



# PCS Timeline & Checklist

As of 28 June 2020



# 4 Months Out

## PPM & HHG

- Check Status/Verify/Finalize **Orders**
- Contact Personal Property Office & understand your weight allowance
  - <https://move.mil/entitlements>
- Create PCS Binder for important reference material, checklists, and documents
- Identify Sponsor at new location
- If looking to sell your home, contact realtor to place house on the market
- Research new location housing/school options/cost of living
  - <https://installations.militaryonesource.mil/>
  - <https://www.homes.mil/homes/>
  - <https://www.militarybyowner.com/>
- Verify any special medical needs with future provider: <https://www.tricare.mil/>

## Decide if want a...

### **Personally Procured Move (PPM)**

(a.k.a. Full-Do-It-Yourself (Full DITY))

to get 95% of what the government would pay to move you

**-OR-**

### **Household Goods Move (HHG)**

through a Transportation Service Provider (TSP) paired with a Partial-Do-It-Yourself (Partial DITY) which allows you to also get reimbursed for the weight that you haul yourself (i.e. load on car and/or pull in a trailer)

**HHG + Partial DITY is the most Common Choice**



# 3 Months Out

## PPM & HHG

- Plan PTDY for house hunting (10-20 days depending on service and OCONUS vs CONUS)
  - <https://www.blufmilitarybenefits.com/permissivetdy>
- Meet with mil finance, create budget and set aside/request funding (Advance Travel Allowance)
  - Per Diem Rate: <https://www.defensetravel.dod.mil/site/perdiemCalc.cfm>
  - Dislocation Allowance Rate: <https://www.defensetravel.dod.mil/site/otherratesDLS.cfm>
- Time to start cleaning, donating, and dumping
- Connect spouse with new location resources: finding a new job, re-licensing, networking, etc.
  - <https://www.militaryonesource.mil/family-relationships/spouse/spouse-education-and-employment/10-great-resources-for-military-spouse-jobs>
- Contact new location child care providers
  - Child Care Aware: <https://www.childcareaware.org/families/choosing-quality-child-care/starting-child-care-search/>
- Verify Visa & Passport information are up to date
- Verify auto registration is up to date
- Transfer children school records
- Have pets? Update tags/registration/shots and obtain health records

## PPM (Full DITY):

- Research: Moving companies, large truck rentals, heavy lifters
  - 20% off Budget Truck with code USMIO
  - 10% off Penske Truck with code MILITARY
  - 10% off PODS container with code SERV10
  - \$50 off military move from U-Pack with code MIL50

## HHG + Partial DITY:

- With orders, schedule moving day with TSP in DPS
  - <https://dps.sddc.army.mil/cust/standard/user/home.xhtml>

**June & July are the busiest months.  
Try to schedule mid-month for better availability**



# 2 Months Out

## PPM & HHG

- Finalize housing in new location
  - Non-Temporary Storage (NTS) is an option to store your belongings at points of pickup for the duration of your following tour (CONUS & OCONUS)
  - If need more time, "PCS at Ease" offers Temp lodging options for military that meets Federal Travel Regs (FTR):  
<https://pcsatease.com>
- Notify landlord of departure & schedule final out
- If renting, final chance to notify owner of orders (See note below)

## PPM (Full DITY):

- Reserve moving company help
- Reserve Rental Truck

## HHG + Partial DITY:

- (If Applicable) Research trailer companies if need extra space

The Servicemember Civil Relief Act (SCRA) is a federal law that allows military to break a housing lease due to 90 day+ deployment or PCS. Tenant must provide written notice and copy of orders. Lease terminates 30 days AFTER the 1<sup>st</sup> of the following month



# 1 Month Out

## PPM & HHG

- If shipping a car, schedule pickup date
  - <https://www.pcsmypov.com/>
- Cancel local memberships (i.e. gyms, paper)
- Renew/pickup medical prescriptions

## PPM (Full DITY):

- Start gathering packing supplies
  - Home Depot & Lowes offer 10% off any purchase for Active Duty Mil
  - The "Stressless PCS Kit":  
<https://www.subscribepage.com/stresslesspcskit1>
- Need Heavy Lift Equipment? dolly, blankets, ramps

## HHG + Partial DITY:

- Reserve pull trailer if needed



# 2 Weeks Out

## PPM & HHG

- Confirm Moving Date with TSP
- Utilities
  - Cancel Old
  - Order New
- Schedule car service/tune up
- Finalize travel route
  - Book hotels (Check for Mil Discount)
  - Share with family
- Review & Take account of important documents, orders, military ID, medical records, insurance, birth certificates, vehicle documents, passports, driver license
- Start - Clean/Consolidate Attic & Garage  
(Always the place where forgotten items end up)
- Garage Sale

## PPM (Full DITY):

- Preplace boxes in rooms - start packing
- Confirm with moving companies

## HHG + Partial DITY:



# 1 Week Out

## PPM & HHG

- Schedule your Mail Forwarding with the U.S. Post Office
  - <https://moversguide.usps.com/mgo/>
- Notify Change of address for:
  - Bank
  - Credit Cards
  - Cellular Provider
  - Insurance
  - Delivery Subscriptions (Paper, Clothes, Food)
- Close safety deposit box (If Applicable)
- Verify new location utility company contact info & schedule start/set up appointments
- Start packing personal items to transport in personal vehicle
- Weigh/Separate Professional Books, Papers, and Equipment (PBP&E) – allotted own weight allowance
- Final Check/Update auto insurance
- Finish - Clean/Consolidate the Attic & Garage
- If renting, note and complete what your lease requires for departing tenants (i.e. filling nail holes and cleaning carpets)

## PPM (Full DITY):

- 75% of packing complete
- Label boxes (Recommend color code per room)

## HHG + Partial DITY:

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# 2-3 Days Out

## PPM & HHG

- Finalize unit out-processing paperwork/checklist requirements
- Weigh EMPTY truck/vehicle and save receipt (Full Tank of Gas)
  - <https://www.publicscaleslocator.com>
  - <https://catscale.com/cat-scale-locator/>
- Inventory and photo document all high value & fragile items
  - Encircle Home Inventory: <https://www.getencircle.com/inventory>
  - Sortly App: <https://www.sortly.com/>
  - Memento Database: <https://mementodatabase.com>
- Set aside important documents, military/dependent ID
  - Recommend to scan/digitize all essential docs
- Assign moving day roles/expectations to family members – The Game Plan
- Dispose/Recycle propane tank
- Purchase snack/easy meal items for moving day
- Deep clean the kitchen, bathrooms, windows,
- Set aside cleaning materials to use after movers finish

## PPM (Full DITY):

- Start loading up your transportation vehicle

## HHG + Partial DITY:

- Prep home for movers/packers:  
Unplug electronics, remove lightbulbs from lamps, remove pictures/art from walls, toss or pack items that can't be taken by movers
- Set aside your P-DITY items:  
Uniforms, civilian clothes, high value items, documents, toiletries, medication, chemicals  
TSP can't move, 'the basics' box for move in day (i.e. cutlery, linens)

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# Day Of/Departure

## PPM & HHG

- Weigh FULL vehicle/truck and save receipt (Full Tank of Gas)
- Clean the floors/carpets
- Remove all trash
- Final check all rooms/closets/cabinets/built in drawers
- Double check all vehicle connections, tie downs, tires, lights
- Verify Key Ring: No old house keys, have all needed car, truck, hitch, trailer keys
- Copy of auto insurance available
- Final Check for DoD ID, Driver's License, Gov Travel Card

## PPM (Full DITY):

## HHG + Partial DITY:

- Consider offering movers water bottles & lunch (pizza)
- Verify/Inventory all boxes with TSP provided form
- Should expect a call from a Quality Assurance Inspector



# En Route

## PPM & HHG

- See some sites, try to enjoy the trip!
- Keep track of all receipts: hotel, tolls, weight tickets
- Touch base with future landlord and finalize housing check-in
- Touch base with unit sponsor and finalize unit check-in

## PPM (Full DITY):

## HHG + Partial DITY:

- If across multiple days, get updates from TSP driver
  - If TSP arrives before you, they will put your HHG into storage
- Per JTR 0518 – HHG Storage in Transit (SIT) is authorized for 90 days if your housing is unavailable. An additional 90 days may be requested from transport office



# Move In Day

## PPM & HHG

- Assign roles/expectations to family members
- Take full note of new residence with picture documentation
- Inform sponsor/unit
- Verify utilities
  - Water
  - Electricity
  - Gas
  - Trash
  - Cable/Internet
- Check all gas pilot lights

## PPM (Full DITY):

- Verify rental truck drop off date & location

## HHG + Partial DITY:

- Inspect all high value items
- Verify reassembly of all items TSP disassembled
- TSP must remove all packing materials unless you waive this service
- Double/Triple check inventory list that nothing is missing. Missing items noted on DD Form 1840

**Can't Stress Enough - Take all the time you need to inspect for damage & verify the inventory**



# Final Paperwork/Settling In

- 5 Duty Days to submit your travel voucher
- Start In-Processing
  - Update your Leave Tracker to new unit/supervisor
  - Finance – New BAH rate
  - Medical – TRICARE
- Meet your neighbors & community
  - “Nextdoor” website & app helps you get the pulse of your new off-base neighborhood
    - <https://nextdoor.com/>
  - “Meetup” website & app helps you find local groups with like interests
    - <https://www.meetup.com/>

## PPM

- 45 Days from ‘Planned Move Start Date’ to submit all paperwork to personal property office

## HHG

- 180 Days from delivery to file a “Loss & Damage Report” in DPS
  - Report = notify moving company (TSP) to find or fix property
  - TSP has 15 calendar days to acknowledge receipt
  - Tutorial: <https://www.move.mil/tutorials/file-a-loss-%26-damage-report>
- 9 months from delivery to file a Claim in DPS if TSP is unable to find or fix property
  - Claim = Officially requests reimbursement for lost/damaged items
- Complete Customer Satisfaction Survey (Feedback and Honesty is important to rate your moving company)

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# References/Resources

- Official DoD Customer Moving Portal
  - <https://move.mil/>
  - <https://move.mil/entitlements>
  - <https://move.mil/resources>
  - <https://www.move.mil/faqs>
- DPS: Defense Personal Property System (Schedule Move)
  - <https://dps.sddc.army.mil/cust/standard/user/home.xhtml>
- Official DoD Installations Guide
  - <https://installations.militaryonesource.mil/>
- Military ONESOURCE
  - <https://www.militaryonesource.mil/moving-housing/moving/pcs>
  - <https://www.militaryonesource.mil/moving-housing/moving/moving-benefits>
- Defense Travel Management Office
  - <https://www.defensetravel.dod.mil/index.cfm>
  - Allowances (Per Diem, DLA, etc):  
<https://www.defensetravel.dod.mil/site/perdiem.cfm>
  - Joint Travel Regs:  
<https://www.defensetravel.dod.mil/site/travelreg.cfm>
- Servicemember Civil Relief Act (SCRA)
  - <https://scra.dmdc.osd.mil/scra/#/home>
- Find DoD Temp Lodging
  - <http://www.dodlodging.net/>
- PBS Kids Relocation Resources
  - <https://sesamestreetformilitaryfamilies.org/topic/relocation/?ytid=V5Azoyv-SVw>
- United States Postal Service: Movers Guide/Change of Address
  - <https://moversguide.usps.com/mgo/>
- Moving/Storing Privately Owned Vehicle (POV)
  - <https://www.pcsmypov.com/>
- Find DoD partnered Child Care
  - <https://www.childcareaware.org/families/choosing-quality-child-care/starting-child-care-search/>
- Medical: <https://www.tricare.mil/>

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