

MILITARY MOVE CHECKLIST FOR ACTIVE DUTY MEMBERS

1. As soon your spouse gets orders: have them make an appointment with their local transportation officer on base.

****For OCONUS moves contact your OMBUDSMAN early for additional checklists!**

2. Have your spouse go to <https://www.militaryonesource.mil/moving-pcs/moving-personal-property/#dps-support> and set up their account.

3. Active Duty Member schedules move as soon as possible. Remember to build flexibility into the process. Know that you might have to move your date one day on either side of your selected date. Remember: Don't schedule travel on the same day you schedule your move!

4. Create an inventory of your high-value items and take pictures of those items.

5. Plan to hand-carry treasured items. Don't let the movers pack your signed baseball or your grandmother's wedding ring. Put everything you don't want packed in a locked room or inside your car, if it is not being shipped.

6. Plan to hand-carry important files (i.e. medical records, car titles and insurance).

7. Plan to hand-carry your first week items: clothing, medicines, shoes, uniforms (and appropriate shoes/boots), iPads, laptops and toys your kids won't want to be without! This includes your active-duty member's Sea Bag!

8. When your household goods are delivered, make note of any damaged or missing items and contact the local transportation office to assist in completing a claim with your mover.

9. File your claim for lost and damaged items within 75 days of delivery.

10. After your move, make sure you fill out your 8-question Customer Satisfaction Survey. The DoD assigns a Best Value Score (BVS) to each Transportation Service Provider (TSP) based on performance and cost. Customer satisfaction surveys make up 70 percent of the score; the remaining 30 percent is cost.