



MILITARY DUTY STATION MOVE PLANNER

MILITARY PCS MOVING BINDER

PLAN • ORGANIZE • TRANSITION

This planner belongs to:

SECTION 1

PCS OVERVIEW

Start • Plan • Prepare



PCS Orders Tracker



SERVICE MEMBER NAME:			
RANK:			
BRANCH:			
CURRENT DUTY STATION:			
NEW DUTY STATION:			
REPORT NO LATER THAN DATE (RNLT):			
ORDERS RECEIVED DATE:			
TASK / REQUIREMENT	DATE COMPLETED	POINT OF CONTACT	NOTES
ORDERS RECEIVED			
ORDERS REVIEWED			
DEPENDENTS VERIFIED			
EFMP SCREENING			
DEERS UPDATED			
MEDICAL RECORDS REQUESTED			
DENTAL CLEARANCE			
TRANSPORTATION OFFICE CONTACTED			
HOUSING OFFICE CONTACTED			
TRAVEL ARRANGEMENTS STARTED			
HHG SHIPMENT SCHEDULED			
VEHICLE SHIPMENT (IF APPLICABLE)			
FINANCE APPOINTMENT			
LEAVE APPROVED			
IMPORTANT DEADLINES:			
SPECIAL INSTRUCTIONS:			
ADDITIONAL NOTES:			

Base Housing Planner



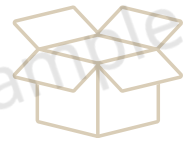
INSTALLATION NAME:				
HOUSING OFFICE CONTACT:				
WEBSITE:				
DATE CONTACTED:				
WAITLIST STATUS (Y/N):		ESTIMATED WAIT TIME:		
FAMILY DETAILS				
RANK:				
FAMILY SIZE:				
BEDROOM REQUIREMENTS:				
PET (TYPE / BREED / WEIGHT):				
HOUSING DETAILS				
HOUSING AREA	BEDROOMS	ESTIMATED WAIT	PET FRIENDLY	AMENITIES
AMENITIES CHECKLIST				
☐ GARAGE		☐ PLAYGROUND NEARBY		
☐ FENCED YARD		☐ SCHOOL NEARBY		
☐ WASHER / DRYER HOOKUPS		☐		
☐ INCLUDED UTILITIES		☐		
PROS:				
CONS:				
DECISION:				
FOLLOW-UP ACTIONS:				

Travel Itinerary



TRAVELER NAME(S):
MOVE TYPE (CONUS / OCONUS / PPM / HHG):
DEPARTURE LOCATION:
DESTINATION:
TRAVEL DATES:
ITINERARY
DATE:
FROM / TO:
METHOD (FLIGHT / DRIVE)
DEPARTURE TIME:
ARRIVAL TIME:
CONFIRMATION #
FLIGHT DETAILS (IF APPLICABLE)
AIRLINE:
FLIGHT NUMBER(S):
BAGGAGE ALLOWANCE:
SEAT ASSIGNMENTS:
EMERGENCY INFO
EMERGENCY CONTACT:
TRAVEL ASSISTANCE NUMBER:
NOTES:

Household Goods Inventory



SERVICE MEMEBER NAME:					
MOVE TYPE (HHG / PPB / PARTIAL DITY):					
PICKUP DATE:					
DELIVERY DATE:					
MOVING COMPANY:					
SHIPMENT NUMBER / GBL:					
BOX #	ROOM	ITEM DESCRIPTION	HIGH VALUE?	CONDITION AT PICKUP	CONDITION AT DELIVERY
TOTAL BOXES:					
MISSING ITEMS:					
NOTES:					

School Transfer Tracker



STUDENT NAME:
GRADE LEVEL:
CURRENT SCHOOL:
NEW SCHOOL:

✓	TASK / DATE
☐	NOTIFY CURRENT SCHOOL
☐	REQUEST TRANSCRIPTS
☐	REQUEST IMMUNIZATION RECORDS
☐	WITHDRAW STUDENT
☐	RESEARCH NEW SCHOOL
☐	SUBMIT ENROLLMENT APPLICATION
☐	PROVIDE REQUIRED DOCUMENTS
☐	MEET WITH COUNSELOR
☐	REGISTER FOR CLASSES
☐	
☐	
☐	
☐	

CURRENT SCHOOL CONTACT:
NEW SCHOOL CONTACT:
NOTES:

Notes





Thank You

FOR PREVIEWING!



You've just viewed a sample of this planner.
The complete version includes even more pages to help you
stay organized, plan with confidence, and reach your goals.

THE COMPLETE PLANNER INCLUDES:



FULL PLANNER

All pages and
sections
included



THOUGHTFULLY DESIGNED

Organized layouts
to keep you
on track



PRINTABLE & CONVENIENT

Print as many
times as you
need



INSTANT DOWNLOAD

Get started
right away—
no waiting!



MADE TO SUPPORT YOU

Designed to
simplify your life
and save you time



Ready to get the full planner?



Complete your purchase to unlock every page
and start planning your best days ahead.

printable pages

• BY CJY •



**LOVE THIS
PLANNER?**

Explore more planners and organizational tools
to help you stay organized and inspired every day.

VISIT US AT
ppbycjy.com

