

# USMC ACCOMPANIED CONUS TO CONUS CHECKLIST

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## I. First Steps After Receiving Orders

(These are the actions that should be initiated immediately due to a longer processing time, or because it is an early investment into the overall project. Most of these action items will happen simultaneously; some of them take time; so initiate and then move to the next step)

<input type="checkbox"/>	<p><b>Make sure your Orders are Accurate (Do this immediately)</b></p>	<p>As soon as you receive your orders, make sure all details are accurate.</p> <ul style="list-style-type: none"> <li>• Check service member information, duty stations (present/future commands), family member details (names and birth dates), and reporting dates. Let your supporting admin office (S1/IPAC) know of any errors.</li> <li>• Check to make sure dependents are specifically listed on your orders. If not, submit a formal request for "Accompanied Orders" through your chain of command.</li> <li>• Ensure all endorsements with all funding lines of accounting are included.</li> </ul> <p><i>Tip: If you have a short-fuse shipment, contact your local DMO immediately.</i>  <i>Tip: If you or a family member is enrolled in EFMP, initiate the <b>EFMP checklist</b> ASAP. <a href="#">[Ref 1]</a></i></p>
<input type="checkbox"/>	<p><b>Grab a Calendar &amp; Get Organized</b></p>	<p>Create a rough timeline for your move.</p> <ul style="list-style-type: none"> <li>• Check the NLT (No Later Than) date on your orders and work backwards. Outline your preferred pack-out/pick-up dates, route, or flight dates along with alternative dates. Use one calendar as a central location for all things PCS-related.</li> <li>• If you opted for a PPM, determine how much lead time you need to pack; or if you will hire packers.</li> <li>• If you've opted for a GPM, you must decide on a "<b>7-day scheduling window</b>" in which the TSP will arrange to pick up your shipment.</li> <li>• Your "Move Date" is your "Pick Up Date" — the date you would ideally like everything loaded. Choose a 7-day window. Enter the last day into DPS and the window will auto-populate.</li> <li>• <b>Pack Dates</b> happen in the days immediately preceding your Pick Up Date — outside your 7-day spread but not on weekends or holidays without your permission.</li> </ul> <p><i>Example: Move Date = Apr 24 → DPS auto-populates Apr 18–24. TSP choosing Apr 18 pickup means pack days may be Apr 13, 14 &amp; 17.</i>  <i>Check out the <b>7-Day Scheduling Window Fact Sheet</b> <a href="#">[Ref 23]</a></i>  <i>Tip: Once your shipment is awarded in DPS, the TSP must contact you within 3 days to confirm a pick-up date.</i>  <i>* For parents of school-age children: Confirm early withdrawal/late enrollment dates with current and prospective schools when choosing move dates.</i></p>
<input type="checkbox"/>	<p><b>Submit your Housing Application</b></p>	<p>Apply for base housing even if you intend to live off base. Use the Installation Search <a href="#">[Ref 5]</a> to find your local installation housing page.</p>
<input type="checkbox"/>	<p><b>Sign up for an MCCS Relocation Class with your IR&amp;R Office (If available)</b></p>	<p>Search for your local MCCS Information, Referral, &amp; Relocation (IR&amp;R) website to sign up.</p> <ul style="list-style-type: none"> <li>• Per MCO 1754.10B <a href="#">[Ref 3]</a>, a PCS workshop is required for the service member and highly encouraged for the spouse. Visit the IR&amp;R page <a href="#">[Ref 4]</a> to find your local office.</li> </ul> <p><i>A great resource if you are unable to attend: <b>NAVSUP Counseling Webinar Videos</b> <a href="#">[Ref 22]</a>.</i></p>
<input type="checkbox"/>	<p><b>Submit your Outbound Interview (OBI)</b></p>	<p>Sign into your Marine On-Line (MOL) account to complete your Outbound Interview (OBI).</p> <ul style="list-style-type: none"> <li>• All Marines in receipt of PCS orders will utilize the OBI module within MOL. This covers all information needed by IPAC/admin to finalize PCS orders and will determine your travel entitlements.</li> </ul>
<input type="checkbox"/>	<p><b>Request a sponsor if you have not been assigned one</b></p>	<p>Contact the Sponsorship Coordinator (SC) of your gaining command or your local IR&amp;R Office.</p> <ul style="list-style-type: none"> <li>• Per MCO 1320.11H <a href="#">[Ref 2]</a>, sponsors are to be of equal or higher pay-grade to arriving service members. Commands are encouraged to match marital status.</li> <li>• Your sponsor should be in contact with you no less than 60 days prior to arrival and will assist with housing, local resources, and more.</li> <li>• Your sponsor should receive Sponsorship Training (IR&amp;R Office) in order to assist you.</li> </ul>

## II. Initial Helpful Resources

<input type="checkbox"/>	<b>Helpful Facebook Pages / Websites</b>	<ul style="list-style-type: none"> <li>• <a href="#">USMC PCS Support Facebook group</a> for PCS information within CONUS</li> <li>• <a href="#">U.S. Marine Corps Passenger Transportation Facebook Page</a></li> <li>• <a href="#">MCICOM G4 PCS Support Website</a></li> <li>• <a href="#">2026 Peak Season MARADMIN</a></li> <li>• <a href="#">Personal Property Activity (PPA)</a> — <a href="#">PCS 101 Complete Moving Guide</a></li> </ul>
<input type="checkbox"/>	<b>Create a "Move Binder" with important documents</b>	<p>Create a binder with all of your important documents in one place.</p> <p><b>Military:</b> copies of orders, detaching endorsement, etc.</p> <p><b>Personal:</b> Social Security cards, medical/immunization/dental records, birth/marriage certificates, school records/transcripts/IEPs.</p> <p><b>Move paperwork:</b> TSP inventory sheets, important receipts, vehicle storage paperwork, TLF (hotel) info, important contacts.</p> <p><b>Other:</b> EFMP paperwork, college transcripts/licensure, naturalization certificates, divorce/adoption/guardianship/custody documents.</p> <p><i>Tip: Anything you would not want lost in the move should be hand-carried with you!</i></p>

## III. The Earlier, the Better (180–90 Days Out)

*These are recommended timelines but can occur sooner/later based on other steps in the process.*

<input type="checkbox"/>	<b>Understand your HHG weight</b>	<p>It is crucial the service member understands the total weight of HHG they are authorized. Entitlements can be verified in the DTR IV "It's Your Move" <a href="#">[Ref 27]</a> on page 5. Use the PPA weight estimator tool <a href="#">[Ref 25]</a>.</p> <p><b>Pro Gear</b> does not count against your total weight allowance. Net weight limit is 2,000 lbs. Marines may request an additional 500 lbs for Spouse Pro Gear, which includes items required for employment and homeschool materials. All Pro Gear requests MUST be submitted to the local PPO BEFORE the move.</p> <p><b>Gun safes</b> (&lt;500 lbs) are authorized to ship in addition to your authorized weight, not to exceed 18,000 lbs. Must be shipped empty.</p> <p><i>Note: O6 and above must request additional weight allowance from their local TO/DMO.</i></p>
<input type="checkbox"/>	<b>Decide on a PPM or GPM, or partial PPM</b>	<p><b>Full PPM:</b> You control your move and are eligible for 100% of the Government Constructed Cost (GCC).</p> <p><b>GPM:</b> The government handles packing, loading, shipping, unloading, and unpacking. The member is responsible for understand their responsibilities found in the DTR <a href="#">[Ref 27]</a>. (JTR 051501 <a href="#">[Ref 8]</a>)</p> <p><b>Partial PPM:</b> Ship the majority via GPM and privately transport higher-value items.</p> <p><b>Small Package PPM:</b> Ship smaller necessity items in an expedited manner. See the USMC Small Package PPM handout <a href="#">[Ref 40]</a> (JTR 051503 <a href="#">[Ref 8]</a>).</p> <p><i>See Attachments A and/or B at the end of this checklist based on your chosen shipment method.</i></p>
<input type="checkbox"/>	<b>Prepare to schedule your shipments</b>	<p>As soon as you receive your orders, start with DMO for HHG applications to lock in pack-out and pick-up dates.</p> <ul style="list-style-type: none"> <li>• Use the Installation Search <a href="#">[Ref 5]</a> option to find your nearest DMO (or Personal Property Office if not on a USMC base).</li> </ul> <p><i>If this is your first time moving, contact your local DMO first to receive instructions to create an account.</i></p> <p><b>NEW (April 2026):</b> Homeschooling materials may now be included as PBP&amp;E (Pro Gear) — see JTR Appendix A.</p>

<input type="checkbox"/>	<b>Schedule your HHG shipments in DPS</b>	<p>Log into DPS <a href="#">[Ref 26]</a> to schedule your shipments. Have the following ready:</p> <ul style="list-style-type: none"> <li>• Contact info, estimated weight, pick-up &amp; delivery locations and dates (no weekends or holidays), and any special items/PBP&amp;E (Pro Gear).</li> </ul> <p><i>Tip: If you don't know your exact delivery address, use your new duty station (e.g., Camp Pendleton, CA) and update once you arrive.</i></p> <p>If completing a PPM, you will select HHG then toggle “yes” when it prompts if you are conducting a PPM.</p> <p>Completing this step will generate your DD Forms. Review first, then sign. Contact your local DMO with any questions.</p>
<input type="checkbox"/>	<b>Decide on Transportation options</b>	<p>Make a plan for your vehicles and dependents. Transportation options (JTR 050101 <a href="#">[Ref 8]</a>):</p> <ol style="list-style-type: none"> <li>1) Government transportation</li> <li>2) Government-procured commercial transportation (e.g., flight)</li> <li>3) Personally procured commercial transportation (e.g., rental car)</li> <li>4) Privately owned transportation</li> <li>5) Mixed Mode transportation (more than one mode)</li> </ol> <p><i>Tip: For families with 2 POVs, check JTR 052902 for “drive one, ship one” reimbursement options. Discuss your plan with your local IPAC before making arrangements.</i></p>
<input type="checkbox"/>	<b>Map your route</b>	<p>For trips over 400 miles, divide the official distance by 350 to determine authorized travel days. If the remainder is 51 or more, one additional travel day is allowed (JTR 050205 <a href="#">[Ref 8]</a>).</p> <p><i>Example: 2,400 miles ÷ 350 = 6 days + 300-mile remainder (300 &gt; 51) = 7 travel days.</i></p> <p><i>For unique dependent travel situations, visit JTR 0504.</i></p>
<input type="checkbox"/>	<b>Create a budget</b>	<p>Come up with a spending plan. There will be some up-front costs that will be reimbursed later, but also plan for start-up expenses once you arrive (pantry, cleaning supplies, utilities). Do not forget to request Dislocation Allowance (DLA) on your travel voucher once your PCS is complete. Advanced DLA is no longer authorized if the active duty Marine has a GTCC.</p>
<input type="checkbox"/>	<b>Contact IPAC for Entitlement Questions</b>	<p>Know your entitlements — call or visit your local IPAC:</p> <ul style="list-style-type: none"> <li>• TLE (Temporary Lodging Expense): Authorized 21 days for CONUS-to-CONUS moves. Can be split between losing and gaining PDS. <a href="#">[Ref 9]</a></li> <li>• DLA (Dislocation Allowance): Partially reimburses for relocation expenses (typically reimbursed upon check-in once travel claim is completed). <a href="#">[Ref 10]</a></li> <li>• Per Diem: Flat rate for each day of travel. SM may not receive both per diem and TLE for the same day. <a href="#">[Ref 11]</a></li> <li>• BAH: Kicks in once the service member checks in at the new duty station. <a href="#">[Ref 12]</a></li> <li>• GTCC: Know your limit. Ask your S-1/ODTA if you need to raise your limit. Ensure it is activated and in mission-critical status prior to departure.</li> <li>• LICWO: Contact your chain of command regarding this entitlement. <a href="#">[Ref 13]</a></li> </ul>
<input type="checkbox"/>	<b>Start sorting your Household Items</b>	<p>Decide what you will ship, hand carry, and what you will purge.</p> <p>Set aside items not authorized to be moved or stored. See Appendix A-I “Hazardous Materials” <a href="#">[Ref 28]</a>. Your TSP may have additional restrictions — discuss during your Pre-Move Survey.</p>
<input type="checkbox"/>	<b>Renew your Driver's License (if applicable)</b>	<p>If you plan to maintain residency at your current PDS, ensure your DL is not due to expire. Check laws at both the new and old PDS. Note: If using your driver's license to access a military installation or flying, a Real ID <a href="#">[Ref 14]</a> is required.</p>
<input type="checkbox"/>	<b>Renew your Military ID (if applicable)</b>	<p>Dependents will need the active duty service member present to renew a military ID. Dependents without a Sponsor present must have a valid DD Form 1172-2 signed by the Sponsor and a Verifying Official (valid 90 days from signature). Power of Attorney accepted if it states DEERS or Military ID card related transactions. See Military One Source <a href="#">[Ref 15]</a> for potentially renewing online.</p>

<input type="checkbox"/>	<b>Make hotel reservations at new/old PDS</b>	Check with base accommodations first and obtain a certificate of non-availability if applicable. If you require a pet-friendly hotel, contact the hotel directly for policy and reservation.
<input type="checkbox"/>	<b>Notify your landlord or prepare to sell/rent your home</b>	Once you know your estimated moving dates, make a plan for your current home. Notify your landlord or make plans to sell/find renters if living in off-base housing. <i>Remember: the Servicemember Civil Relief Act [Ref 16] may apply.</i>

#### IV. The Earlier, The Better (90–30 Days Out)

<input type="checkbox"/>	<b>Plan your pet's travel</b>	Per JTR 050107 [Ref 8], reimbursement is issued for relocation costs of ONE household pet (cat or dog). Moving within CONUS is limited to <b>\$550</b> for one pet per set of orders.
<input type="checkbox"/>	<b>Collect Medical / Dental Records</b>	Request copies of pertinent immunization, dental, and other medical records — or request your doctor's office send them directly to your new MTF/PCM. This process can take time, so notify providers well in advance.
<input type="checkbox"/>	<b>Contact the School Liaison (if applicable)</b>	Locate and contact the School Liaison for school registration information at your new duty station. Your current duty station can also provide assistance. [Ref 17]
<input type="checkbox"/>	<b>Contact the Child Development Center (CDC) (if applicable)</b>	CDCs often have waitlists. Find the CDC at your new duty station. [Ref 18] Visit <a href="http://www.militarychildcare.com">www.militarychildcare.com</a> [Ref 19] to add your child(ren) to a waitlist. <i>Subsidies are available in some areas — visit Childcare Aware [Ref 20] for more information. Be aware of the Pilot Program to Reimburse Child Care Provider Transportation Costs Due to a PCS (JTR 050108 [Ref 8]).</i>
<input type="checkbox"/>	<b>Contact IR&amp;R</b>	Information, Referral, & Relocation Offices (IR&R) [Ref 4] have helpful resources about your new duty station on their websites.

#### V. The Last 30 Days Prior to Leaving Old Duty Station

*These can be completed earlier but should be done prior to departure from old PDS.*

<input type="checkbox"/>	<b>Notify credit card companies / banks</b>	Notify your credit card companies and banks that you are moving. Pay any outstanding bills or set up autopay while you are in transit to your new duty station.
<input type="checkbox"/>	<b>Submit Change of Address</b>	It can take 7–10 business days to forward a mailing address through USPS. If you do not have a new address yet, consider placing a hold on your mail or forwarding to a family member temporarily.
<input type="checkbox"/>	<b>Share your forwarding address with providers</b>	Update your new address with healthcare providers and any other local services you utilize as soon as you have it so that outstanding bills can be forwarded directly to you.
<input type="checkbox"/>	<b>Cancel utilities / delivery services</b>	Check any subscriptions, utilities, or delivery services you may have and cancel or update your address.
<input type="checkbox"/>	<b>Double-check GTCC status</b>	Check with your S1/Admin/ODTA to make sure your GTCC is activated and in “mission critical” status prior to travel.
<input type="checkbox"/>	<b>Tricare</b>	Stay enrolled in your current TRICARE plan. You may need to transfer regions after you arrive. Fill or refill any prescriptions to carry you through your relocation period.
<input type="checkbox"/>	<b>Begin Unit Check-Out Process</b>	The active duty Marine will begin the check-out process typically within 30 days of departure. Ensure you ask any last-minute questions regarding entitlements during this time.

<input type="checkbox"/>	<b>Separate suitcases and items you will be traveling with</b>	<ul style="list-style-type: none"> <li>• Consider blocking off a section of your home clearly labeled “DO NOT MOVE.”</li> <li>• Set aside suitcases (for travel), trash, and donations.</li> <li>• Keep passports, move binder, purses, etc. out of reach of movers — consider placing them in your car.</li> <li>• Don't forget medications, along with refills to get you through the relocation process.</li> <li>• Start setting aside snacks and entertainment, especially if traveling with children!</li> </ul>
<input type="checkbox"/>	<b>Final housing cleaning and inspection</b>	Clean your home and ensure none of your personal belongings are left behind. Complete your home inspection (if applicable), turn in the keys, and say goodbye to your neighbors!

## VI. Travel to your New PDS

<input type="checkbox"/>	<b>Keep receipts</b>	Keep copies of all receipts for gas, hotels, and food during your travel. Receipts may need to be submitted if utilizing the GTCC during travel days.
<input type="checkbox"/>	<b>Track local weather</b>	Weather can change in a moment's notice — track severe weather alerts along your route. Have a plan if severe weather hits and know where you should go.

## VII. After Arriving to your New PDS

<input type="checkbox"/>	<b>Check-in with Unit</b>	Your sponsor should assist with the check-in process and introduce you to your gaining command.
<input type="checkbox"/>	<b>Update credentials with Alert!</b>	Ensure your Alert! profile is updated to reflect your new duty station. <a href="#">[Ref 6]</a>
<input type="checkbox"/>	<b>Tricare</b>	Update your TRICARE region if needed. This must be completed within 90 days as a qualifying life event. Learn more at Tricare Life Events. <a href="#">[Ref 21]</a>
<input type="checkbox"/>	<b>Finalize housing</b>	If utilizing base housing, report to the family housing office for assignment.
<input type="checkbox"/>	<b>Complete Inbound Interview (IBI) and Travel Voucher NLT 5 days after arrival</b>	This will update your pay and entitlements. Ensure you submit any reimbursable receipts (pet fees, TLE, etc.) and select yes to receiving Dislocation Allowance (DLA). <i>TLE may require a supplemental voucher depending on length of stay.</i>
<input type="checkbox"/>	<b>Follow-up with pay and entitlement payouts</b>	Check weekly on MOL travel tab for status updates on the travel voucher. Ensure all entitlements were paid at the correct rate.
<input type="checkbox"/>	<b>Attend welcome aboard brief at new location</b>	Verify if your new duty station offers a welcome aboard / newcomers brief. <a href="#">[Ref 7]</a>

## Attachment A — Government Procured Move (GPM) Guide

(The timeline for your shipments will vary depending on how early/late you choose to ship your belongings. There is no “right” answer to when you send your items)

<i>Prepping for Packout / Pickup</i>		
<input type="checkbox"/>	<b>Confirm dates with your TSP</b>	Contact your TSP to confirm all dates. Pack-out dates are the days leading up to your pick-up date (varies by estimated weight). The pick-up date is the day your items are placed on the truck.
<input type="checkbox"/>	<b>Complete your Pre-Move Survey</b>	Call your TSP or DMO if you are within one week of moving day and have not had a Pre-Move Survey completed. The assigned TSP will contact you to schedule — usually done at your home or over the phone. They will estimate weight and identify special items entered in DPS.
<input type="checkbox"/>	<b>Read Tips from Military One Source &amp; PPA</b>	Read the Military One Source “Prepping your move” tips <a href="#">[Ref 31]</a> & PPA: Moving and Packing Tips <a href="#">[Ref 33]</a> .
<input type="checkbox"/>	<b>Prepare household items / appliances and create an inventory</b>	<p>Drain lawnmower, tape remotes to electronics, remove all batteries, remove all items from walls (curtains, pictures, TVs), disassemble outdoor playsets, move items out of attic/crawl space, and ensure all appliances are disconnected.</p> <ul style="list-style-type: none"> <li>• <b>Create your own inventory:</b> Start with your highest-value items. Keep all receipts, get appraisal records, and take photos/videos prior to packing. Video record electronics/appliances in working condition and photograph serial number plates.</li> </ul> <p><i>Tip: Keep a copy of your inventory in your move binder.</i></p>
<input type="checkbox"/>	<b>Know your Important Phone Numbers</b>	<p><b>DMO:</b> Call for questions before your move, entitlement questions, scheduling counseling, issues with the moving company, date/location changes, or to postpone/cancel a shipment. Find your local DMO at PPA Customer Service Contacts. <a href="#">[Ref 24]</a></p> <p>DMO Phone: _____</p> <p><b>Quality Assurance (QA):</b> Call for moving day issues.</p> <p>QA Phone: _____</p> <p><b>Moving Company / TSP:</b> Check DPS for contact info. Use for pre-move survey, coordinating delivery, date change requests, inconvenience claims, or loss/damage claims.</p> <p>TSP Move Coordinator: _____</p> <p><b>Origin JPPSO:</b> Call for date/location changes, postpone/cancel a shipment, or request shipment status.</p> <p>JPPSO Phone: _____</p> <p><b>Personal Property Activity (PPA):</b> Contact if unable to reach local DMO. Operates 24/7 during peak season.</p>
<input type="checkbox"/>	<b>Prepare your specialty items</b>  <b>DTR</b> <a href="#">[Ref 27]</a> <b>Weapons</b> <a href="#">[Ref 29]</a> <b>Boats</b> <a href="#">[Ref 30]</a>	<p>The TSP will provide info on preparing items needing special consideration. See DTR “It’s Your Move” <a href="#">[Ref 27]</a> and PPA: Personal Property Entitlements <a href="#">[Ref 25]</a> for full details.</p> <ul style="list-style-type: none"> <li>• <b>Lithium-Ion Batteries (as of May 2023):</b> Restricted to &lt;100Wh per battery. All lithium batteries must be packaged and labeled separately. See Factsheet <a href="#">[Ref 23]</a></li> <li>• <b>Pro Gear:</b> Separate from HHG and identify as pro-gear so it is listed as such on the inventory.</li> <li>• <b>Motorcycles:</b> Can be shipped as a POV or as part of HHG. Check with TSP and DTR IV section G. Must drain fuel and disconnect battery.</li> <li>• <b>Alcohol:</b> Shipment of sealed alcohol is now authorized (MARADMIN 289/19). Subject to state laws per DTR IV K1 p.15 and 27 U.S.C. §122.</li> <li>• <b>Weapons:</b> Must comply with local/state laws and ATF regulations per DTR IV K1 p.17 and DTR IV Chapter 409. Ammunition shipment is NOT authorized.</li> <li>• <b>Boats:</b> Authorized but cost cannot exceed your maximum weight allowance per DTR IV K1 p.16 and DTR IV Chapter 412. Boats ≤ 168”×82”×77” may ship with HHG. Larger boats ship via One-Time-Only rates.</li> </ul>

<b>Packout / Pickup Days</b>		
<input type="checkbox"/>	<b>Moving day rights &amp; responsibilities</b>	<p>Know your rights and responsibilities per DTR IV K1 Section X. <a href="#">[Ref 27]</a></p> <ul style="list-style-type: none"> <li>• Your team may arrive between 8:00 AM – 5:00 PM on pack, pickup, and delivery dates. You are required to be at the residence during this time.</li> <li>• Your team must finish by 5:00 PM, unless approved by the customer, then they may remain until 9:00 PM.</li> <li>• You or your assigned representative must be present during the entire move process.</li> </ul>
<input type="checkbox"/>	<b>Review Moving Day Tips</b>	<ul style="list-style-type: none"> <li>• Keep move binder, purses, medications, jewelry, and valuables locked away or with you at all times.</li> <li>• Make a plan for small children and/or pets while movers are packing.</li> <li>• It is not required to tip or feed the moving crew, but providing water/refreshments is a kind gesture.</li> <li>• The driver is usually in charge. Talk with the driver first if issues arise. If unresolved, call your local DMO or QA.</li> <li>• The moving company will create an inventory and put stickers on all boxes/larger items. They will indicate pre-existing damage. <b>Check the condition codes. If you disagree, write it in the remarks section.</b></li> <li>• <b>Do not sign the inventory sheet until you understand and agree with everything listed.</b></li> <li>• See more moving day tips from Military One Source. <a href="#">[Ref 32]</a></li> <li>• <b>Real Property Damage:</b> If the TSP damages your residence, visit the claims factsheet <a href="#">[Ref 23]</a> and follow the steps under “Residential Damage Claims.”</li> </ul>

<b>After Arrival at New Duty Station</b>		
<input type="checkbox"/>	<b>Accept your Personal Property Shipments (HHG)</b>	<p>Communicate your unpack preference with the TSP ahead of time or in DPS:</p> <ol style="list-style-type: none"> <li>1) <b>Full unpack:</b> Movers empty all boxes into specified rooms; on a flat surface. They are not required to organize or put items away. Include “FULL UN-PACK REQUIRED” in DPS remarks.</li> <li>2) <b>Partial unpack:</b> Movers only open boxes in select areas.</li> <li>3) Movers assemble furniture they disassembled at origin (beds, couches, etc.).</li> <li>4) If you refuse a full unpack, the TSP is not obligated to return to remove packing materials.</li> </ol> <ul style="list-style-type: none"> <li>• Check the Required Delivery Date (RDD) in DPS.</li> <li>• <b>If mold is discovered at ANY point during delivery, HALT DELIVERY.</b> All items must be loaded back onto the truck and inspected at the warehouse.</li> <li>• Use the inventory sheet to check off items as they come off the truck. Annotate any missing items before signing off.</li> </ul>
<input type="checkbox"/>	<b>Storage in Transit (SIT)</b>	<p>If you cannot accept delivery, you are authorized 90 days of SIT per JTR 0518 <a href="#">[Ref 8]</a>. If housing is still unavailable at 90 days, you can request an additional 90 days.</p> <ul style="list-style-type: none"> <li>• SIT can be approved at the origin, destination, or any point in between.</li> <li>• Storage facility must be government-approved.</li> <li>• The 90-day limit is cumulative. You are financially responsible for SIT charges after the time limit expires.</li> </ul> <p><i>Once you can accept HHG, notify your TSP. They must schedule delivery within 7 business days.</i></p>

<input type="checkbox"/>	<b>Submit a Loss / Damage Report</b>	<p>See PPA: The Claims Process for a full explanation of the claims process from start to finish. <a href="#">[Ref 34]</a></p> <p>Note: A Loss/Damage Report is different from an actual claim. You will still need to file a claim for lost or damaged items.</p> <p>Complete DD Form 1840 with your TSP <b>at the time of delivery</b> if any damage is seen at delivery. If any HHG are lost or damaged, you are entitled to full replacement value (FRV).</p> <ol style="list-style-type: none"> <li>1) Inspect all items.</li> <li>2) Note obvious losses/damages and ask the driver to complete and sign DD Form 1840.</li> <li>3) Acknowledge receipt of all high-value items.</li> <li>4) Review all inventories and forms <b>before signing</b>.</li> </ol> <p><i>You can also submit a Loss/Damage report AFTER DELIVERY. For shipments picked up on or before May 14, 2026: 9-month filing period. For shipments on or after May 15, 2026: 12-month filing period.</i></p>
<input type="checkbox"/>	<b>File an itemized claim for Loss / Damage</b>	<p>Log in to DPS to submit a Claim for Loss/Damage. A Loss/Damage Report is NOT a claim — you must submit a separate itemized claim in DPS for every item lost or damaged.</p> <p>Gather before submitting: Manufacturer, brief description, inventory item number, cost at purchase and year, description of damage, proof of value/condition, photos &amp; receipts (if available).</p> <ul style="list-style-type: none"> <li>• For quick reference throughout the process, please refer to the claims factsheet <a href="#">[Ref 23]</a>.</li> </ul> <p>Note: For real property damage, you will submit this type of claim directly to the TSP.</p> <p><i>Questions? Contact the Navy Personnel Claims Unit at (888) 897-8217, (757) 440-6315, or <a href="mailto:norfolkclaims@navy.mil">norfolkclaims@navy.mil</a>.</i></p> <p><i>Remember: this is a negotiation. If you are not happy with an offer, you should reject it.</i></p>
<input type="checkbox"/>	<b>File an Inconvenience Claim</b>	<p>Contact your TSP to file an Inconvenience Claim if HHG are not picked up/delivered by the Required Delivery Date (RDD).</p> <p><b>NEW for 2026:</b> Reimbursement is now 100% of the M&amp;IE per diem rate for the customer. For moves picked up on or after May 15, 2026, all dependents traveling on approved funded relocation orders are also authorized reimbursement at 75% of M&amp;IE.</p>
<input type="checkbox"/>	<b>Complete the Customer Satisfaction Survey (CSS)</b>	<p>Complete the CSS for EACH shipment executed during the PCS. The CSS consists of eight questions and allows you to rate your TSP. HQMC reviews all ratings and holds moving companies accountable. See Fact Sheet <a href="#">[Ref 23]</a></p> <p>Complete via the link in the automated email you will receive after delivery.</p>

## Attachment B — Personally Procured Move (PPM) Guide

<i>Prepping for your PPM</i>		
<input type="checkbox"/>	<b>Obtain your required documents</b>	<p>Ensure your move is set up in DPS and all required forms are signed by your assigned counselor. Read the PPA Guide to PPMs <a href="#">[Ref 35]</a> first!</p> <p><b>Required documents:</b></p> <ul style="list-style-type: none"> <li>• DD1351-2 Travel Voucher (signed by moving counselor) <a href="#">[Ref 36]</a></li> <li>• DD2278 (signed by moving counselor) — <b>Once signed, your PPM is officially approved.</b></li> <li>• PPM Checklist and Expense Certification (mandatory) <a href="#">[Ref 37]</a></li> </ul> <p><b>NOTE:</b> <i>If PCSing to Hawaii, Alaska, or a U.S. territory, you MUST work with DMO for additional guidance.</i></p>
<input type="checkbox"/>	<b>Decide what type of PPM you will conduct</b>	<p><b>Self move via:</b> POV, POV with attached trailer (owned or rented), rental truck (e.g., Penske, U-Haul), rental cube (e.g., Pack Rat, U-Haul U-Box, U-Pack ReloCube, PODs, Zippyshell), or rental trailers (e.g., ABF U-Pack, Estes Suremove, OD Household Services).</p> <p><b>Commercial move:</b> You pack; they load, haul, and unload — or they do everything. <i>Compensation is based on your authorized weight. Use the PPA Weight Estimator. <a href="#">[Ref 25]</a></i></p>
<input type="checkbox"/>	<b>Acquire Packing / Moving Materials (if packing yourself)</b>	<p>Decide if you will pack yourself. Options for materials:</p> <ul style="list-style-type: none"> <li>• Obtain boxes from neighbors who recently moved, grocery stores, or purchase from U-Haul, Lowe's, Home Depot, etc.</li> <li>• Some companies rent moving blankets.</li> </ul> <p><i>Plan accordingly — it takes much longer than expected to pack a full household. Start as early as possible.</i></p> <p><i>Keep receipts for all packing materials. These are "Operating Expenses" — not reimbursed dollar-for-dollar but used to offset PPM tax liability.</i></p> <p><i>U-Haul may refund unused boxes if returned.</i></p>
<input type="checkbox"/>	<b>Reserve your moving method</b>	<p>Reserve rental vehicles, moving company, or loading/unloading crews.</p> <ul style="list-style-type: none"> <li>• GTCC use is required (unless leaving Active Duty or an Accession Marine).</li> <li>• If hiring a moving company or crews, ensure they are reputable, licensed, and insured. Check the Better Business Bureau or FMCSA <a href="#">[Ref 38]</a> for assistance.</li> </ul> <p><i>Check the PPM/Rogue Movers Fact Sheet <a href="#">[Ref 23]</a> for helpful information on hiring moving companies and crews.</i></p>

<i>Loading / In Transit</i>		
<input type="checkbox"/>	<b>Ensure your belongings are secure</b>	<ul style="list-style-type: none"> <li>• Ensure any and all trailers are locked when moving HHG in transit.</li> <li>• Truck rentals may not include a lock — purchase one if needed.</li> <li>• Check with your Renters Insurance and/or Auto Insurance Company to see if additional coverage is needed during the move.</li> </ul>
<input type="checkbox"/>	<b>Weight Tickets</b>	<p>Obtain a certified/legible full weight ticket containing the weigh master's signature and date, along with your full name, rank, and EDIPI.</p> <ul style="list-style-type: none"> <li>• POV: Full AND empty weight ticket required if hauling any HHG.</li> <li>• Rental (U-Haul, Penske, etc.): Both empty and full tickets required.</li> <li>• Container cube: Both empty and full tickets required.</li> <li>• Hired commercial company: Both empty and full tickets required.</li> <li>• You need a new full weight ticket for each haul if making multiple trips.</li> </ul> <p><b>NET WEIGHT = HHG ONLY</b> (loaded weight minus empty weight). <i>Crucial for determining reimbursement.</i></p> <p><i>You do NOT need full tickets at both origin and destination.</i></p>

<input type="checkbox"/>	<b>Save all receipts</b>	<ul style="list-style-type: none"> <li>• Save contracts that you signed.</li> <li>• Receipts from moving companies and rental vehicles must be submitted with the PPM voucher.</li> <li>• Receipts for Operating Expenses (packing materials, dollies, furniture blankets, etc.) are not required unless a single item is \$75 or more — but save them for your Statement of Expenses.</li> </ul> <p>Find more info: <i>PPM Allowable Expenses for Tax Burden Reduction</i>. <a href="#">[Ref 39]</a></p>
<input type="checkbox"/>	<b>Storage in Transit</b>	<p>It is your responsibility to secure any Storage-In-Transit (SIT) if needed.</p> <ul style="list-style-type: none"> <li>• Reimbursement for SIT is limited to 90 days and is limited to the Government Constructed Cost (GCC) for storage at destination.</li> </ul> <p>Contact your local DMO office for more information.</p>

<b>Move Complete — Voucher Submission</b>		
<input type="checkbox"/>	<b>Organize your documents</b>	<p>Ensure you have received all documents from any contracted companies (receipts, weight tickets properly dated and marked).</p> <p><b>Submit your PPM Package in this exact order:</b></p> <ol style="list-style-type: none"> <li>1. DD Form 2278 — signed by you and the Personal Property Office</li> <li>2. Registration for POV and/or trailer</li> <li>3. Signed DD Form 1351-2 (Travel Voucher or Subvoucher)</li> <li>4. Rental Contract for any trucks, vans, or trailers</li> <li>5. Contract for any commercial services (packing, loading)</li> <li>6. Weight Tickets</li> <li>7. Statement of Expenses (clearly identify GTCC charges)</li> <li>8. PPM Checklist</li> <li>9. Official Orders</li> <li>10. Miscellaneous documents/letters explaining multiple trips or unusual circumstances</li> </ol>
<input type="checkbox"/>	<b>Submit your voucher</b>	<p>PPM Submissions are done via the Travel Tab on Marine OnLine (MOL).</p> <p><i>Most common reason vouchers are denied: missing documents, documents filled out incorrectly, or documents out of order.</i></p> <p>Tutorial: <i>PPM Submission Tutorial</i>. <a href="#">[Ref 41]</a></p>
<input type="checkbox"/>	<b>Questions?</b>	<p>Marine Corps LOGCOM — TVCB processes your PPM after submission. Contact info and processing dates can be found at: USMC LOGCOM — Travel Voucher Certification Branch (TVCB). <a href="#">[Ref 42]</a></p>

This document was compiled with resources from Personal Property Activity, Military One Source, 2026 Peak Season MARADMIN, official USMC websites (including various DMO websites), and Joint Travel Regulations. To find the most commonly used resources, please visit the [USMC PCS Advocacy Council Linktree](#).

## Appendix 1: Checklist References

### USMC Specific Resources

- Ref 1 - [EFMP Checklist](#)
- Ref 2 - [MCO 1320.11H](#)
- Ref 3 - [MCO 1754.10B](#)
- Ref 4 - [IR&R Page](#)
- Ref 5 - [Installation Search](#)
- Ref 6 - [Alert! Notification System](#)
- Ref 7 - [CONUS Welcome Aboard / Newcomers Brief](#)

### Financial & Entitlements

- Ref 8 - [JTR](#)
- Ref 9 - [TLE \(Temporary Lodging Expense\)](#)
- Ref 10 - [DLA \(Dislocation Allowance\)](#)
- Ref 11 - [Per Diem](#)
- Ref 12 - [BAH](#)
- Ref 13 - [Leave in Conjunction with Orders \(LICWO\) MARADMIN](#)

### Family & Childcare

- Ref 14 - [Real ID](#)
- Ref 15 - [Military One Source Military ID Renewal](#)
- Ref 16 - [Servicemember Civil Relief Act \(SCRA\)](#)
- Ref 17 - [School Liaison search tool](#)
- Ref 18 - [CDC search tool](#)
- Ref 19 - [Military Childcare](#)
- Ref 20 - [Childcare Aware](#)
- Ref 21 - [Tricare Life Events](#)

### General Personal Property

- Ref 22 - [NAVSUP Counseling Webinar Videos](#)
- Ref 23 - [PPA Factsheets](#)
- Ref 24 - [PPA Customer Service Contacts](#)
- Ref 25 - [PPA: Personal Property Entitlements \(Weight Estimator Tool included within this link\)](#)
- Ref 26 - [DPS](#)

### Government Contracted Moves (GPMs)

- Ref 27 - [DTR "It's Your Move"](#) - Open link and click DTR Volume IV > A-DPS > Appendix A to find the corresponding file
- Ref 28 - [DTR – Hazardous Materials](#) - Open link and click DTR Volume IV > A-DPS > Appendix A to find the corresponding file
- Ref 29 - [DTR – Chapter 409 \(Weapons\)](#) - Open link and click DTR Volume IV > A-DPS > Chapter A to find the corresponding file
- Ref 30 - [DTR – Chapter 412 \(Boats\)](#) - Open link and click DTR Volume IV > A-DPS > Chapter A to find the corresponding file
- Ref 31 - [Military One Source "Prepping for your Move Tips"](#)
- Ref 32 - [Military One Source "Moving Day Tips"](#)
- Ref 33 - [PPA: Moving and Packing Tips](#)
- Ref 34 - [PPA: The Claims Process](#)

### Personally Procured Moves (PPMs)

- Ref 35 - [PPA: Guide to PPMs](#)
- Ref 36 - [DD1351-2 Travel Voucher](#)
- Ref 37 - [PPM Checklist and Expense Certification](#)
- Ref 38 - [FMCSA](#)
- Ref 39 - [PPM Allowance Expenses for Tax Burden Reduction](#)
- Ref 40 - [USMC Small Package PPM handout](#)
- Ref 41 - [PPM Submission Tutorial](#)
- Ref 42 - [USMC LOGCOM – Travel Voucher Certification Branch \(TVCB\)](#)