donate, or discard categories.
- Return any library books or borrowed items.
- Make an inventory of all the items you're moving.
- Plan a garage sale.
- Discontinue placing mail order purchases.
- Start using items that can't be moved such as frozen foods, bleach, and aerosols. Check the Do Not Ship list for a complete list of items you can't move.

5 WEEKS BEFORE YOUR MOVE

- File a change of address with the Postal Service or ask them to hold your mail at the post office in your new city.
- Prepare, update, and execute wills and power of attorney, or letter of authorization.
- Back up computer files.

If you're doing a PPM,

- Order boxes and moving supplies.
- Begin packing items you don't use often.
- Clearly label each box with its contents and the room it belongs to.
- Pinpoint your move date.

4 WEEKS BEFORE YOUR MOVE

- If you're doing a PPM, reserve your move online or by calling 1-800-413-4799.

Notify these utility services of your move (both at your old and new locations):

- Electric
 - Water
 - Gas
 - Telephone
 - Cell phone
 - Cable/Satellite TV and Internet
 - Sewer
 - Trash Collection
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- Make travel arrangements for your pets.
 - Put copies of pet medical and immunization records in your moving file.
 - Host a garage sale.

3 WEEKS BEFORE YOUR MOVE

- Plan how to transport your plants (they can't be moved in U-Pack's trailer or ReloCube container).
- Dispose of flammables, corrosives, and poisons. Read U-Pack's Do Not Ship List for a comprehensive list.
- Have your vehicles serviced.
- Check the expiration dates on any debit or credit cards you will use during travel.
- Notify debit and credit card companies of your move so your card is cleared for travel use.
- Pick up the dry cleaning, processed film, or any other items being repaired or stored.

2 WEEKS BEFORE YOUR MOVE

Notify these professional services of your move:

- Accountant
- Attorney
- Doctor
- Dentist
- Financial Planner
- Health Insurance Provider
- Insurance Agent
- Schools

Notify these services/accounts of your move:

- Auto Finance Company
- Bank/Credit Union/Finance Companies
- Credit Card Companies
- Exterminator
- Health Club
- Home care service providers (lawn care, snow removal, etc.)

2 WEEKS BEFORE YOUR MOVE (CONTINUED)

- Laundry service
- Magazines
- Monthly memberships (e.g. Netflix)
- Newsletters
- Newspapers
- Pharmacy
- Store/Gas Charge Accounts

Notify these government offices of your move:

- City/County Tax Assessor
 - State Vehicle Registration
 - Social Security Administration
 - State/Federal Tax Bureau (IRS)
 - Veterans Administration
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- Confirm travel arrangements for pets and family.
 - Confirm parking for your moving trailer or moving container. Obtain permits if needed.
 - Plan meals for the last weeks to use up your food.
 - Assemble a folder of important info about your house for the next home owner, including a forwarding address for you.

1 WEEK BEFORE YOUR MOVE

If doing a PPM,

- Get familiar with our packing and loading tips (found on our website).
 - Print two copies of your Bill of Lading (BOL) to keep in your moving file.
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- Review your moving plans with your moving coordinator. Email or call with questions.
 - Notify friends and family of your new address and phone number.

1 WEEK BEFORE YOUR MOVE (CONTINUED)

- Pack an essentials box to keep with you during the move.
- Drain gas and oil from lawn equipment, gas grills, heaters, etc.
- Drain water hoses and waterbeds.
- Measure furniture and doorways to determine if larger pieces will fit through the door.
- Empty and defrost the refrigerator for at least 24 hours before the move.
- Fill any prescriptions you will need during the move.

MOVING DAY

- Have plenty of water and snacks available to keep you or your movers energized.
- If you have a government-arranged move, obtain a copy of the Government Bill of Lading (GBL), the DD-619, and the Household Goods Inventory before the packers leave the residence.
- Check every room and closet one last time to make sure nothing is left behind.
- Leave a note with your new address so that future residents can forward stray mail.

If you're doing a PPM,

- Place carpet, floor, and door frame protectors throughout your home.
- Load goods in a pre-designated order, saving "last load" items for the rear of your shipment.
- Call the local service center to have your loaded U-Pack moving trailer or moving container picked up.

MOVE-IN CHECKLIST

- Contact your new duty station's Transportation Office as soon as you arrive for further instruction.
- If the government is taking care of your move, be sure to note if any items are lost or damaged. Record the loss or damage on DD Form 1840.
- Update DEERS.
- Update TRICARE.
- Clean your new home.
- Make sure everything is working and make repairs before your belongings arrive.
- Pick up any mail being held for you at the local post office.
- Unload your items and begin organizing your new home.
- Keep all receipts and documents in your moving file and store it in an easy-to-remember location.
- Get a new driver's license and vehicle tags, register to vote, etc.
- Contact the local paper for a new subscription.
- Enjoy your new home!

Thank you for your service!