

PERMANENT CHANGE OF STATION (PCS) MOVE CHECKLIST
(Okinawa Outbound)

60 - 90 Days to PCS Move

- _____ 1. Attend the Relocation Smooth Move Workshop.
- _____ 2. Review information on your new PCS location at the Marine and Family Programs Center, Relocation Services section. (Housing, schools, job opportunities for spouse, etc.)
- _____ 3. Request a sponsor through your unit S-1. Also if applicable, request a sponsor for your children.
- _____ 4. Request Transfer Data Sheet (TDS) from your unit S-1.
- _____ 5. Review finances. Make plans to cover non-reimbursable government expenses. Plan to pay off bills, if possible. Request a credit report. Have errors corrected immediately.
- _____ 6. Compile family record files:
 - Financial documents (Bank Books, Deeds/Mortgages, Investments, etc.)
 - Birth certificates
 - Social Security cards
 - Marriage certificate
 - Power of Attorney and Wills
 - Federal and State Tax records
 - Immunization records
 - Passports
 - Insurance policies
 - School transcripts
- _____ 7. Contact Exceptional Family Member Program (EFMP) for special needs support, if applicable.
- _____ 8. Research procedures for shipment of pets, if applicable.
- _____ 9. Make sure medical/dental records are up-to-date.
- _____ 10. Update and renew driver's license, ID cards and passports.

30 - 60 Days to PCS Move

- _____ 1. Arrange household goods shipments with the Distribution Management Office (DMO).
- _____ 2. Make arrangements for selling your privately owned vehicle.
- _____ 3. Complete Application For Assignment To Housing (DD Form 1746).
- _____ 4. Make travel plans, hotel/temporary lodging reservations, if needed. Also if applicable, kennel reservations for pets.
- _____ 5. Notify appropriate individuals and agencies of your change of address (Post Office).
- _____ 6. Notify your landlord/housing office of your move date and schedule a preliminary inspection.
- _____ 7. Contact sponsor with questions, requests and travel itinerary.
- _____ 8. Notify your child's school of the anticipated last day of attendance and request records.
- _____ 9. Notify utilities and homes services of disconnect dates.

1 - 30 Days to PCS Move

- _____ 1. Pay any bills that will come due while you are in transit to avoid late fees and damage to your credit history.
- _____ 2. Verify travel arrangements and pick up airplane tickets.
- _____ 3. Check bank/credit union procedures for transferring funds or closing accounts.
- _____ 4. Move into Temporary Lodging Facility (TLF).
- _____ 5. Complete final housing inspection.
- _____ 6. Deliver a copy of AF Form 594 (for clearing housing) to your administrative office (IPAC/PSD).
- _____ 7. Completely deregister your vehicle and obtain a no claim letter from your insurance company.
- _____ 8. Cancel cell phone.
- _____ 9. Double check your travel plans and paperwork. Make arrangements to go to the airport.

Note: This checklist serves as a general guide only for Marines/Sailors departing Okinawa on PCS orders.