

Got orders?

Do these first.

A plain checklist for a permanent change of station move, by timeline. Rules vary by branch and situation, so **check with your transportation office** on anything about entitlements. Superscript numbers point to the official sources on the last page.

01 As soon as you get orders · Start the clock

- ☐ **Read your orders carefully and make several copies.**⁴
Keep the original with you through the move.
- ☐ **Book a counseling session with your local transportation office.**³
They explain your shipment options and entitlements. First-time movers must contact them before scheduling in DPS.
- ☐ **Set up your move in DPS (Defense Personal Property System).**³
Upload orders and create shipments: household goods, a personally procured (DIY) move, or both.
- ☐ **Start a checklist in Plan My Move.**²
Free Military OneSource planning tool with moving checklists.
- ☐ **Ask about a sponsor at your new duty station.**⁵
Sponsors are assigned through your unit; if you don't have one, contact the Military and Family Support Center.
- ☐ **Learn your travel and moving allowances.**⁷
Rules come from the JTR and vary by branch and situation: check with your transportation and finance offices.

02 60-90 days out · Housing, money, schools

- ☐ **Look up BAH for your new duty station.**⁸
Official rates: DTMO BAH calculator. Quick compare: milunlocked.com/housing/bah/
- ☐ **Apply for on-base housing or get on the wait list.**⁹
Applications go through HOMES.mil. Compare options: milunlocked.com/housing/on-post/
- ☐ **Renting now? Review your lease and the SCRA.**¹⁰
With PCS orders, the SCRA lets you end a residential lease with written notice plus a copy of orders. Talk to your installation legal office first.
- ☐ **Buying at the new station? Request your VA Certificate of Eligibility.**¹⁵
Lenders need the COE. Walk-through: milunlocked.com/housing/va-loan/
- ☐ **Tell your kids' school and request unofficial records to hand-carry.**¹²
Under the Interstate Compact, hand-carried records can be used for enrollment and placement while official records follow.

- ☐ **Spouse with a professional license? Check license portability.**¹⁴
The SCRA lets covered licenses transfer after a move on orders, by application to the new state.
More: milunlocked.com/benefits/spouse/
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03 30 days out · Lock it in

- ☐ **Confirm pack and pickup dates in DPS.**³
You pick a 7-day spread window for pickup when you create the shipment.
 - ☐ **Get referrals and prescription refills lined up.**¹¹
TRICARE: request new referrals before you move and make sure prescriptions last the trip.
 - ☐ **Don't disenroll from your TRICARE plan.**¹¹
You stay covered by your current plan on the way to your new location.
 - ☐ **Give your landlord SCRA notice (if ending a lease).**¹⁰
For monthly rent, the lease ends 30 days after the next rent payment is due after proper notice.
 - ☐ **Schedule mail forwarding.**¹⁶
Submit a change of address with USPS.
 - ☐ **Update your voting address plan.**¹⁷
FVAP explains absentee voting for service members and families.
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04 Moving week · Pack the binder

- ☐ **Build a hand-carry binder.**⁴
Orders, IDs, birth/marriage certificates, vehicle title and registration, lease or mortgage papers, wills and powers of attorney.
 - ☐ **Hand-carry school and medical records.**⁴
Transcripts, report cards, any IEP, plus medical, dental and vaccination records.
 - ☐ **Keep the movers' inventory list.**⁴
You'll need it to check delivery and for any claims.
 - ☐ **Pack a first-days kit you keep with you.**⁴
Your boxes may arrive after you do.
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05 After you arrive · Close the loop

- ☐ **Update your address in DEERS.**¹¹
TRICARE: you have 90 days from the address change to change your health plan.
 - ☐ **Confirm your TRICARE enrollment at the new duty station.**¹¹
Required when you arrive.
 - ☐ **Inspect your delivery and report loss or damage.**¹⁸
Give the moving company written notice within 180 days of delivery. File the itemized claim in DPS within 12 months of delivery (9 months if picked up before May 15, 2026).
 - ☐ **File your travel voucher.**⁶
Claims reimbursement such as mileage and Dislocation Allowance; your finance office or sponsor can help.
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- ☐ **Enroll kids in school with the hand-carried records.**¹³
New required immunizations can be handled within 30 days of enrollment under the Compact.
- ☐ **Check in with the Military and Family Support Center.**⁵
Relocation help, spouse employment and more. Benefits list: milunlocked.com/benefits/

Free MilUnlocked tools for your move

BAH by base: milunlocked.com/housing/bah/
Rent vs. buy: milunlocked.com/housing/rent/
VA loan guide: milunlocked.com/housing/va-loan/
Calculators: milunlocked.com/money/calculators/
Kids & school: milunlocked.com/benefits/school/
Legal help & SCRA: milunlocked.com/benefits/legal/

Official sources

1. Military OneSource: Preparing to Move: <https://www.militaryonesource.mil/moving-pcs/plan-to-move/>
2. Plan My Move: <https://planmymove.militaryonesource.mil/>
3. MOS: Personal Property Shipment: <https://www.militaryonesource.mil/resources/millife-guides/preparing-to-move-or-pcs/>
4. MOS: Planning a PCS Move: <https://www.militaryonesource.mil/resources/millife-guides/planning-pcs-move/>
5. MOS: Military Sponsorship: <https://www.militaryonesource.mil/benefits/military-sponsorship/>
6. MOS: Settling In After a PCS: <https://www.militaryonesource.mil/resources/millife-guides/settling-in-to-a-new-home/>
7. DTMO: Joint Travel Regulations: <https://www.travel.dod.mil/Policy-Regulations/Joint-Travel-Regulations/>
8. DTMO: Basic Allowance for Housing: <https://www.travel.dod.mil/Allowances/Basic-Allowance-for-Housing/>
9. HOMES.mil: <https://www.homes.mil/>
10. DOJ: SCRA Financial & Housing Rights: <https://www.justice.gov/servicemembers/financial-and-housing-rights-0>
11. TRICARE: Moving: <https://www.tricare.mil/LifeEvents/Moving>
12. MOS: Changing Schools: <https://www.militaryonesource.mil/resources/millife-guides/changing-schools/>
13. MOS: Interstate Compact for Military Children: <https://www.militaryonesource.mil/education-employment/for-children-youth/interstate-compact-for-military-children/>
14. DOJ: Professional License Portability: <https://www.justice.gov/servicemembers/professional-license-portability>
15. VA.gov: Request a COE: <https://www.va.gov/housing-assistance/home-loans/how-to-request-coe/>
16. USPS: Change of Address: <https://www.usps.com/manage/forward.htm>
17. FVAP.gov: <https://www.fvap.gov/>
18. MOS: Understanding Military Moving Claims: <https://www.militaryonesource.mil/resources/millife-guides/moving-claims/>

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