



## Your PCS Binder

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Include all documentation you may need upon arrival at your next duty station.

- Passports
- Personal documents
- Medical records
- Insurance documents
- Marriage license
- Car titles
- Other paperwork that must be accounted for during every phase of the move.
- Contacts for both the current and upcoming duty stations
- Housing applications
- Old housing clearance
- Bill termination notices



# TRAVEL PAY INFORMATION

## Temporary Lodging Expense (TLE)

TLE is an allowance given to partially offset lodging and meal expenses when a member and/or dependents need to occupy temporary lodging in CONUS (Continental United States) in connection with a PCS. The member receives reimbursement (for member and family members) for temporary lodging and meal expenses, up to \$290 per day.

If the member is moving from one CONUS base to another, he/she is authorized up to 10 days TLE, either at the losing duty station or at the new duty station (or any combination, up to 10 days total). Typically, the base has temporary quarters in the form of a Navy Lodge (<https://www.navy-lodge.com/>) or Air Force Inn (<http://af.dodlodging.net/>), but if not the local hotels will have to be used and the full amount of TLE can be authorized.

TLE is not the same as per diem. Per diem is actual pay/reimbursement for lodging made during the actual travel days from one duty station to another. TLE is pay/reimbursement for temporary lodging (in CONUS) at the old duty station, before departure, or at the new duty station, after arrival.

## Temporary Lodging Allowance (TLA)

The TLA is for OCONUS, or overseas PCS moves. Up to 60 days (can be extended) may be paid for temporary lodging expenses and meal expenses after a military member (and his/her family) arrive at a new overseas location, while awaiting housing. Up to 10 days of TLA can be paid for temporary lodging expenses in the overseas location, prior to departure.

For more information see TLA on PCS DOD Website. [www.defensetravel.dod.mil](http://www.defensetravel.dod.mil)

## Dislocation Allowance

Military members may be entitled to a Dislocation Allowance (DLA) when relocating their household due to a PCS. DLA is intended to partially reimburse relocation expenses not otherwise reimbursed. For more information and current rates. DLA amounts vary by rank and dependency status.

## Per Diem for PCS Travel

Military members receive a "per diem" allowance, which is designed to partially reimburse for lodging and meal expenses when traveling from one duty station to another.

When traveling by Privately Owned Conveyance (POC), military members are paid a flat rate of \$142.00 per day for each day of authorized travel used. When the member travels by commercial means, they are paid the established per diem rate, (under "Lodging Plus") for the new Permanent Duty Station (PDS), or the rate for the delay point if the member stops overnight.

Per diem for dependents is 3/4 of the member's applicable rate for each dependent 12 years old or older and 1/2 of the member's rate for each dependent under 12 years.

Travel Pay forms can be found at <https://www.dfas.mil/militarymembers/travelpay/forms.htm>



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## 15 TIPS FOR A SUCCESSFUL PCS

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### **1. Start planning early.**

Even before orders, you can start cleaning out the house or do a yard sale. Once you have orders, you can research your next duty station with input from fellow military families using [www.reporttobase.com](http://www.reporttobase.com)

### **2. Save money in advance.**

Before you even get orders, start saving to prepare for the moving expenses. Even though the military reimburses some of your moving costs, there are tons of additional payments like closing out your bills at one location, paying security deposits at the new location, buying a different vehicle, setting up utilities, etc. Try to predict your expenses and plan for them.

### **3. Decide if you will do a DITY move (“Do It Yourself”), partial or have the military move you.**

Each of these moving options require paperwork, so get it submitted as soon as possible. The more people involved in a transaction, the more potential it has for getting delayed.

### **4. Cancel utilities and hold mail.**

Sometimes this step gets overlooked, and the last thing you want to do is arrive at your new location and have missed payment notices because you forgot to let the utility companies know you moved.

### **5. Color-code for easy unpacking.**

One mom says her favorite trick for a PCS move is to use duct tape in bright colors to mark every box and piece of furniture. She codes by room (kitchen, each child’s bedroom, playroom, etc.). When she arrives, she places a piece of the corresponding tape on each door jamb so that the movers know exactly where to place each item. Then, when she unpacks in her new home, everything is accessible and easy to place.

### **6. Pack with your first day in mind.**

Things will be frenetic when you arrive. Regardless of how organized you are, you need to anticipate a little chaos on the first day or two. That’s why one of our favorite tips is to have a “first-day box” that is well-stocked with like batteries, electronics chargers, night lights, tools and other move-in essentials.

### **7. Prioritize packing if moving with children.**

Even if this isn’t your first PCS move, your priorities might be different this time from the last. For instance, if you’re moving with children for the first time, think about what that means for packing. Make sure that all of the baby gear is on the truck first. With PCS moves, the first truck could fill up and the second truck might not arrive for another month. It’s important to prioritize packing the essential nursery and children’s items so they are included in the first arrival.



## 15 TIPS FOR A SUCCESSFUL PCS

PART 2

### 8. Look for military airline discounts.

Often, military discounts aren't included in an airline's advertised rates, but the booking agents on the phone will help. Usually, the discounts can also apply to dependents or even military retirees. One word of caution, though — still shop around, because a military airfare discount still might not be the best deal.

### 9. Keep a list of where the hospitals are located along your travel route.

Especially if you're pregnant or have small children, you want access to immediate medical care if you need it. When you're traveling through or around major cities, there should be plenty of resources if one of your kids gets sick along the way. However, if you're traveling through less densely populated areas, pediatric care could be harder to find. Knowing ahead of time where to go can save a lot of stress if something happens along the road.

### 10. Find temporary or long-term storage.

If you're not moving directly into a new home, you might find that you need storage for furniture or household items during "gap" time in between permanent residences. Or, if your move is to somewhere with a vastly different climate from where you've been, you might have clothes or other items that you want to keep, but that aren't going to be worn or used during your stay.

### 11. Have a garage sale

Get rid of anything that you don't need to bring. This is great for kids' items that they've outgrown or no longer use.

### 12. Plan your transportation.

If your PCS move is overseas, what will you do for a car once you arrive? It makes sense to ship your car, because the military will pay. Many military families will ship one vehicle and then buy or lease a less expensive "short-term" car that they can get rid of at the end of their time at that location. If your PCS move is in the U.S., you can still look at shipping a car if you don't want to put on the wear and tear involved in driving across the country.

### 13. Be patient and flexible.

Moving is stressful, and you can never plan for every possibility. Things will change suddenly or go wrong. Try to laugh with your spouse and adjust as things change.

### 14. Remember that things can be replaced.

Don't waste weight and space on items you can easily find or replace at the next duty station.

### 15. Save receipts.

Whether it is a full military move or a Do It Yourself PPM. That's how you get reimbursed and it really adds up.



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# PCS HOUSING TIPS

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## **1. Your Basic Allowance for Housing (BAH)**

Will likely change when you move, which will be the deciding factor in how much money you're willing to put toward your next home. Determining this before you move will help you have an idea of what you can afford and stay within your means as you start looking for your next home.

## **2. On Base Housing**

Get in contact with the local housing office immediately if you've decided to live on base at your new duty station. Base housing is often limited and accompanied with a wait list. Get your name in early to increase your chances of base living.

Additionally, the local housing office can recommend areas out in town to live. They also have a "blacklist" of properties and areas that should be avoided!

## **3. Off Base Housing**

Reach out to the lenders, realtors, and home inspectors on your next base's housing page on [www.reporttobase.com](http://www.reporttobase.com). Most of them are veterans or military family members so they have personal experience with a PCS and are waiting to help make this process less stressful for you.



## Pre-Move Check List

### HOUSING

- Decide where you'll be living.
- Be sure your pet's breed is allowed on base and in your new home.
- Do your own move-in inspection.
- Look over all housing paperwork carefully - such as a leasing agreement or mortgage paperwork.
- Transfer or set up your utilities and local memberships.
- Forward your mail to your new address.

### HOUSEHOLD GOODS

- Catalog and take photos of all of your items, especially anything valuable or fragile.
- Schedule a time for the movers to pick up your items.
- Pack everything your pet will need during their first week in a new home.
- Pack a "First Week" box.
- Label and categorize your boxes.

### PAPERWORK

- Remind your service member to complete all out-processing paperwork from your current installation.
- Work with your service member to get certified weight tickets for your vehicle.
- Register your vehicle at your new location and/or installation.
- Fill out and make copies of veterinary paperwork.
- Gather copies of important documents.
- Update your pet's tags and/or registration.
- Remind your service member to request a sponsor at your new installation.
- Review the check-in procedures at your new installation.



# Pre-Move Check List

PART 2

## SCHOOLS

- Request copies of any school paperwork from your current installation, including any Exceptional Family Member Program paperwork.
- Research and select schools from the local area or on-base; information on [www.reporttobase.com](http://www.reporttobase.com).

## FAMILY

- Work with your service member to tell your family about your upcoming move.
- Reach out and connect with support groups and other resources at your new installation.
- Look into child care options.
- Fill all current prescriptions

## FINANCIAL

- Calculate and put aside money to cover the cost of your move.
- Research cost of living (on [www.reporttobase.com](http://www.reporttobase.com)) or pay at your new installation.
- Change your address at your financial institutions, like banks and credit card companies.

## TRAVEL TO YOUR NEW BASE

- Pick a travel date.
- Make hotel reservations. Pet friendly hotels <https://www.petswelcome.com/>
- Plan transportation to your new installation.

Report to Base features reviews from your fellow military families. Learn about good areas, schools, restaurants, resources, etc. This information is published for your use as you move to the area. Just be sure to contribute a few of your own reviews to help out the next military family!



## POST-MOVE CHECK LIST

### YOUR STUFF

Do a complete home inventory to make sure none of your possessions were damaged during the move.

- Bedroom furniture
- Desktop computers
- Dining room furniture
- Dishwasher
- Dryer
- Entertainment center
- Glassware
- Lamps/lampshades
- Living room furniture
- Other furniture/home furnishings
- Pool table
- Refrigerator
- Stereo/sound equipment
- Stove
- Televisions
- Washer

Anything damaged? Submit a formal claim with the moving company as soon as possible.

Your residence can incur damage when the old occupants move out, so this is another step to take right away.

### YOUR NEW HOME

Is everything in your new home connected and working properly?

- Air conditioning
- Backup sump pump
- Carbon monoxide sensor
- Door locks
- Doorbell
- Electricity
- Exterior - Decking, patio
- Exterior - Driveway, walkways
- Exterior - Fencing
- Exterior - Landscaping
- Exterior - Roof
- Exterior - Structure
- Furnance
- Garage door/
- Remote openers
- Gas
- Gutters
- Home alarm system
- Internet connection
- Outdoor pool
- Plumbing
- Smoke alarm
- Sump pump
- Telephone
- TV cable/dish
- Water
- Windows - Bad seals
- Windows - Broken panes
- Windows - Locks
- Windows - Missing screens





# POST-MOVE CHECK LIST

PART 2

## SERVICE SETUPS

Now that you're moved in make sure you've got all of your services lined up and ready to go.

- Auto repair/services
- Dentist
- Diaper service
- Doctors
- Garbage pickup
- Handyman
- HVAC
- Landscaping
- Laundry service
- Lawn mowing
- Library/library cards
- Mail delivery
- Newspaper delivery
- Orthodontist
- Painter - Exterior
- Painter - Interior
- Plumber
- School - Buses
- Schools - Private
- Schoos - Public
- Snow removal
- Veterinarian

Not sure where to turn? Asking neighbors is a great way to start making friends, and online reviews are extremely helpful. Start on this as soon as time permits. It's easy for things to slip through the cracks, which can cause major problems later.

## ADDRESS UPDATES

Lots of people and organizations that need to know your new address.

- 401k/Investment funds
- Attorneys
- Clubs/organizations
- Credit card compaines
- Driver's license
- Electronic toll collection services
- Employers
- Family friends
- Financial institutions
- Food delivery service
- Government agencies
- Identification cards and documents
- Insurance provider
- Internal Revenue Service
- Mail subscriptions
- Post office
- Religous organizations
- Schools
- Service providers (see section to left)
- Tax collection - Local
- Tax collection - State
- Vehicle registration
- Voter registration



