



Army Spouse PCS Relocation Planner

This PCS Planner was specifically designed for you, the Army spouse with the help of Army wives having over 20 years and 22 PCS moves under their belt. The challenges of moving your family during this time is very different from what your enlisted or non-commissioned spouse has to do as part of their PCS and this planner helps you focus on what you need to do to successfully and smoothly move your family.

INSTRUCTIONS: just check off each item as it is completed (or the "N/A" box if not applicable). The list of relocation tasks and reminders below are put in the most likely order of execution, starting from the moment you hear you are moving.

As Soon As You Receive Orders To Relocate (Date: _____)

- Done N/A If you need to sell your home, contact your [GoArmyHomes](#)[®] Relocation Expert for a free Competitive Market Analysis (CMA).
NOTE: you can find an Army Relocation Specialist for nearly every U.S. Army Base on U.S. soil by going to www.GoArmyHomes.com.
- Done N/A If you intend to live on-base, contact the Housing Officer at the new base and ask for the waiting list.
- Done N/A If you intend to live off-base and will be buying a home at your new location, identify and contact your [GoArmyHomes](#)[®] Relocation Expert near your new base and sign up for the Home Readiness[™] Program to help find and lock-in your off-base home before you even arrive.

12 Weeks Before Moving (Date: _____)

- Done N/A Start saving for moving expenses that are not reimbursable.
- Done N/A Start creating a list of those who need to be notified of your move and change of address. Let clubs/organizations that you belong to know you are leaving. Transfer your membership if possible.
- Done N/A Discuss the moving process with your children to overcome their fear of relocation.
- Done N/A If currently renting, notify your landlord that you will be moving, and
 - Done N/A Be prepared to provide a copy of your orders if breaking your lease.
 - Done N/A Set up a time to review your home's condition to get a refund of your security deposit.
- Done N/A Inventory your possessions and obtain appraisals for any collections or antiques you have.
 - Done N/A Take photos of or videotape your items to help in case of loss.
 - Done N/A Record serial numbers of electronics and other important equipment.
 - Done N/A Be sure any stickers from previous moves have been removed
- Done N/A Begin putting together your personal records such as legal documents, birth certificates, medical/insurance information, warranties, etc.
- Done N/A Contact medical professionals you use to obtain copies of your medical records:
 - Done N/A Pediatricians
 - Done N/A Dentists
 - Done N/A Family physicians
 - Done N/A Optometrists
 - Done N/A Other: _____
- Done N/A If needed, schedule medical checkups: _____
- Done N/A Begin going through closets, drawers and garage to sort through items that can be donated or sold in a garage sale or online auction.



8 weeks Before Moving (Date: _____)

- Done N/A Notify insurance companies of your move, provide address change, and make sure you are up-to-date with your policies:
- Done N/A Homeowners or Renters Insurance
 - Done N/A Automobile Insurance
 - Done N/A Life Insurance
 - Done N/A Medical Insurance (TIP: go to <https://www.tricareonline.com> to help you facilitate this)
 - Done N/A Other Insurance: _____

} www.usaa.com

- Done N/A If you and/or your spouse has a job:
- Done N/A S/he should begin updating their resume
 - Done N/A Give notice of termination per company requirements and ask for a letter of reference.
 - Done N/A Begin exploring hiring opportunities in your new community

- Done N/A If you have children:
- Done N/A Begin looking at child care options in your new community
 - Done N/A Review enrollment procedures and school schedules for your child's new school.

- Done N/A If you have pets:
- Done N/A Have them checked by your local veterinarian to be sure that all vaccinations are up to date.
 - Done N/A Get a copy of your pet's health certifications medical records.
 - Done N/A Consider ID'ing your pets with microchips (TIP: go to www.akccar.org to facilitate this)

Done N/A Begin learning the correct disposal procedure in your community for any type of paint or chemicals.

Done N/A If you plan to take a vacation on the way to your new post, make reservations.

Done N/A Take care of any maintenance and repairs to your vehicle.

Done N/A Close out any local charge accounts.

Done N/A Contact the Department of Motor Vehicles at your new location for information on a new driver's license and registration .

Done N/A Begin planning for your garage sale, or posting your items for sale.

4 weeks Before Moving (Date: _____)

Done N/A Verify your move-in schedule with your real estate agent or landlord and arrange for temporary housing/lodgings if needed.

Done N/A Obtain a Change of Address kit from the Post Office or you can process your address change online through the Post Office website. (TIP: go to <https://www.dmdc.osd.mil/appj/deerswebsite/products.do?type=4> to help facilitate this)

Done N/A Change Address with your Thrift Savings Program (TSP - www.tsp.gov).

Done N/A Check with your Post Sponsor to see if they can obtain a P.O. Box for you, so that you can start forwarding your mail.
NOTE: They will do this in some instances.

Done N/A For household items you will not be moving, hold a garage sale, sell them at an online auction, local ads, or donate them to charity. Keep any receipts from your donations for tax purposes.

Done N/A Make arrangements to either pick up your children's school records or have them sent to their new school.

Done N/A Arrange for letter of transfer from local church and clubs, including Scouts or other national organizations.



Done N/A If you or someone in your family is employed, arrange with your employer to forward tax withholding forms.

Done N/A Return library books and other borrowed items.

Done N/A Contact local utility services to find out what their disconnect and security deposit refund policies are, provide new address for final bill, and advise of your disconnection date (if you have a firm move date)

Done N/A Electric

Done N/A Gas

Done N/A Phone

Done N/A Cable

Done N/A Water

Done N/A Trash

Done N/A Other: _____

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Done N/A Contact utility services in your new community to find out what their connect policies are and advise of your connection date (if you have a firm move date).

Done N/A Electric

Done N/A Gas

Done N/A Phone

Done N/A Cable

Done N/A Water

Done N/A Trash

Done N/A Other: _____

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Done N/A Cancel any subscriptions, regular deliveries or services

Done N/A Newspaper

Done N/A Pool/Fitness

Done N/A Home Security

Done N/A Other: _____

3 Weeks Before Moving (Date: _____)

Done N/A If an active service member using military weight allowances, be sure to separate your professional books, papers and equipment, as they will be weighed and listed separately on your shipping inventory.

Done N/A Pick up dry cleaning and retrieve items you may have loaned out.

Done N/A Plan menus from what you have remaining in the freezer and cabinets.

Done N/A If you have pets, consider boarding them or leaving them at a neighbor or friend's house on moving day and make arrangements.

1 Week Before Moving (Date: _____)

Done N/A Refill and pick up any prescriptions.

Done N/A Make copies of important documents before mailing or taking them to your new address.

Done N/A Remove wall accessories such as drapery rods, small appliances, food and utensil racks.

Done N/A Pull out all items from beneath stairways, attics or any other areas that do not allow full standing room.



- Done N/A Drain, Disassemble or Dispose of:
 - Done N/A Garden hoses
 - Done N/A Oil and gas from lawn mowers and other gas operated tools. Disconnect spark plugs.
 - Done N/A Flammables such as cleaning fluids, matches, acids, chemistry sets, aerosol cans, ammunition, oil, paint and thinners.
 - Done N/A Non-refillable tanks. Some carriers and the military do not permit shipment of any propane tanks.
 - Done N/A Outdoor play equipment and structures.
 - Done N/A Partly used cans and containers of anything that may spill or leak as movers will not take these.
- Done N/A Give a close friend or relative your travel route, schedule and cell phone number so you may be reached if needed.
- Done N/A Set aside cleaning materials to be used after packing and loading.

Final Days Before Moving (Date: _____)

- Done N/A Separate items that will not be packed, including suitcases.
- Done N/A If more than one shipment, separate items per each shipment into groups.
- Done N/A Ship any items that will help you to be able to immediately set up housekeeping at your new address (linens, dishes, etc.) as "unaccompanied baggage".
- Done N/A Pack medications you will be taking with you in leak-proof, spill-proof containers
- Done N/A Keep your household inventory list on hand to carry with your personal luggage.
- Done N/A Make sure the condition of belongings is accurately noted. If anything is marked "scratched, dented or soiled" also note the location of such problem.
- Done N/A If applicable, confirm child care and pet arrangements for moving day.
- Done N/A Clean and dry refrigerator and freezer. Allow them to dry one or two days with doors propped open.
NOTE: Families with children or pets present should block the doors from accidentally closing. To avoid a musty odor you can place several charcoal briquettes in a stocking or sock in both the freezer and refrigerator compartment.
- Done N/A Remove air conditioners from windows.
- Done N/A Do not remove pictures and mirrors from walls. The movers prefer they remain on the wall as this keeps them from getting damaged as things are packed.
- Done N/A Don't remove all light bulbs from lamps, as this is something that can be easily broken. The movers have a system for packing these items.
- Done N/A Disconnect gas and electrical appliances and drain the washing machine before movers arrive.
NOTE: Make sure all disconnected gas lines are completely turned off and taped to prevent fire and explosion hazards and young children from inadvertently turning them back on.
- Done N/A Obtain Traveler's Checks for quick, available funds. You should have enough to cover the cost of moving services and expenses until you are settled.

Moving Day (Date: _____)

- Done N/A Be sure that you or someone assisting in your move is at home at all times — most moves are conducted during normal business hours.
- Done N/A Double-check closets, drawers, shelves, the attic and garage to be sure you have packed everything.
- Done N/A If you are hand-carrying any boxes with you, be sure to clearly mark "DO NOT MOVE" on them.
- Done N/A Carry a box of "basics" you'll need on move-in day (i.e., tools, paper products, housecleaning supplies, emergency kits, etc.).
- Done N/A Take all trash out of the residence.



- Done N/A Have coffee, cold drinks and snacks for yourself and packers if you wish. Nice gesture to offer the movers lunch too, such as subs or pizza.
 - Done N/A Store and secure your suitcases in the trunk of your vehicle along with cash, jewelry, important documents, checkbook and other valuable items are secure. Do not ship jewelry.
 - Done N/A Verify that mover's inventory is detailed, complete and accurate. Do not accept any "miscellaneous" labels or entries (especially on high value items).
 - Done N/A Make sure the movers weigh and list your professional books, papers and equipment separately, as their weight will not be counted into your weight allowance.
 - Done N/A Have the movers write your computer equipment's serial numbers on the cartons and seal each carton with security tape.
 - Done N/A Watch loading and unloading, and examine all items carefully before signing a receipt.
 - Done N/A Make sure the condition of belongings is accurately noted. If anything is marked "scratched, dented, or soiled" also note the location of such entries.
 - Done N/A Check the entire house before releasing the packers, to make sure that nothing is left behind which needs to be moved. The packers are not required to return to the residence after they have been released.
 - Done N/A Leave all the old keys that are needed by the new tenant or owner with your REALTOR® or a neighbor.
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There you have it! We have tried hard to make this a comprehensive, useful checklist without it being overwhelming. If you can suggest any ideas that will help make this even more useful please let us know via email at Admin@GoArmyHomes.com.

May your PCS move be smooth, safe and secure!

The GoArmyHomes Team