

The seven-step PCS quick checklist

Before arrival through the first duty week - organized from official starting points.

SOURCES CHECKED AUGUST 1, 2026 | INDEPENDENT PLANNING AID

1 AS SOON AS ORDERS ARRIVE

1. Request a sponsor and confirm the gaining-unit plan

Request or verify sponsorship; save the unit reporting location, arrival contact, and gate or airport plan. [1][2]

2 IMMEDIATELY AFTER ORDERS

2. Start the household-goods move

Open DPS, choose the move type with the transportation office, and photograph high-value items before packing. [3][4]

3 BEFORE SIGNING HOUSING

3. Compare total housing cost and request lease review

Check commute, school boundary, utilities, deposits, pets, and availability. Use the Housing Services Office before signing if you need review. [5]

4 BEFORE SCHOOL WITHDRAWAL

4. Hand-carry school, immunization, and support records

Contact the School Liaison before relying on a boundary assumption. If applicable, coordinate early with EFMP. [6][7]

5 BEFORE AND AFTER THE MOVE

5. Update DEERS and verify TRICARE enrollment

Review each family member's DEERS record, confirm plan-transfer instructions, and hand-carry medications and necessary records. [8]

6 TRAVEL AND ARRIVAL

6. Carry the documents you cannot afford to lose

Keep orders, amendments, IDs, receipts, vehicle documents, medications, and first-night essentials with you - never in household goods. [2][4]

7 FIRST DUTY WEEK

7. Follow unit-directed in-processing and close the loops

Complete personnel and finance actions in the unit's sequence. List every unresolved pay, shipment, housing, school, or medical issue with an owner and next date. [9]

KEEP THE LIVE VERSION HANDY

Details, official links, and updates

Scan or visit the source-backed checklist. The page also carries the \$39/year Fort Belvoir founding-membership launch notice.

moralecall.com/fort-belvoir-pcs-checklist.html



Official source map: [1] Army Sponsorship [2] Newcomers [3] Household Goods [4] Military OneSource [5] Housing [6] Schools [7] EFMP [8] TRICARE/milConnect [9] Military Personnel Division