

### 3 Days to Packing Day:

- Record your items by video or photograph.
- Dismantle stereo sets, outdoor play equipment, etc.
- Remove pictures and mirrors from walls and group together.
- Secure valuables (cash, purses, records, etc...)
- Separate items to hand carry, hold baggage and items to mail personally.
- Provide travel plans with date/route/phone # to sponsor, relatives, etc.
- Pack a field kit for the car if you are driving to your new location.

### Packing Day:

- Take children to child care and put pets in a safe place.
- Watch the packers very carefully!
- Mirrors and other easily damaged items should be packed by moving company.
- Watch the movers as they are packing the moving van and/or crates.
- Pack a "moving day needs" box with stuff you will need right away.

### Moving Day:

- Take children to child care and put pets in a safe place.
- Read all packing documents prior to signing.
- Ensure your copy of inventory is legible and matches your pre-inventory list.
- Before leaving the house, check each room and closet.

### On the Way:

- Keep a log of ALL moving expenses incurred.
- Let each day flow with the daily plan.

### At Your New Home:

- Check with the Housing Office before you rent, lease, or buy a home.

- If you go house hunting, take pictures and pack up maps, etc for later use.
- Commanders may permit up to ten days permissive TDY for house hunting. Visit ACS for lending closet needs and installation and community information.
- Check that everything on your inventory is accounted for and in good condition.
- File claim within 70 days of delivery if loss/damage of items occurs.
- Check in at the Postal Service Center.
- Encourage all Family members to help with choices about decorating.
- Get a welcome pack, visit ACS and attend Newcomer's Briefings (Include Spouses).
- Get acquainted with your new neighbors and community. Tour your new town.
- Consider volunteering as a good way to meet other people.
- Set aside Family time to restore Family routines and special activities.
- Familiarize yourself with the area. (Look through the yellow pages).

### Pets Calendar/Checklist

#### 5 Weeks Before:

- Inquire about health certificates, vaccinations, quarantines, and crates.
- Plan your trip. Make reservations.
- Visit your veterinarian for necessary vaccinations, microchips, etc.
- Get a crate and start training your pet.

#### 1-2 Weeks Before:

- Attain a pet health certificates (only good for 10 days).
- Confirm your reservations.
- Prepare crate labels and containers. Get an ID collar for air travel.
- Pack your pet's food.
- Clip your pet's nails.

#### 1-2 Days Before:

- Label and prepare the crate.
- Attach food and water dishes to the crate.
- Feed your pet 6 hours before the flight.
- Get your documents ready-- including the feeding schedule for any airline.
- Medicate your pet (only if recommended by your veterinarian).

# Permanent Change of Station (PCS)

## ✓ Checklist

What you need to know  
before, during and after your PCS move



## Relocation Readiness Program

ACS | Ledward Barracks, Bldg. 242 | 09721-96-6933 (CIV) / 354-6933 (DSN)



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# PCS Calendar/Checklist

## 9 Months Out:

- Initiate VISA requirements for Family members

## 6 Months Out:

- Visit ACS Relocation Readiness to research your destination and move.
- Attend "Plan My Move" at ACS
- Discuss the move with your Family. Include children in all Family plans.

## 90-60 Days to PCS (Receipt of Orders):

- Request a sponsor (DA Form 5434) at bldg. 40
- Attend LEVY brief at bldg. 40 - every other Tue.
- Attend Transportation Briefing (set up Household Goods, Unaccompanied Baggage appointments, etc.)
- Make flight arrangements with SATO travel office. Plan for pet travel.
- Contact Housing, Temporary Lodging Allowance, pre-inspection and final inspection of quarters (Off-post 30-day written termination notice to landlord).
- Make temporary lodging arrangements at new duty station.
- Create a household inventory.
- Contact the Vehicle Transportation office to schedule your vehicle shipment.
- Complete VISA/passport requirements including birth registration for newborns.
- Check immunizations for each Family member.
- Copy of cumulative school records (school forwards the original).
- Contact gaining installation housing office.
- Research BAH at new installation
- Determine requirements regarding: Buying/selling a house.
- Set up a FAMILY RECORDS file for each Family member:

- Spouse resume and last earning statement
- Child ID file

- Birth certificate (original)
- Immunization record
- Social Security Number
- Passports
- Naturalization papers
- Adoption papers
- School transition file
- Military ID card for every 10-years or older
- Additional Records
- Set up a PCSing file:
  - Marriage certificate
  - Insurance policies
  - Last Leave and Earning Statement (LES)
  - Military Orders
  - Power of Attorney
  - Original Will
  - Bank books
  - State and Federal tax records
  - Car registration and title
  - Deeds or mortgages
  - Professional licenses
  - Divorce papers
  - List of stocks and bon
  - Financial records
  - Copies of pets' inoculation record
- Start clearing out junk drawers and closets. Plan for garage/yard sale.

## 50 Days to PCS:

- Dental--Complete final work and exams.
- Eye Care-- Complete final work and exams.
- Contact the Legal Office to assist with power of Attorney (POA).
- Check your home owners insurance to determine scope of transit coverage.
- Obtain a written appraisal for valuable items such as antiques, jewelry, etc.
- Begin job search.
- Research lending closet availability at current and new installation.
- Contact the school in the new community.

## 40 Days to PCS:

- Donate old items to local agencies (chapel, German Red Cross, Thrift Shop)
- Update and renew Driver's License, Shot Records and ID cards
- Research new driver's licensing.
- Arrange for absentee voting ballot.
- Keep talking about the move with the Family.
- Obtain change of address kit from Post Office.
- Notify banks, creditors, Family, etc. of your new address.
- Cancel subscriptions such as book clubs, magazines, or update address.

## 30 Days to PCS:

- Review finances
- Research child care centers and day care options at your next duty station.
- Schedule doctor appointment to fill any needed prescriptions.
- Settle outstanding bills.
- Remove items from attics, crawl spaces, or similar storage areas. Make items accessible.

## 21 Days to PCS:

- Notify utilities and home services of disconnect dates.
- Check bank procedures for transferring funds/closing German bank accounts.
- Visit your ACS New Parent Support program for tips on traveling with kids.
- Contact the ACS EFMP to gather information and resources at new installation.

## 14 Days to PCS:

- Verify schedules and services with Transportation Management Office
- Retrieve items from the cleaners.
- Return borrowed items and library books. Collect things you have loaned.
- Prepare to get the house cleaned for inspection.
- Check luggage, locks and make necessary repairs.
- Have cars serviced/tuned up for the trip or shipment.
- Obtain a P.O. Box in your new location.
- Know how to find Emergency Assistance.

## 7 Days to PCS:

- Obtain copies of school records
- Pick up medical and dental records
- Dispose of all flammable items
- Arrange child care and pet care for packing and moving day.
- Research directions to your destination.