

# PPM MOVE CHECKLIST

## Stress-Free PCS

This checklist covers essential steps to ensure a successful PCS transition.

Thank you for your service!



# PPM MOVE CHECKLIST

## 1 | AFTER RECEIVING PCS ORDERS:

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- Meet with your Transportation Office to discuss moving options.
- Decide between a Personally Procured Move (PPM) and a government-arranged move.
- Schedule a counseling session with your Transportation Office to discuss your decision.
- Discuss the move with your family, utilizing resources from Family and Morale, Welfare and Recreation (FMWR) program.

## 2 | PRE-MOVE PREPARATION:

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- Create a PCS moving file to track expenses and hold receipts and important documents.
- Visit your new duty station's website for helpful information.
- Renew military ID if close to expiration.
- Have spouse notify their employer about the move.

## 3 | MAKE HOUSING ARRANGEMENTS:

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- Call realtor to sell your home or inform housing office if living on base.
- Inform landlord or rental agent.
- Begin searching for a new home or contact the housing office at the new duty station.
- Contact tax professional about tax-deductible moving expenses.

## 4 | FOR PERSONALLY PROCURED MOVE (PPM):

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- Obtain PPM approval and ask about qualification for an Advanced Operating Allowance.
- Get quotes from moving companies specializing in military moves.
- Verify that moving companies provide certified empty and full weight tickets.
- Reserve move, if using a service like National Van Lines.
- Visit the dispersing office to pick up Advance Operating Allowance (if applicable).
- Submit claim within 45 days of arriving at the new duty station.

## 5 | AFTER MOVING IN:

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- Contact new Transportation Office upon arrival for instructions.
- Update DEERS (Defense Enrollment Eligibility Reporting System).
- Update TRICARE (Department of Defense Military Health System).



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