

The Ultimate PCS Checklist — Branch7

Your complete 90-day PCS countdown. Print this, stick it on the fridge, and check items off as you go. Built from real military family experience across 15+ installations.

90-60 Days Out: Planning Phase

- Review orders and report date
- Read your PCS entitlements guide
- Decide: DITY, TMO, or combo move
- Calculate your weight allowance and plan for it
- Schedule TMO/Transportation briefing
- Review and update will/POA
- Find a PCS mentor or sponsor
- Research housing options at new location
- Research off-base neighborhoods and rental market
- Research schools at new location
- Research childcare options
- Research job market at new location (spouse)
- Check license reciprocity for spouse career
- Apply for on-base housing waitlist
- Gather important documents (birth certs, marriage cert, orders, medical records)

60-30 Days Out: Action Phase

- Find a real estate agent or start rental search
- Request school records for children
- Request IEP/504 plan transfer if applicable
- Obtain copies of military medical records
- Transfer medical and dental records from current MTF
- Update pet vaccinations
- Check pet policies at destination installation
- Plan pet travel arrangements
- Handle spouse current employment (resign or transfer)
- Update resume
- Schedule TAP/Transition workshop if separating
- Apply for or renew passports (if OCONUS)
- Verify joint spouse assignment status (if applicable)
- Arrange vehicle shipment or storage
- Set up mail forwarding
- Schedule utility disconnects at current location

30-14 Days Out: Preparation Phase

- Finalize housing situation (lease signed or quarters assigned)
- Notify current utilities of disconnect date
- Update bank/financial accounts with new address
- Contact sponsor at new command
- Complete virtual in-processing checklist if available
- Begin job search at new location
- Apply for childcare waitlist at gaining installation

- Complete EFMP enrollment if applicable
- Contact EFMP at gaining installation

First Week at New Installation

- Complete installation in-processing
- Report to unit/command
- Update DEERS
- Choose TRICARE plan and transfer enrollment
- Register children for school
- Enroll in CDC/childcare
- Set up utilities at new address
- Update driver's license (state-specific timelines)
- Register vehicles
- Find pediatrician
- Find new veterinarian
- Register pets on base

First Month: Getting Settled

- Attend newcomers orientation
- Connect with FRG/Ombudsman
- Explore MWR programs
- Visit Airman & Family Readiness Center
- Research new commissary/exchange
- Establish local routines
- Find extracurricular activities for kids
- Connect with employment resources (spouse)
- Establish care with specialists if needed

Notes

Move date: _____ Gaining installation: _____

Sponsor name: _____ Sponsor phone: _____

TMO pickup date: _____ Housing move-in: _____

Created by Branch7 — www.branch7.ai — AI-powered PCS guidance for military families. This checklist is free to share. Download more resources at branch7.ai/family-resources