

YOUR FIRST PCS

FOR THE SINGLE SERVICE MEMBER



Your first PCS may feel overwhelming at first. We've shared the best tips from those that have been there and done that so **YOU CAN LOOK LIKE A PRO** the first time!

Inside the Toolkit

-  **DIY or Military Move?**
-  **Your PCS Budget**
-  **Finding and Being a Good Roomie**
-  **How to Find a Place to Live**
-  **Your PCS Checklist & Resources**



Plan Your First PCS

Preparing, planning and organizing a smooth first move.

A military move is when government contracted movers pack up your belongings, ship it to your new installation and unload it.

A DIY move is when you are responsible for transporting your belongings - either with your personal vehicle, renting a moving truck or utilizing a service like uShip. The best option for you will depend on finances, how much time you will have at either end, and whether you want to do all the packing yourself or leave it to the movers!



Moving yourself?

It's easier to schedule, because you can choose your timeline. However, it requires money up front and often takes a while for reimbursement.

Budgeting and Saving - see page 5 for budget worksheet.



Be ready for unexpected expenses! The DoD pays for the projected costs of your move, but some costs can be your responsibility. If you do not already have money in savings set aside for your PCS, start now.

- 1) Create an estimate based on expenses and travel distance.
- 2) Review your entitlements (amount you'll be reimbursed). The difference between your estimate and entitlements is the amount you should save.



Don't forget to keep your prized belongings with you during your PCS, even if you decide on a TMO Move. -- Robert M.



Get Started

Share to save money? Be on your own? Apartment or a house with a lawn?

Before you start searching, take Chris L.'s advice, and check your incoming installation's housing rules for single service members - especially if you're moving to a Joint Base. Some places don't take all your BAH and even let single sailors live on board.

- 1) Research your new installations housing regulations.**
- 2) Living off post? Create a profile on AHRN.com to see options within your BAH.**

Roommates

Roommates offer a great solution for single service members: saving money and pooling resources are strong motivators. With a range of PCS related challenges to address, a roommate may be what you need!

Plan ahead and take the time to find the right roommate; someone who pays their bills on time and are cooperative. If someone is willing to sign a legally binding lease with you without addressing all the necessary details, you might want to rethink!



Consider bunking up and staying light on personal furniture. While having your own place is “freeing,” think about sharing for a little longer to get a nest egg going. -- Elizabeth C.

Finding and Being a Good Roomie

Rate these factors in looking for a roommate. Scale 1-5 (5 being really important).

Clean	_____	No drinker	_____
Buddies	_____	1 year lease	_____
Own bath	_____	Pets	_____
Own car	_____	Same sex	_____
Quiet	_____	Same rank	_____
Smoker	_____		

Use the criteria in the checklist to write up your description for the roommate, focusing on the elements you ranked as really important (4s and 5s).

If you have a place already, post a shared rental ad on AHRN.com for free!



Find all the resources and links you need for your smooth PCS at <http://bit.ly/firstpcs>

Find a Great Place to Live!

Don't get into more housing than you (and your roommate) need.

- ▶ Find roommates, apartments, houses, condos near military installations around the world on www.AHRN.com.

Tips



- 1) Try to find a place with your own space (bedroom/bathroom).
- 2) Clean up after yourself - every time.
- 3) Determine how you will handle expenses like groceries and utilities.

Your PCS Budget

ARE YOU DRIVING TO YOUR NEXT DUTY?

Prepare your vehicle!

	ESTIMATED	ACTUAL
Pre-trip tune-up and oil change	\$	\$
Weatherizing (if you are moving to a different climate)	\$	\$

DO YOU HAVE PETS?

Update vaccinations	\$	\$
Health certificate (if traveling across state lines)	\$	\$
Microchip	\$	\$

MOVE OUT PREP

Cleaning supplies or service	\$	\$
Move out repairs (paint, spackle, light bulbs, etc.)	\$	\$
Yard work: reseeding, fence repair, etc.	\$	\$
Eating out expense for once kitchen is clean/pack out days	\$	\$

ON THE MOVE

Temporary lodging at your losing duty station	\$	\$
Hotel/lodging during your trip	\$	\$
Temporary lodging at your gaining duty station	\$	\$
Food while in transit	\$	\$
Boarding pets (does your hotel allow pets?)	\$	\$
Gas (if you are driving)	\$	\$
Trip activities and entertainment	\$	\$

AFTER THE MOVE

Restocking the kitchen and household items	\$	\$
Deposit for new apartment / house	\$	\$
Setup / deposit for new utilities	\$	\$
Other	\$	\$
Other	\$	\$
Other	\$	\$

Grand Total

\$ _____ \$ _____

Your PCS Checklist

90 DAYS OUT

- ___ Set up transportation counseling with your current installation transportation office or do self-counseling on move.mil.
- ___ Decide whether a government move [DTO], personally procured move [PPM] or partially personally procured move [partial PPM] is the best fit for your family.
- ___ If OCONUS, 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.
- ___ Determine your entitlements.
- ___ Designate a folder for important documents and put them there!

60 DAYS OUT

- ___ 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 vehicle's estimated weight.
- ___ Attend the pre-clearing brief to get details of your installation's clearing process [some installations have a set timeline for this].
- ___ Check expiration dates on any credit/debit cards you plan to use during your move. Order new ones if necessary.

30 DAYS OUT

- ___ Attend Finance Brief to set up any needed PCS advances and get paperwork.
- ___ If you haven't already, attend the pre-clearing brief.
- ___ Begin out processing.
- ___ Confirm packing, pick up and delivery dates with movers/transportation office.
- ___ Evaluate nousing options on AHRN.com, establish your BAH and keep notes!
- ___ Complete any needed auto maintenance.
- ___ Make a vet appointment for your pets [6 months IF OCONUS]. Update any needed vaccinations and make sure your pet is microchipped. Get a full copy of your pet's medical records.
- ___ Donate or sell any unwanted items.



- ___ Label items/boxes that you will need easy access to just before and after your move.
- ___ If you have your new address, forward your mail and submit a change of address.
- ___ Evaluate whether you need storage options.
- ___ Arrange for temporary lodging.
- ___ Dispose of any leftover unwanted items and items that cannot be transported.
- ___ Ensure that all insurance is up to date and your insurers have a forwarding address and transit contact information.
- ___ Record serial numbers of electronics and other valuables on personal property inventory.
- ___ Notify utilities and memberships of your move out date and make close out accounts.
 - ___ Electric ___ Waste Disposal ___ Water
 - ___ Telephone ___ Internet/cable ___ Lawn Care
- ___ Settle all outstanding bills that can be paid in advance of your departure.
- ___ Get all perscriptions refilled [Tricare recommends 90 days worth].
- ___ Get paper copies of all perscriptions [medications, contacts and glasses].
- ___ Separate Pro Gear for both the service member and spouse, if applicable.