

PCS Checklists for Your Move To Corpus Christi TX

You've received orders and the clock is ticking!

A PCS or a permanent change of status is part of military life. It applies when the service member's new duty station is more than 50 miles away from his previous duty station. Every year, about 400,000 service members and their families relocate.

One of the things you might be concerned about is what your new area has to offer to your family. There is no need to worry if you have received your orders to Naval Air Station (NAS) Corpus Christi. I'm sure that you and your family will love everything our coastal town has to offer.

Corpus Christi is a large city in South Texas, located in the "Coastal Bend" area. It has a vibrant culture and a welcoming environment. There are also exceptional dining options and wonderful educational opportunities here.

NAS Corpus Christi is located on the southeast side of the city. Currently, it is the major hub of military activity in South Texas. The base employs over 10,000 people from all over the country.

Regardless of how many times you have done it, a PCS move is always challenging. It entails uprooting your family and saying goodbye to friends. The experience also includes finding a new place to live at the new duty station. Military families also have to identify schools for the kids and new jobs for spouses.

You get it. The list goes on.

We understand that a successful military relocation requires a lot of work and organization. We have prepared these checklists to help you stay on top of your move.

These checklists are a very essential part of the PCS process and help ensure proper lead time to get things done.

3 Months Before Moving	1 Week Before Moving
2 Months Before Moving	Final Days Before Moving
1 Month Before Moving	Moving Day
3 Weeks Before Moving	After the Move

Three months before the move

Do the following tasks three months before moving:

Tasks:	Done
If you're an active service member, schedule a counseling session at your base transportation office.	
Decide if the government is going to handle the move for you, or if you are going to make a Personally Procured Move (PPM).	
Save money for the non-refundable travel expenses.	
Talk to the family about the moving process, especially the children, to help them overcome their fear of relocation.	
If you have a baby, make arrangements for special moving needs.	
Tell your landlord that you're going to move, but don't give a specific date yet.	
Start making shipment arrangements for your vehicle(s) if	

necessary. If you are using your base transportation office, schedule an appointment for a counseling session.	
Monitor tax deductible moving expenses, such as pre-move hunting costs.	
Create an inventory of valuable possessions. Make sure to get appraisals if you have antiques or collections.	
Organize important documents such as birth certificates, insurance, or warranties.	
Make a list of people to inform about your transfer and forwarding address.	
If you are a member of clubs and groups, let them know that you're relocating. If possible, transfer your membership.	
Take care of the necessary medical, optical, or dental appointments.	
Get your records and see how they can be forwarded later.	
Prepare a Power of Attorney or Letter of Authorization for unexpected circumstances.	
Check the closets and drawers. Sort clothes and other items to give or sell.	
Make sure all stickers from prior moves have been removed from the furniture.	
Avoid making purchases by mail order.	

Two months before the move

Do the following tasks two months before moving:

Tasks	Done
Dispose of things you no longer use. You can either have a yard sale or sell products to an online marketplace.	
If you're going to buy a new home in Corpus Christi TX, choose one as soon as possible. Take care of financing and schedule closing dates.	
Remind employed family members to give required notice of termination and to get a referral letter. They should also update their resumes for finding jobs in Corpus Christi TX.	
Check schedules and enrollment requirements if you have school-age children. Start looking for childcare options.	
Make the necessary reservations if you intend to take a vacation on your way to your new address.	
If you have vehicles, take care of all maintenance and repairs now.	
Make sure you still have proof of insurance for your car.	
Contact your insurance provider about car safety, home storage, and valuable items.	
If you're using your base transportation office, tell them if you're planning to ship your vehicle. Make sure you provide the estimated weight of the shipment.	
If you have pets, bring them to the local veterinarian for inspection and vaccination.	
Close down any local charge accounts.	
If necessary, open up an account and a safe deposit box at a	

bank in Corpus Christi TX.	
If you need help managing your finances, visit your military base finance center. You can also look for a private financial consultant.	
Check the expiry dates if you plan to use your credit cards during your move.	
Call the Department of Motor Vehicles at Corpus Christi TX for information on a new driver's license and registration.	

One month before the move

Do the following tasks one month before moving:

Tasks	Done
Schedule the pickup and delivery dates with your mover. Arrange for storage if needed.	
Confirm your move-in schedule with your Corpus Christi TX real estate agent.	
If you haven't found a new home yet in Corpus Christi TX, get a post office box for your mail until you have a permanent address.	
Schedule an appointment with your military financial center or financial advisor.	
Consult Travel and Transportation Allowances if you are in active service. Find out whether you are entitled to advanced pay or other benefits.	
Get rid of any unwanted items. You can hold a garage sale, sell them online, or donate them to charity. Keep any receipts from	

your donations for tax purposes.	
Collect the school records of your children or arrange for records to be sent to their new school.	
Make necessary arrangements for letters of transfer from local church and clubs.	
Purchase some short-range walkie-talkies if you're driving in two or more vehicles. This way, while on the road, you can keep in touch.	
If you or a family member is working, arrange with your employer to forward tax withholding forms.	
Check if all health, life, fire, and auto insurance policies are up-to-date. Report your new address to your insurance companies.	
If you have library books and items that have been borrowed, make sure to return them as soon as possible.	
Make sure your vehicle(s) are in good running condition and all required maintenance is completed.	
Keep track of electronic and other important equipment serial numbers.	
Complete an IRS change of address form.	

Three weeks before the move

Do the following tasks three weeks before moving:

Tasks	Done
Get in touch with your military pay office to recertify Basic Allowance for Quarters (BAQ). Get a sign-off on your PCS if you are an active duty service member.	
Confirm packing, pick-up, and delivery dates with mover.	
Check the expiration date of your military ID card. Update it if needed.	
Notify your credit card companies of your new address.	
Notify your stockbroker or investment counselor of your new or temporary address.	
Make arrangements for credit references. Be sure to transfer bank accounts and your safe deposit box.	
Pay any outstanding bills.	
Cancel all local deliveries and services. Confirm your new address with US Postal Service.	
If you loaned items, retrieve them as soon as possible.	
Plan menus based on what's left in the freezer and cabinets.	
Make sure that old TSP markings and stickers have been removed from furniture and boxes.	
Reconfirm moving dates if you are using the Personal Property Shipping Office (PPSO).	
Clean the drapes and carpets.	
Start cleaning your current home.	

Clean your attic, crawl space, or similar storage area.	
Renew and pick any prescriptions. Get prescription slips if you need refills while travelling. Pack your medicine in leak-proof containers.	
If you are an active service member making use of military weight allowances, separate your professional books, papers and equipment (PBP&E). They will be weighed and listed separately on your shipping inventory. Notify the packers that these are your professional items -- their weight will not be counted into your weight allowance.	

One week before the move

Do the following tasks one week before moving:

Tasks	Done
Close the safe deposit box if you've got one.	
Purchase ziplock bags for packing small items.	
Make copies of any important documents before mailing or moving them to your new address.	
Remove wall accessories like drapery rods, small appliances, food and utensil racks.	
Take out all items from underneath stairways, attics, or any other area that does not allow full standing.	
Drain the water from garden hoses, as well as oil and gas from lawn mowers and gas operated tools.	
Disconnect spark plugs.	

Dispose of flammables and have a local propane gas dealer purge and seal refillable tanks.	
Pack electronic components like stereos and TVs	
Place original packing boxes (if they are still in good condition and you want the movers to use them) by the equipment. If you want to store the item yourself in the original package, make sure you leave the boxes open to inventory items.	
If you have a computer, "park" hard disk drive units. Make sure to disconnect computer systems.	
If you are planning to use your own vehicle, ensure that it is in good running condition. Check if all required maintenance has been completed.	
Inform a close friend or relative of your route and schedule so that you can be reached if necessary.	
Set aside cleaning materials to be used after packing and loading.	
Make sure that personal property items are free from soil / pest infestation. Keep in mind that you are responsible for complying with the requirements of USDA and state law.	
If you are an active service member making use of military weight allowances, separate your professional books, papers and equipment (PBP&E). They will be weighed and listed separately on your shipping inventory. Notify the packers that these are your professional items -- their weight will not be counted into your weight allowance.	

Final days before the move

Do the following tasks a few days before moving:

Tasks	Done
Set aside items that will not be packed, including suitcases.	
For items that will help you set up housekeeping at your new address, ship them as "unaccompanied baggage."	
Make a household inventory list and bring it with you.	
Create a complete inventory of all the boxes you will move so you can check them after you move in.	
Help movers by attaching colored stickers to boxes. Prepare your new home's color-coded map so they'll know which rooms to take your belongings to.	
Secure cash, jewelry, important papers, checkbook and other valuable items.	
If you rent a truck or other vehicle for your trip, check it over to make sure it works properly.	
Note the condition of your belongings. If anything is marked "scratched, dented or soiled," note the location of the problem.	
Clean your refrigerator and freezer. Dry them for 1-2 days with doors propped open. Place several charcoal briquettes in a stocking or sock in both the freezer and refrigerator to avoid musty odor.	
Get rid of partly-used cans/containers of substances that may leak. If you are planning to take any jars of liquid with you, carefully tape and place them in individual leak proof bags.	
Disconnect gas and electrical appliances.	
Remove hanging items from the walls, ceilings and cabinets.	

Drain water from hot tubs and waterbeds.	
Switch utility services to your new address in Corpus Christi TX.	

Moving Day

Do the following tasks on the day of your move

Tasks	Done
It's going to be a long day. Wake up early and make plans before the movers arrive.	
Remember to eat. You can also prepare packers' snacks, if you want.	
Make sure that you or someone reliable is at home when the move is conducted.	
Carry personal belongings and valuable items such as cash, jewelry and checkbooks	
Get your pets under control before movers arrive. If you haven't made boarding arrangements, you may ask a neighbor or friend to keep them for you.	
Check twice if you have packed everything.	
Have a handy marker for making additional notes. Carry a "basics" box on the day you move in.	
If you are hand-carrying any boxes with you, mark "DO NOT MOVE" on them clearly.	
Confirm the mover's inventory is complete and accurate.	
Observe the loading and unloading. Check all items carefully before signing a receipt.	

Note of the condition of your belongings. If anything is marked "scratched, dented or soiled," note the location of the problem.	
If the military is taking care of your move, be sure to get a copy of the GBL, the DD-619 (if CONUS), and the Household Goods Inventory from the packers before they leave the residence. Check if the inventory is accurate and complete. Keep a copy with other important records you are hand carrying.	
Check the entire house before releasing the packers to ensure that nothing has been left behind.	
Leave the keys that are needed by the new tenant or owner with your realtor or neighbor.	
Hand-carry finance and other important documents.	

After the Move

Do the following tasks after you move into your new home in Corpus Christi TX

Tasks	Done
Call the transportation office at your new duty station as soon as possible. Provide them with a phone number where the member or designated representative may be reached.	
If you are making use of the destination Household Goods Office, call them to arrange for delivery of personal property.	
Arrange for the gas, telephone, and electricity to be connected. Check the pilot lights on the stove, the water heater, the incinerator and the furnace.	

<p>If you're from another state, register your car and get a new driver's license as soon as possible.</p>	
<p>Register your children at school and get in touch with the health services.</p>	
<p>Clean the hard-to-reach areas in your new home before the moving van arrives.</p>	
<p>Check the inventory of the mover before departure. Ensure that they match with your copy.</p>	
<p>Plan where to place each piece of furniture. Remember, the mover has to place each piece only once.</p>	
<p>During the delivery, you are entitled to the reassembly of all items that were disassembled by the carrier. You are also entitled to have everything unpacked, with packing materials removed from the residence, unless you specifically waive this service.</p>	
<p>If there are missing or damaged items in transit, you must list these items on your DD Form 1840. Make sure that three legible copies of this form are received. This is not a claim, only a record of loss or damage. Any additional loss or damage discovered after the carrier has completed delivery should be noted on the reverse side of DD Form 1840, which is DD Form 1840R.</p>	

With our assistance, moving to Corpus Christi TX can actually be a smooth and even enjoyable process. All that is required is a little preparation and in no time you can comfortably stay in your new home.

Call either one of us: Elizabeth Straessle from the All American Home Source Realty team, at 361-878-8000. We understand what military buyers are looking for, as well as the ins and outs of military moves. Let us help you experience a smooth PCS move to Corpus Christi TX. Thank you for your service!