



MILITARY PCS RELOCATION CHECKLIST



YOUR COMPLETE GUIDE TO A SUCCESSFUL MOVE

A Permanent Change of Station (PCS) move is a major transition, but with the right plan and the right information, you can make your move smoother and less stressful. This guide is designed to help service members and families stay organized, meet deadlines, understand important requirements, and confidently prepare for every stage of the relocation process.



ABOUT THIS GUIDE

GUIDE & OVERVIEW

Helpful information, relocation guidance, timelines, resources, and reminders to help you prepare for a successful PCS move.

COMPLETE PCS CHECKLISTS

Step-by-step checklists covering the entire PCS timeline, from 6–9 weeks before your move through arrival at your new duty station.



KEY AREAS THIS GUIDE WILL HELP YOU NAVIGATE



PLANNING & ORDERS

Understand your PCS orders, timelines, reporting requirements, and what tasks to complete first.



HOUSING & MOVING

Coordinate HHG shipment, prepare your home, schedule pickups, and manage moving logistics.



TRAVEL & TRANSPORTATION

Handle travel arrangements, lodging, transportation requirements, and travel-day preparation.



DOCUMENTS & ADMIN TASKS

Update DEERS, transfer records, prepare IDs, secure important paperwork, and complete required appointments.



FAMILY & WELL-BEING

Prepare your family, pets, medical needs, school transitions, and essential items before relocation.



ARRIVAL & SETTLING IN

Complete in-processing tasks, update records, settle into your new location, and connect with your new unit.

PCS TIMELINE OVERVIEW



6–9 WEEKS BEFORE PCS

Start planning early. Review your orders, research your new location, create a moving budget, and begin gathering important documents.



4–6 WEEKS BEFORE PCS

Schedule HHG pickup, update records, make travel arrangements, and complete required appointments.



2–4 WEEKS BEFORE PCS

Confirm travel plans, complete surveys, notify service providers, and prepare your home for the move.



AFTER YOU ARRIVE

Complete in-processing, update records, explore your new area, and begin settling into your new home.



PRO TIP

Before arriving at your new duty station, check your state's DMV requirements for vehicle registration, driver's license updates, emissions testing, and insurance policies. Some states have deadlines for military members and dependents, while others offer exemptions or extensions. Preparing early can help you avoid fines, delays, or registration issues after your move.



IMPORTANT REMINDER

Every PCS move is unique. Always refer to your official PCS orders, service branch policies, and installation requirements. When in doubt, contact your transportation office, sponsor, or chain of command for clarification.

PCS MILITARY CHECKLIST

FOLLOW THESE CHECKLISTS TO STAY ORGANIZED EVERY STEP OF THE WAY



6-9 WEEKS BEFORE PCS

- Review PCS orders and base information
- Create a PCS binder or digital folder
- Notify chain of command
- Contact the gaining unit and introduce yourself
- Start researching housing options at new location
- Review BAH rates for new duty station
- Contact your servicing Finance office
- Start a budget for your move
- Check weight entitlements and lodging authorization
- Contact TMO to understand moving process
- Inquire about school options and availability
- Notify medical and dental of your move
- Begin gathering important documents and records



4-6 WEEKS BEFORE PCS

- Schedule household goods (HHG) pickup
- Request temporary lodging (if needed)
- Submit travel vouchers/permits (if required)
- Update DEERS information
- Transfer prescriptions to new duty station
- Research and book travel (flights, rental car, etc.)
- Inform banks, insurance, and other providers
- Notify employer (spouse/civilian job)
- Start packing non-essential items
- Arrange for pet travel or boarding (if applicable)



2-4 WEEKS BEFORE PCS

- Confirm HHG pickup date
- Complete pre-move survey (if required)
- Clean out and declutter
- Notify schools and request records
- Close or transfer memberships and subscriptions
- Set up mail forwarding (USPS)
- Update address with ID card office (if required)
- Prepare an essentials box such as medications etc.
- Confirm travel itinerary and lodging
- Check vehicle requirements at new location



1 WEEK BEFORE PCS

- Final walk-through of home/apartment
- Pack remaining items
- Dispose of hazardous materials (per guidance)
- Confirm HHG pickup
- Reconfirm travel plans
- Gather all important documents and PCS binder
- Make copies of orders and important documents
- Notify neighbors and return keys (if applicable)
- Take meter readings (electric, gas, water)
- Secure valuables and important items
- Prepare for travel day



TRAVEL DAY

- Check-in for flights/transportation
- Keep important documents with you
- Keep travel vouchers/receipts
- Stay in touch with gaining unit if delayed
- Ensure pets and family are comfortable
- Safe travels — **you've got this!**



AFTER YOU ARRIVE

- Complete in-processing checklist
- Update DEERS
- Confirm medical and dental appointments
- Transfer vehicle registration (if required)
- Update SGLI beneficiary information
- Review and update budget
- Check on HHG delivery status
- Provide feedback to sponsor (if applicable)
- Get involved in your new unit and community