



# PCS LIKE A PRO

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One constant during military service is the eventual reassignment and clearing of your current duty assignment. The excitement of knowing your assignment will be changing soon, quickly becoming anxiety as you realize the daunting tasks ahead of you. Below is a compiled guide to help make the transition as smooth as possible.

## When to begin

Typically, you are notified of your upcoming change of station, this may be through an e-mail, phone call or from a supervisor. It is important to note this notification is not official and physical orders are needed to begin the transition process. However, early notification gives you the opportunity to learn about the community you will be joining. Research the local area, schools and daycares if you have children, as well as any social organizations that you would like to be involved in. Narrow down the areas you may want to live, but do not make any commitments (i.e. home purchase, lease agreement, etc.).

## Orders received

It may take some time from when you are originally notified to when you get your orders. Your orders are an important document, so verify the accuracy of the information. Report any inaccuracies to your administration section.

With orders in hand, it is time to start working on your move, begin with the “Scheduling the move” section below for more detailed information. Place your name on the wait lists for services your family may need, contact your new duty location’s housing office, even if you do not plan on living on base, they will be able to provide you with reputable realtors and property owners. Contact local daycare centers, many have wait lists and it will be

better to get on it early. For school-age children, communicate with the local schools to get a list of required information from their current school to help with the transition.

Contact your new unit for a sponsor, who will be able help you in-process. If possible, plan on taking a temporary duty assignment at your new duty station to search for family housing and meet with your sponsor.

Regardless of whether you are taking leave or not, during your move you will need to have an approved Department of the Army Form 31, Request and Authority for Leave, during your transit between duty locations. Submit your form to your unit personnel office for approval. Remember the end date of your leave cannot exceed your report date.

Before you start the process of actually clearing your current duty station, you should prepare for the process. Create an inventory of the items assigned to you from the local Central Issuing Facility. Make sure you have all the items, they are in working order and clean. This will avoid a statement of charges. If you are leasing your home or apartment, notify your landlord 30 days prior to leaving.

## Clearing your duty station

Plan to attend your local out-processing brief. These are typically held 14 business days before departure, confirm this with your local out-processing office. Be prepared to take notes and have a list of questions prepared. Make appointments for any offices you need to clear. Not all offices make appointments.

It is your responsibility to clear all of the agencies and organizations at your installation during the clearing time provided. Failure to complete the process may result

in a statement of charges, withheld pay or disciplinary action under the Uniformed Code of Military Justice.

## Scheduling the move

As soon as you receive the official orders, begin by gathering the information you will need. The following information will be needed: estimated weight (<https://www.move.mil/resources/weight-estimator>), pick-up and delivery locations and dates (the exact location is not needed, just include the new installation for now), special items (boats, guns, large electronics) and any professional equipment. You should also have an emergency contact in the event the movers cannot reach you. Once you have all information collected, schedule your move through the Electronic Transportation Acquisition system at <https://go.usa.gov/xQDxN>.

## Before the move

Begin preparing for the move immediately. Start by staying organized. Create a portable filing system and store important documents such as your orders, birth certificates, social security cards, housing paperwork, etc.

Make an inventory of all items, particularly those to be packed and transported. Take this opportunity to clean out items, discarding what is not used or needed. Hold a yard sale, donate or throw out excess belongings. Organize like items, this will make things easier for unpacking. Take photos of your high-dollar items from every angle and include photos of your house as well, this will help if there are any damage claims later.

The moving company will call you and conduct a pre-move survey and identify any special items or requirements. Place anything you will take or keep with you

# PCS CHECKLIST

## PCS Notification

- Research new community
- Identify schools/daycares
- Review housing options

## Orders Received

- Review the orders
- Report inaccuracies
- File important documents
- Begin the moving process
- Wait lists for new location
  - Housing office
  - Schools
  - Day care offices
  - Get a sponsor at your new unit
- TDY to find new housing
- Complete a DA Form 31, leave form
- Inventory items and prepare for turn into CIF
- Attend local out-processing brief
  - Take notes
  - Make appointments if possible
  - Clear all agencies as required

## Your Move

- Gather information
  - Contact info
  - Estimated weight
  - Pick-up and delivery dates and locations
  - Any special or professional items
- Submit your move info: <https://go.usa.gov/xQDxN>

- Inventory your household
- Sell, donate or discard any unnecessary items
- Organize your belongings
- Take photos of all valuable and specialty items
- Take photos of your home
- Pre-move survey
- Mark items you are keeping with “Do Not Pack”
- Fill out USPS change of address form

## Pack day

- You must be there
- Have family and friends help
- Take photos of box contents
- Contact the personal property office for any issues

## Move day

- Driver will handle any issues that arise
- Conduct walkthrough
- Annotate any disagreements on the inventory sheet
- Sign the inventory sheet

## Delivery day

- You will be provided an inventory sheet
- You must check off the box numbers
- Direct the crew where to put boxes
- Check inventory for any missing boxes
- Annotate any discrepancies on the inventory
- Sign the inventory sheet
- Complete the Notification of Loss/Damage AT Delivery Form within 75 days
- File a claim for damages within nine months

aside so the packers will not mistakenly pack these items. Label this area with a sign saying “Do Not Pack.” Roughly one week before your move day, fill out the change of address form for the U.S. Post Office.

## Pack day

The moving company will typically send a few people to pack your items for shipping. This can be different from your move day, which is when the movers load your packed items onto the truck. The packers will contact you ahead of time to give you specific dates and times they will be available to pack your items. It is critical you are available during this time. If the moving company fails to show, quickly contact your local personal property office. During pack day, the packers will pack as much as possible in boxes. Invite family and friends to help keep an eye on all the activity. It will help make sure your inventory is accurate and potentially they could take photos of the inside of the boxes so unpacking at your new place is easier. If you find yourself uneasy about any situation during this process, you should contact your local personal property office.

## Moving day

The driver is in charge. The driver is responsible for the crew and ensures everything is properly loaded for the move. If you have any issues, discuss them with the driver first and they should address them. If the driver is unable to resolve the issue, contact your local personal property office. The moving company will be taking inventory of boxes, furniture, large appliances and any other large items. They will also note if there is any pre-existing damage to your household goods in their inventory. Annotate any disagreements you may have with their assessments on the inventory sheet, including any damage to the residence. Do a final walk-through with the driver to make sure everything has been loaded. Finally, you will need to sign the inventory, but annotate any disagreements with the inventory before signing.

## Delivery day

Before the crew can start unloading boxes, you will be provided the inventory sheet. You will need to check off the numbers from each box to ensure everything

has been delivered. Do not let a member of the crew check off the numbers. As the boxes are unloaded, direct the crew where to place each box. Decide whether you want the crew to unpack the boxes or only specific ones and whether they will be re-assembling the furniture. Once the truck is unloaded, verify the numbers on the inventory sheet. Mark any discrepancies on the inventory sheet before you sign, including any damage to the residence during the move. You will be responsible for any trash or unpacking once the moving crew has departed.

If you need to make a claim, you must notify the moving company in writing within 75 days of any damages or missing items. This notification is not a claim but it is required. Once the moving company has been notified, you have nine months to file the claim. If the claim is filed after nine months, you will only be reimbursed for the depreciated value of the item up to two years.

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