

1 Year

- Even before you have orders, know that a PCS could be in the cards.
- Build a savings to prepare you for the out of pocket and reimbursable expenses of a PCS.
- If you know your timeline, list your home for sale or rent.

6 Months

- Orders can come down 6 months or earlier ahead of your report date. This offers plenty of time to gather information and possibly make a trip to take a look at your new installation in person.
- If you know your timeline, list your home for sale or rent.

90 Days Out

For the Service Member:

- Set up transportation counseling with your current installation transportation office or do self-counseling on move.mil.
- Have a PCS specific Power of Attorney or Letter of Authority drawn up if your spouse will be handling any of the details without you present.

Decisions to Make:

- Decide whether a government move (DTO), personally procured move (PPM) or partially personally procured move (partial PPM) is the best fit for your family.
- Determine if you will need to ship a vehicle (this requires some prior planning!).
- Determine your BAH and decide if you want to live on or off base/post.

Finances

- Estimate your moving expenses and create a budget.
- Create a way of tracking moving related expenses (you will need to account for your expenses and have receipts for reimbursements).

Tasks

- Notify your landlord that you will be moving but leave the date open- a lot can still change especially the timing of your PCS.
- Take care of needed medical/dental appointments.
- Start or update your personal property inventory.
- Organize personal records and determine if any need to be replaced (you'll need birth certificates for most schools.)
- Notify clubs and volunteer organizations you are a part of that you will be moving.
- Make sure there are no stickers left from previous moves on furniture.
- Identify any repairs you need to do to your home before move cleaning (paint, putty holes, clean carpets).
- Begin researching your new area and choose how you will organize and consolidate information (a binder; a notebook, an app like Evernote)

60 Days Out

For the Service Member:

- If you are authorized to ship a vehicle (OCONUS moves), let your duty station's transportation office begin the set up process. You will need to know your vehicles estimated weight.
- Attend the pre-clearing brief to get details of your installation's clearing process (some installations have a set timeline for this).

Decisions to Make:

- Evaluate housing options on AHRN.com, establish your BAH and keep notes!

Finances

- Check expiration dates on any credit/debit cards you plan to use during your move. Order new ones if necessary.

Tasks

- Complete any needed auto maintenance.
- Make a vet appointment for your pets. Update any needed vaccinations and make sure your pet is microchipped. Get a full copy of your pet's medical records to take with you.
- Donate or sell any unwanted items.
- Identify school requirements for children (if applicable).
- Post home for rent or sale on AHRN.com

Notes

30 Days Out

For the Service Member:

- Attend Finance brief to set up any needed PCS advances and get paperwork.
- If you haven't already, attend the clearing brief.
- Begin out processing.
- Confirm packing, pick up and delivery dates with movers/transportation office.

Tasks

- Begin using up the contents of your freezer and pantry.
- Label items/boxes that you will need easy access to just before and after your move.
- Designate a folder for important documents and put them there!
- If you have your new address, forward your mail and submit a change of address. If you don't, put your mail on hold.
- Evaluate whether or not you need storage options.
- Arrange for temporary lodging if needed.
- Dispose of any leftover unwanted items and items that can not be transported.
- Ensure that all insurance is up to date and your insurers have a forwarding address and transit contact information.
- Return any borrowed items (like library books!)
- Record serial numbers of electronics and other valuables on personal property inventory.
- Fill out the IRS change of address form.
- Notify utilities of your move out date and make arrangements to close out accounts.
 - Electric
 - Waste disposal
 - Water
 - Telephone
 - Internet/cable
 - Lawn Care
- Cancel any subscriptions and memberships (newspaper or gym)
- Settle all outstanding bills that can be paid in advance of your departure.
- Get all prescriptions refilled (Tricare recommends getting 90 days of refills)
- Get paper copies of all prescriptions (medications, contacts, and glasses).
- Separate ProGear for both the service member and spouse, if applicable.