

PCS Checklist



As Soon as You Receive Orders

- ☐ Review your orders carefully.
- ☐ Contact your assigned sponsor.
- ☐ Notify your current landlord or begin home sale preparations.
- ☐ Research your new duty station and surrounding area.
- ☐ Create a PCS binder or digital folder for important documents.

Schedule Your Move

- ☐ Decide on a government-arranged move or Personally Procured Move (PPM/DITY).
- ☐ Schedule household goods pickup.
- ☐ Schedule vehicle shipment (if applicable).
- ☐ Reserve temporary lodging if needed.
- ☐ Book flights or plan your road trip.

Financial Preparation

- ☐ Create a PCS budget.
- ☐ Save receipts for reimbursable expenses.
- ☐ Review your travel entitlements.
- ☐ Notify your bank of your move if necessary.
- ☐ Update automatic payments and subscriptions.

Housing

- ☐ Contact the Military Housing Office.
- ☐ Decide whether to live on or off base.
- ☐ Research neighborhoods.
- ☐ Schedule virtual or in-person home tours.
- ☐ Set up renters or homeowners insurance.

Important Documents

Keep these together:

- ☐ Orders
- ☐ Military IDs
- ☐ Driver's licenses

- ☐ Passports
- ☐ Birth certificates
- ☐ Social Security cards
- ☐ Marriage certificate
- ☐ Vehicle registration
- ☐ Insurance information
- ☐ Medical records
- ☐ Pet vaccination records

Medical

- ☐ Request copies of medical records.
- ☐ Transfer prescriptions.
- ☐ Schedule final appointments.
- ☐ Notify your dentist and specialists.
- ☐ Obtain pet health certificates if traveling.

Family

- ☐ ☐ Notify children's schools.
- ☐ ☐ Request school records.
- ☐ ☐ Arrange childcare if needed.
- ☐ ☐ Update DEERS information if applicable.

Pets

- ☐ Update microchip information.
- ☐ Pack food and medications.
- ☐ Reserve pet-friendly lodging.
- ☐ Locate a veterinarian near your new home.

Vehicle

- ☐ Service your vehicle before traveling.
- ☐ Check tires and fluids.
- ☐ Pack an emergency kit.
- ☐ Verify insurance coverage.
- ☐ Research state registration requirements.

Pack a "First Night" Bag

Include:

- ☐ Clothing for several days
- ☐ Toiletries
- ☐ Chargers
- ☐ Medications

- ☐ Snacks
- ☐ Water
- ☐ Important paperwork
- ☐ Cleaning supplies
- ☐ Bedding
- ☐ Pet essentials

Before Leaving

- ☐ Forward your mail.
- ☐ Transfer or cancel utilities.
- ☐ Return library books or borrowed items.
- ☐ Empty the refrigerator.
- ☐ Take photos of your home.
- ☐ Clean the residence.

Upon Arrival

- ☐ Check into your unit.
- ☐ Meet with the Military Housing Office.
- ☐ Register your vehicle if required.
- ☐ Obtain any required base passes.
- ☐ Locate the commissary, exchange, pharmacy, and medical clinic.
- ☐ Introduce yourself to neighbors.

If You're PCSing to Las Vegas

- ☐ Set up NV Energy and Southwest Gas (if applicable).
- ☐ Research the best routes to Nellis or Creech to avoid peak traffic.
- ☐ Find a local grocery store, pharmacy, and veterinarian.
- ☐ Explore military discounts around Las Vegas.
- ☐ Join local military spouse and community groups.
- ☐ Sign up for the **Vegas Military Life** newsletter for local events, newcomer tips, and community resources.

Things I Wish People Told me Before Moving to Las Vegas

Home & Utilities

- ☐ Take photos and videos of every room before movers arrive.
- ☐ Photograph valuable items and record serial numbers.
- ☐ Measure large furniture before moving into your new home.
- ☐ Pack a basic tool kit separately (screwdriver, hammer, box cutter, tape measure).
- ☐ Pack light bulbs—sometimes rental homes are missing them.

- ☐ Keep a roll of toilet paper, paper towels, trash bags, and cleaning wipes accessible for move-in day.
- ☐ Label boxes by **room**, not just by contents.

Technology

- ☐ Download maps for offline use if driving.
- ☐ Save digital copies of all important documents.
- ☐ Bring chargers in your carry-on or overnight bag.
- ☐ Back up your computer and phone before moving.
- ☐ Change the address on online shopping accounts before placing new orders.

Financial

- ☐ Bring cash for tolls, tips, or emergencies.
- ☐ Know your travel reimbursement process before you leave.
- ☐ Keep receipts organized by category (fuel, lodging, meals, etc.).
- ☐ Check your credit card for travel benefits or rental car coverage.
- ☐ Make a list of subscriptions to update after your move.

Road Trip

- ☐ Download podcasts, audiobooks, and playlists ahead of time.
- ☐ Pack a small cooler with drinks and snacks.
- ☐ Keep jumper cables and a tire inflator in your vehicle.
- ☐ Have an emergency contact who knows your travel route.
- ☐ Check weather along your route, not just your destination.

Family

- ☐ Pack comfort items for children (favorite blanket, stuffed animal, books).
- ☐ Give older kids a backpack with activities for travel.
- ☐ Research local parks before arriving.
- ☐ Look up school enrollment requirements ahead of time.

Pets

- ☐ Bring extra food in case your shipment is delayed.
- ☐ Keep medications in your vehicle—not packed with household goods.
- ☐ Locate an emergency veterinarian near your new home.
- ☐ Bring a familiar blanket or toy to help reduce stress.

Mail & Accounts

People almost always forget at least one of these.

- ☐ USPS mail forwarding
- ☐ Amazon address
- ☐ Bank accounts
- ☐ Credit cards
- ☐ Car insurance
- ☐ Health insurance
- ☐ Driver's license (if required)
- ☐ Vehicle registration
- ☐ Voter registration
- ☐ Pharmacy
- ☐ Employer payroll
- ☐ Streaming services (for local channels)

Household Goods

- ☐ Carry medications with you, not in the moving truck.
- ☐ Pack important documents separately.
- ☐ Keep jewelry with you.
- ☐ Bring one set of sheets so you can make your bed immediately.
- ☐ Pack shower curtains—you'll thank yourself on the first night.
- ☐ Bring coffee supplies if you're a coffee drinker.



If You're Moving to Las Vegas

Summer Heat

- ☐ Don't leave candles, electronics, medications, or chocolate in your car.
- ☐ Bring extra water if arriving between May and September.
- ☐ Plan outdoor tasks for early morning or evening.
- ☐ Have sunscreen accessible on move-in day.

Vehicles

- ☐ Get your window tint checked for Nevada regulations.
- ☐ Expect your car battery to wear out faster in the desert climate.
- ☐ Consider a windshield sunshade—they make a noticeable difference.

Home

- ☐ Learn how your irrigation timer works if you have desert landscaping.
- ☐ Replace your HVAC filter shortly after moving in.
 - ☐ Don't get a thick filter, it will freeze up your AC line.
- ☐ Locate the nearest grocery store, pharmacy, urgent care, and gas station.