

PCS Countdown Check List

The steps are grouped by days, so you can build a daily timetable that works for you. As you do this, take into account that different steps will take differing amounts of time. We have tried to be as complete as possible in preparing this list, but there may be items that are unique to your situation that are not listed. This list is meant as a guide only.

60-90 Days to PCS (Notification of Assignment)

1. Schedule meeting with relocation manager at current station, the FSC Relocation Assistance at Hill AFB is located in Bldg 150. Hours are Mon-Fri from 0730-1630. To help the relocation manager help you obtain all the benefits to which you are entitled, advise relocation manager whether you are married, whether your spouse is a military member and provide the number of children or other family members living with you. Check with your new housing office and if you have internet access, look at <http://www.afcrossroads.com/dodinstall/index.htm> to get information about your new community.
2. Interview with outbound assignments (MPF, 777-3171). Military member is required to complete:
 - a. Approved concurrent travel (overseas).
 - b. Additional retainability or service commitment.
 - c. Approved dependents medical and educational clearance.
 - d. Request sponsor.
 - e. Pet Approval information.
 - f. Check DEERS enrollment at MFP.
 - g. Check with TRICARE about portability.
3. If a dependent has special medical/educational needs, they must be enrolled in the Exceptional Family Member Program (EFMP). Outbound assignments has the AF Form 1466 (Dependent Relocation Clearance) and letter requesting the instructional package necessary to inquire about availability of resources at the new duty location. This form must be submitted to the Hill Mental Health Clinic as soon as possible (777-7909).
4. Set up a system for keeping track of expenses related to your move. (You will need a record for tax-deduction purposes, if you itemize. Remember, only non-reimbursed expenses are tax-deductible.)
5. Inventory your possessions and estimate their value in writing. Decide what things you want to leave behind. Hold a garage/yard sale. Donate what isn't sold to the Airman's Attic in Bldg1502, and as for a tax slip if you itemize. Take items to the Thrift Shop in Bldg 308S, 825-1026 and make a little extra money.

- ___ 6. If you're selling your current home, contact a local real estate agent or your local board of realtors. Attend the Home Selling Seminar held monthly at FSC 777-4681. If you plan to buy a home at your new location, ask your current real estate agent for referrals. Attend the Home Buying Seminar held at the FSC.

- ___ 7. Compile Home File for each family member.
 - ___ a. Birth Certificate (original).
 - ___ b. Immunization records. Ensure immunizations are current.
 - ___ c. Social Security Number.
 - ___ d. Passport (if needed).
 - ___ e. ID card for everyone 10 years or older, and Child ID file. Renew ID if necessary.
 - ___ f. Adoption papers.

- ___ 8. Establish Travel Records Kit -- Useful Contents:
 - ___ a. Travelers checks
 - ___ b. PCS orders (multiple copies)
 - ___ c. Insurance policies (vehicle, life, health, umbrella liability)
 - ___ d. Marriage or divorce papers
 - ___ e. Pet immunization records
 - ___ f. Copy of wills, serial numbers (of valuable electronic equipment)
 - ___ g. Children's medical, dental, optical records
 - ___ h. Financial and investment records
 - ___ i. Charge and credit card account information
 - ___ j. Truck rental agreement (if DITY)
 - ___ k. Bank account, credit card, credit line account numbers
 - ___ l. School transcripts and referring letters
 - ___ m. Car registration(s)
 - ___ n. Last Leave and Earning Statement for yourself and spouse.
 - ___ o. Power of Attorney (Check expiration date). Contact Legal Office at 777-6625 to assist with POA, if necessary. POAs and notary services are available at any time during the duty day without an appointment.
 - ___ p. State and Federal tax records.
 - ___ q. Deeds or mortgages.
 - ___ r. Professional licenses.

- ___ 9. Discuss your moving options with your family and assess their effect on everyone. Listen to the children's concerns and tell them honestly as much as you can about the move. Call about the FSC's Kids on the Move program.

- ___ 10. Call FSC about the Smooth Move Seminar for accompanied tours or Family Readiness briefing for unaccompanied tours at 777-4681.

- ___ 11. Call FSC about Spouses Employment Seminars.

50 Days to PCS (Receipt of Orders)

- ___ 1. Call or visit Traffic Management Office (TMO) located in Bldg 800, 777-1849 to make an appointment and fill out the information sheet. Spouses are encouraged to attend the appointment, so arrange for childcare. Have a desired moving date in mind for each shipment. Provide TMO with an estimated shipping weight for each shipment (1000 lbs. per room, 500 lbs. per bathroom), Bring 7 copies of orders per shipment. Let TMO know if you'll be shipping a private vehicle. The following are various types of shipments to consider:
 - ___ a. Dependent travel overseas.
 - ___ b. Shipment and storage of household goods.
 - ___ c. Unaccompanied baggage.
 - ___ d. POVs
 - ___ e. Pet shipment.
 - ___ f. Movement of mobile home.
 - ___ g. Do it yourself (DITY) move. Note: DITY move reimbursements are considered taxable income.
 - ___ h. Emergency address: _____
- ___ 2. You are authorized up to 7 days in billeting before your departure date. Call Mountain View Inn at 777-1844 to schedule your reservations. NO PETS ALLOWED.
- ___ 3. Call billeting at your new base for reservations up to 30 days prior to arriving PCS. NO PETS ALLOWED.
- ___ 4. If you live on base call the Housing Office at 777-2963 to give notice of intent to terminate military family housing. Make arrangements for pre-inspection and final inspection of quarters. Housing allowance will not start until final termination of quarters.
- ___ 5. If you are planning to live on base at your new station, you must provide the Housing Office with 3 copies of your orders and complete any advanced application for housing. Your application date will be the first day of the month prior to the month you arriving at your new base.
- ___ 6. If you are going on a remote tour, you need to decide where the family will reside until the sponsor returns. Family members can now move into Military Family Housing either at the home base or follow-on assignment location while the military member is gone on an unaccompanied tour.
- ___ 7. If you are residing off base, and renting give notice to your landlord. The Housing Office has a form to use to give a 30-day written notice and request return of your

security deposit if appropriate. Set tentative date for the landlord to inspect your quarters after the movers have packed your household goods.

- ___ 8. Schedule a house-hunting trip. Commanders may permit up to 8 days permissive TDY (no travel expenses). If going overseas, check with the Finance Office.
- ___ 9. Make necessary medical, optical and dental appointments and get any necessary immunizations. Make arrangements to have all medical records forwarded or placed in your Travel Records Kit.
- ___ 10. Check your homeowners insurance to determine scope of transit coverage. Some policies will only cover items at one specified location. In some policies 100 percent coverage expires after 30 days. Some policies only cover major perils and not “rough handling, mysterious disappearance”, etc.
- ___ 11. If you borrowed money to purchase your car and you are still making payments, check with your bank to ensure that they will permit you to ship the car overseas.
- ___ 12. Prepare a general inventory by room, closet, attic, garage, etc., of all household and personal possessions. This will be for your own use and it will help to make an accurate estimate of their value for insurance.
- ___ 13. Survey your possessions so you can have items repaired and cleaned that you plan on putting into storage or shipped to your overseas location.
- ___ 14. Obtain a written appraisal for valuable items such as antiques, jewelry, furs, and paintings. To obtain appraisals, check with a professional who deals in the kind of valuables you own.
- ___ 15. Assist children with an inventory of their rooms and take pictures of possession to carry with them. Talk about small toys/games to take in their suitcase and help them to decide which ones to pack.

40 Days to PCS

- ___ 1. Make a list of people and organizations you need to notify about your move. Start to notify a few every day. They should include doctors, dentists, charge accounts, clubs, insurance companies, magazine subscriptions, accountants, broker/investment adviser, schools, friends, relatives and religious institutions.
- ___ 2. Obtain a change of address kit at your local post office.
- ___ 3. Establish a bank account at new base. You can do this by mail or by phone, and get a safe deposit box, if necessary. Set up local retail charge accounts, if desired. Apply for new bank debit (ATM) cards if you use them. Determine your bank card rate and look into getting a lower-rate bank card. Find an insurance agent in new area for auto,

home, renters, boat, umbrella liability and other necessary coverage. Shop around for the best coverage and rates. Your FSC Personal Financial Manager at 777-4681 is a valuable resource for this information.

- ___ 4. If you haven't established an address in your new location, obtain a P.O. Box in the new area, or get a "general delivery" address at the military post office at the new base.
- ___ 5. Plan your route of travel, including any stops for vacation or R & R. Make hotel/motel reservations along the route as needed. For driving directions to the new duty station call the Relocation Office to request a Trip Plan at 777-4681. Write down reporting dates and addresses at new duty station and post on your refrigerator. Obtain an installation map to find the best routes to these locations.
- ___ 6. If you have a child in the Child Care Center request a DD Form 2606 to be sent to the next base for advance placement. You can get this form from the Child Care Center.
- ___ 7. Use things you can't move, such as food, cleaning supplies, and flammables.

30 Days to PCS

- ___ 1. For spouses and other employed family members, update resumes and send to prospective employers. Give termination notices to employers and seek references wherever possible. Call the FSC Spouse Employment Specialist to obtain more information at 777-4681.
- ___ 2. Review finances. One month advance pay may be authorized. Check with the Travel Section in Bldg 1238, at 777-1858 concerning details and other benefits for which you may be entitled. Be sure of your mode of travel (car, plane) when discussing Advance Travel payment to avoid over/under payment.
- ___ 3. Check with the Air Force Aid Society at 777-4681 to see what types of assistance is available when traveling:
 - ___ a. 20 hrs of free childcare within 60 days of PCS.
 - ___ b. Moving assistance.
 - ___ c. Emergency assistance while traveling.
 - ___ d. Vehicle repairs.
- ___ 4. Obtain information about the new location, including school calendar and enrollment requirements, religious institutions and how to get new drivers licenses and license plates. Also get the names, phone numbers and deposit requirements of local water, power and heating utility companies in your new area. The AF Crossroads DoD Installations web site can provide much information about your new base.

- ___ 5. Plan for plants. Plants don't travel well and are not allowed overseas. Consider donating the plants to the FSC's Relocation Office in Bldg. 332. The plants will be used as a "House Warming" for incoming personnel.

- ___ 6. Notify the school of your child's last day and request a copy of the child's records. If you cannot get the records, get the address of the current school so the new school can write from them. Other important records to consider:
 - ___ a. Academic Achievement Reports (tests, report cards, transcripts).
 - ___ b. Psychological Evaluations
 - ___ c. Physical Therapy, Occupational Therapy, Speech, Language Evaluations.
 - ___ d. Current and past Individual Educational Plans (IEP)
 - ___ e. Behavioral/Social evaluations
 - ___ f. Vocational evaluations (interest, skills, attitudes)
 - ___ g. Medications

- ___ 7. Certain household goods are classified as "Dangerous Goods." They cannot be accepted for transport, but please discuss your specific concerns/requirements with TMO. Dangerous Goods include:
 - ___ a. Alcohol, Photographic Developer, Oils, Corrosives: e.g. Ammunition, Flares, Fireworks, Black Powder

 - ___ b. Firearms: e.g. Military Weapons, Fully Automatic Weapons, Handguns. Exemptions are: Air Rifles and Replicas (non-firing). Hunting and Sporting Rifles (including ex-military, non-automatic) and Handguns (where copy of current registration is produced) will only be accepted where firing mechanisms have been dismantled or removed. Weapons must not contain live ammunition. Be aware that overseas locations have varying laws regarding the import of firearms – check with the TMO if you have any questions.

 - ___ c. Flammable Gases: e.g. Oxygen, Acetylene, Chlorine Gas, Methane

 - ___ d. Flammable Liquids: e.g. Petrol, Kerosene, Paints, Varnish, Turpentine, Methylated Spirit, Pure Alcohol, Oil. Radioactive Materials.

 - ___ e. Toxins & Poisons: e.g. Pesticides, Weed Killer, Polishes, Arsenic.

 - ___ f. Miscellaneous: e.g. Gas Cylinders, Aerosol Cans, Matches, Butane Lighters, Irritants, Life Rafts, Pressurized Vessels, Explosive Devices. Please Note:- Scuba Tanks can be carried provided they are completely empty. and valves are fully open or removed entirely. To dispose of household chemicals, call Hazardous Waste Control Facility at 777-1252.

21 Days to PCS

- ___ 1. If you are making a DITY move, begin packing a few boxes each day.
- ___ 2. If you are using a commercial carrier, schedule pickup and delivery dates with your carrier and arrange for storage.
- ___ 3. If you are living off base contact your current utilities to end service on the day after you move. Arrange for the final utility bill(s) to be sent to your new address.
- ___ 4. Check bank procedures for transferring funds or closing the account. Get a letter of credit or have enough cash available for the new location in case a deposit is required for utilities.
- ___ 5. Decide which fragile, irreplaceable, valuable or other important items you plan to take with you in your personal vehicle and which ones can be safely packed for the carrier to transport.
- ___ 6. Take pets to the vet for required vaccination and license. Get their medical records. Go to the FSC Relocation Assistance, Bldg 332 to obtain information on traveling with pets.
- ___ 7. Make necessary repairs to your current home, and clean it prior to inspection by the base housing office, commercial leasing agent or prospective new owner.
- ___ 8. Take clothes to be dry-cleaned.
- ___ 9. Retrieve things you have loaned. Return any items you have borrowed.

14 Days to PCS

- ___ 1. Review your Relocation Budget. Determine what the total cash outlay you will need during your move. Include items like lodging you may normally charge. Determine whether you have the cash to carry you over the moving/travel period. Include utility deposits, closing on new home, accommodations and meals, and pet expenses in your consideration. If you don't have enough savings to carry you, you may have to take advance pay, which is a loan not a grant or benefit. Consult your base pay and finance office for details. However, we urge you to use this option cautiously and only after consulting with your FSC Personal Financial Manager and the base pay and finance office.
- ___ 2. Service your vehicle(s).
- ___ 3. Obtain travelers checks to finance your physical move (not counting paying the carrier).

- ___ 4. Settle retail charge accounts and outstanding local bills in your current location.
- ___ 5. Ten days prior to out-processing, check with MPF. If you are flying, you will be instructed to pick-up tickets no later than 3 days prior to last day of out-processing.
- ___ 6. Get rid of perishable food you won't eat before moving. It may help to concentrate for two weeks on drawing down your existing food inventory instead of shopping right up to departure.
- ___ 7. Consider donating canned, nonperishable food to the Food Pantry, Bldg. 150.

7 Days to PCS

- ___ 1. If you're using a commercial carrier, verify the moving schedule with the TMO at your current and new base. If you are moving from a high-rise apartment building, be sure to reserve the freight elevator for moving day.
- ___ 2. Drain oil and gas from your power equipment, such as a lawnmower or chain saw.
- ___ 3. Tag all items going into storage. Mark on the sides of the boxes the rooms in which you wish them to go. You may want to mark which boxes you want to be first off the truck. These "early out" boxes should contain the items you need to help you set up housekeeping immediately--linens, dishes, tableware, etc.
- ___ 4. Pick up items from dry cleaners.
- ___ 5. Pick up medical and dental records. Unless you have a Power of Attorney, the sponsor cannot pick up the records of their spouses.
 - ___ a. Active Duty. The records will be given to you during final out-processing.
 - ___ b. Spouse and/or dependents 18 years or older. Go to Outpatient Records and Dental Clinic to pick-up your records.
 - ___ c. Either parent may pick up the records of children under age 18.
- ___ 6. Cancel all regular deliveries and collection, such as newspaper and garbage, as of moving day.
- ___ 7. Give a going-away party for your children.
- ___ 8. Notify your current command of your new permanent address. Also notify your current and new post offices.
- ___ 9. Contact your base pay and finance office to assure your Basic Allowance for Quarters will continue at your new location. Ensure that all steps in Permanent Change of Station pay checklist have been addressed.

- ___ 10. Pack special care or irreplaceable items you don't want commercial movers to touch. If traveling by car, pack a Field Kit to handle emergencies on the way.

Field Kit -- Useful Contents:

Emergency food
Water
Large and small plastic bags
First aid kit, sunscreen
Sunglasses
Prescription medications
Travel alarm
Extra pairs of eyeglasses
Tool kit
Toilet and facial tissues
Paper plates, plastic forks, etc.
Flashlight
Soap, cleaning supplies
Pet food, toys
Baby food, formula, diapers, wipes, etc.

- ___ 11. If you're making a DITY move, arrange for people at your new duty station to help you unload.

3 Days to PCS

- ___ 1. Remove TV antenna, air conditioner. Empty the refrigerator so it can dry at least 24 hours before the movers arrive. Dismantle stereo sets, and outdoor play equipment, etc. Take down curtains, rods, shelves, and items from the walls. Remove items from attics, crawl space, or similar storage areas. It is your responsibility to make these areas accessible.
- ___ 2. Pack your luggage and anything you are taking with you in your vehicle. Lock the Travel Records Kit and other valuables in your vehicle's trunk.
- ___ 3. Owner-packed cartons must be left open so the carrier can inspect to see if they need repackaging before they accept liability.
- ___ 4. Ship "Unaccompanied Baggage" - items that will enable you to set up light housekeeping immediately at your new base, because it might be 1-4 months before your surface shipment arrives.
- ___ 5. Arrange for utilities to be connected at your new home the day before the movers arrive.

Moving Day

- ___ 1. Be there when the movers arrive. Stay with them as they take inventory, tag your furniture and record the condition of each piece. Check off each item on the carrier's inventory list. Check for damage claimed by the carrier by piece and make notes on the spot. You'll need to sign the inventory and the Statement of Accessorial Services Performed (DD619-1). Sign nothing that is blank. Remember that you can also make notes on inventory records. Make a thorough inspection of the house - attic, basement, closets, cupboards, garage and yard - before the movers leave to be sure nothing important is left behind. Keep all shipping documents in your possession during the trip.
- ___ 2. Make sure pets are secured the day of arrival. Put cats and small dogs in carriers. Tie larger dogs outside if possible.
- ___ 3. If you are not moving into billeting, stop by FSC in Bldg.332 for futons, kitchen packs, and other household items.

On The Way

- ___ 1. Keep a log of all moving expenses incurred. This log may be helpful at tax time. An Air Force Survey indicates members only receive \$1.00 in reimbursements for every \$3.00 spent on moves. Keep all your receipts. If you and your family are traveling separately, keep two logs. Keep receipts on the following items: Rentals, air/bus/rail fares, gasoline (accurate mileage), meals, rent deposits, utility deposits, and installation charges.

At Your New Home

- ___ 1. Upon arrival, report to command. Let them know where you'll be staying and what your permanent address will be.
- ___ 2. Complete any required check-in processing.
- ___ 3. Contact the family center relocation manager and the housing office at your new base for assistance getting settled.
- ___ 4. Call TMO and give them your new phone number so they can contact you when your shipment arrives.