

You've just received PCS orders, effective in two months. Your mind races with questions like where to start and who to contact. Don't panic. The following is a step-by-step checklist of what needs to be done before you make your move to make it smooth and affordable. Review the list with your relocation specialist at your current duty station to determine what steps apply to your tour and situation.

A PCS CHECKLIST

COUNTDOWN:
WEEK 8



- _____ Visit your Relocation Office and obtain information on your next duty station. Schedule a meeting with a relocation specialist at your station to plan for the move. Ask them what benefits you are entitled to (this differs depending on marital status).
- _____ Discuss the specifics of your move with your Transportation Office (TO), storage, household goods, and pet shipment. Provide your current TO with your estimated shipping weight of your household goods shipments.
- _____ Call your Finance Office for details on Temporary Lodging Allowance (TLA). Make TLA entitlements/billiting arrangements.
- _____ Notify your Housing Office, rental agent or landlord of your PCS orders and when you plan to vacate. If the lease contains a military clause, this notification must be made in writing.
- _____ Request a sponsor at the new station and make contact with them when one is assigned to you. If you do not hear back from your sponsor, have your present commander write directly to your gaining commander on your behalf.
- _____ Inventory all your household items by room, garage, closet, etc. Estimate the value of your household items for insurance purposes. A videotape of the contents of each room can be particularly useful in creating an indisputable visual record. Record all serial numbers. Decide what will be moved, what should be stored and what should be sold at a garage or yard sale. All unsold items can be donated to charity.
- _____ Organize your family records in a Travel Records Kit. Your kit should contain: birth certificates; social security numbers; naturalization papers (if applicable); military and insurance ID cards; a copy of your children's medical, dental and optical records; school transcripts and referral letters; marriage and divorce papers (if applicable); pet immunization records; expense log book; PCS orders (30 copies); copy of wills; your list of serial numbers; financial records, including a list of stocks, bonds, mutual funds and other financial investments; bank account and credit card information; car registration and title; adoption papers (if applicable); current passports; servicemember's Last leave and Earnings Statement (LES), and spouses résumés, certificates, professional licenses and transcripts.
- _____ Complete all scheduled dental and optical work and exams. Obtain a copy of your medical, dental and optical records and put them in your Travel Records Kit or have them forwarded to the new duty station.
- _____ Update expired passports or those that will expire while you are stationed overseas.
- _____ Make sure that you and your family (if applicable) have current ID cards that will not expire while overseas.



COUNTDOWN : WEEK 5

- _____ Give all employers termination notice and obtain references from supervisors.
- _____ Establish new bank accounts and safe deposit boxes at the next duty station.
- _____ Schedule to have your current utilities canceled the day after you move. Forward the final bills to your new address. If you have a trusted family member or friend handling your finances for you, have the bills forwarded to them to pay.
- _____ Contact your finance and base pay office for information on housing allowances (if applicable) at the new duty station. Consider your mode of travel when discussing Advance Travel pay.
- _____ Obtain veterinary records and licenses and arrange for pet transportation. Your pet must receive a rabies shot no less than 30 days and no more than one year before they arrive in Okinawa. Bring an original and three copies of the health and rabies certificates with you. The health certificate must be obtained no more than 10 days before you arrive in Okinawa.



MOVING *day*

- _____ Lock your Travel Records Kit and other valuables in your car.
- _____ Take the children and pets to a safe location.
- _____ Plan to be present when the movers arrive. Supervise their work carefully as they inventory and tag your furniture and record its condition. Carefully review your contract with the moving company before signing.
- _____ Obtain a clear copy of the moving company's inventory list. Place this in the Travel Records Kit.
- _____ When the movers are finished packing, make a final check of all rooms and closets for any missing items.
- _____ After the movers have left, close and securely lock all doors and windows, and turn off the lights. If required, leave any household keys in a predesignated location for your landlord. ©



COUNTDOWN : WEEK 2

- _____ If necessary, arrange for someone to care for your pets or children on moving day.
- _____ Settle any outstanding bills. Cancel newspapers. Return any outstanding library books or borrowed goods.



COUNTDOWN : WEEK 1

- _____ Thoroughly clean the house or apartment for final inspection by your landlord or the Housing Office.
- _____ Pack suitcases and other necessary items for the trip. Set out any toys for the trip and prepare a first aid kit. Be sure to pack all necessary military uniforms and appropriate clothing for the weather during that time of the year.
- _____ Empty, defrost, clean, and dry the refrigerator for shipping or for storage. While defrosting, secure the door with a strap to prevent it from accidentally closing on children or pets. To keep the refrigerator smelling fresh, put a handful of coffee grounds or baking soda in a sock or in hosiery and place it in the refrigerator.