ALLORNOTHINGHQ

PCS Move Binder

Timeline checklists, contacts, budget, household inventory, claims log and arrival tracker for a permanent change of station.

Service-neutral. Print it, punch it, put it in a 3-ring binder. Also works on a tablet.

Not official. Not affiliated with the Department of Defense or any military branch. Not legal or financial advice.

How to use this binder

Print this PDF on US Letter paper. The left margin is wider so you can punch holes for a 3-ring binder. Print the pages you need; print the room inventory and log pages more than once if your move is bigger. You can also fill pages in on a tablet with a PDF annotation app.

How it works

- [ ] Start with **Move at a glance** and write in the facts from your orders.
- [ ] Work down the timeline from “orders received” to “first 30 days”. Check each box when it is done.
- [ ] Use the contact, document, budget and log pages to keep everything in one place.
- [ ] Keep copies of every page of paperwork you sign. Take photos with a phone as a backup.

Important. This binder is a planning tool, not official guidance. Rules, entitlements, forms and deadlines differ by branch, status, orders and year, and they change. It lists no dollar amounts on purpose. Always follow your orders and check with your transportation office, finance office, legal assistance office and gaining unit. ALLORNOTHINGHQ is not affiliated with the Department of Defense or any military branch.

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Move at a glance

Fill this in first. Copy the facts from your orders.

Name _____ Rank or grade / status _____

Branch or service _____ Orders number or date _____

Current duty station _____ Gaining duty station _____

Report-no-later-than date _____ Leave dates _____

Authorized weight allowance _____ Move type (government, PPM, mixed) _____

Pickup date(s) _____ Delivery date(s) _____

Sponsor name _____ Sponsor phone / email _____

Temporary lodging (where, dates) _____ Moving company / contact _____

Who is moving

Name	Relationship	Age	Special needs (medical, school, EFMP)

Three things I must not forget

Orders received

As soon as you have orders in hand.

- [ ] Read your orders and any amendments. Note the report date, gaining unit and what the orders authorize.
- [ ] Save a digital copy of the orders and keep several paper copies in this binder.
- [ ] Contact your sponsor at the gaining unit. Ask about housing, schools and the first week.
- [ ] Contact your transportation office (personal property). Ask about move types: government-arranged, personally procured (PPM), or a mix. Ask what counseling or paperwork is required.
- [ ] Ask your transportation office about your weight allowance and write it on **Move at a glance**.
- [ ] Request leave and confirm the report date with your unit.
- [ ] Check your lease or mortgage for military-orders clauses and notice rules.
- [ ] Start the binder: put the orders and amendments in the **Orders and documents** page.
- [ ] Make a first plan for what to sell, donate, store or throw away.
- [ ] Ask your finance office what advances or payments are possible and when you must apply.
- [ ] If you have a family member in a special-needs program, contact that office about the move early.
- [ ] Pets: look up housing and travel rules for the new area and your pet.

> **Tip.** Ask every office the same question in writing when you can, and keep the answer in this binder.

Notes and dates

90 to 60 days out

About three months before the move.

- [ ] Confirm or schedule your pickup and delivery dates through your transportation office.
- [ ] Decide the move type. If you plan a PPM, ask which weight tickets, receipts and forms are required before you start.
- [ ] Book or request temporary lodging, travel, a rental car, or vehicle shipping.
- [ ] Start the housing search at the new location. Use the **Housing comparison** page.
- [ ] Request school records and copies of medical, dental and veterinary records for everyone.
- [ ] Refill prescriptions and ask for extra supplies where allowed.
- [ ] Check wills, powers of attorney and emergency contacts. Your legal assistance office can help.
- [ ] Photograph and list high-value items. Start the **High-value items** page.
- [ ] Cancel, pause or move memberships, subscriptions and services.
- [ ] Make a mail plan: forwarding, a trusted person to collect mail, or a mailbox.

Notes and dates

30 days out

One month before pickup.

- [ ] Confirm pickup dates with your transportation office or moving company. Write the contact on the **Mover log**.
- [ ] Give notice to your landlord if needed. Schedule inspections and cleaning.
- [ ] Start the **Address change** checklist: post office, banks, insurance, employers, schools, subscriptions.
- [ ] Schedule utility shut-off at the old home and start-up at the new home. Use the **Utilities** page.
- [ ] Choose the items you will carry yourself and keep them out of the pack. See the **Hand-carry packet**.
- [ ] Sell or donate what you are not taking. Take photos of anything you sell.
- [ ] Withdraw children from school and move records, or ask the new school what it needs.
- [ ] Vehicle: schedule shipping or a drive plan, a service check, and paperwork. Use the **Vehicle and pets** page.
- [ ] Check what your insurance covers during a move. Ask about extra coverage for valuable items.

Notes and dates

2 weeks out

The last two weeks before pickup.

- [ ] Ask your mover how to prepare appliances, electronics and furniture.
- [ ] Remove items movers will not take. Ask your mover for the list. It often includes flammables, aerosols and cleaning chemicals.
- [ ] Pack a first-night box and suitcases for each person: clothes, toiletries, medicine, chargers, a few kitchen items, bedding.
- [ ] Photograph each room and all electronics. Write down serial numbers on the **Room inventory** pages.
- [ ] Confirm lodging, travel and car or vehicle shipping details.
- [ ] Mark items for the movers: “do not pack”, “high value” or “keep with me”.
- [ ] Pack the hand-carry bag with documents, valuables and medicine. Keep it with you.
- [ ] Charge your phone, camera and power bank. Print this binder’s key pages.

Notes and dates