

- Receive your PCS orders from your S1/Admin section
- Go to [www.move.mil](http://www.move.mil) and register for a DPS Account to begin your moving process
  -  If conducting a PPM/DITY you must attend the PPM/DITY briefing conducted by your transportation office by scheduling an appointment (in addition to registering at [www.move.mil](http://www.move.mil) as a DITY mover)
- Visit [www.uship.com/military](http://www.uship.com/military) to receive an instant estimate on the total cost of your move.
  -  A shipping estimate will help you budget for items that may not be covered by your PPM allowance including some personal [vehicles](#), [motorcycles](#), [boats](#), and [pets](#).
- At your DITY/PPM briefing, make sure you have the multiple copies of the following documentation at the Property Transportation Office:
  - I. Orders **(5x copies)**
  - II. POV Registration **(2x copies)**
    - (If borrowing a POV/Trailer, you must have written authorization to use the vehicle and registration/proof of ownership)
  - III. ATV, Boat and/or trailer registration **(2x copies)**
  - IV. Power of Attorney if representing the Service Member during their absence **(2x copies)**
    - (if requesting an advance, you must have “Special” Power of Attorney that states you are authorized to request the advance)
  - V. Any other base or installation-specific documents your transportation office instructs you to bring

- Compare quotes from feedback-rated moving companies in your area using uShip.com. Create a free account and list the items you need transported to receive quotes.
  -  [Verify your military affiliation](#) with a TroopID account to be eligible for any military discounts offered by moving companies on uShip.
  -  Review your quotes after 2-3 days and select the company you are most comfortable with based on their customer feedback and prior military move experience, insurance coverage, pickup/delivery dates, and price
  
- Schedule pickup and delivery dates with your mover, and arrange for storage if needed
  -  Call your new unit's headquarters in advance about the possibility of receiving Permissive-TDY upon your arrival. Many units in the military provide these "freebie" days to new/incoming members to allow them additional time to find appropriate housing and living arrangements.
  -  Take note of your report date on your orders and plan to arrive a few days ahead of time. This allows you to comfortably move in and get settled before having to report in. Also keep in mind that Permissive-TDY is never guaranteed.
  
- Confirm your insurance coverage and make sure you're up to date on vehicle and accident insurance
  
- Keep track and save all receipts related to moving expenses
  -  In order to receive any reimbursement for your move, you must keep track of all expenses.

- You have up to 45 days to submit your claim and settlement for full reimbursement upon arrival to your new PCS location. You will need the following to submit the claim at your new Transportation Office:
  - I. Copies of all receipts, moving expenses
  - II. Rental contracts from moving service-provider
  - III. Copies of weight tickets
  - IV. DD Form 2278
  - V. PCS Orders
  - VI. Travel Allowance paperwork (if already paid an advance)
  
- Visit your unit before your report date to provide the courtesy to your supervisors of your arrival, and (more importantly) find out if you can submit for your “free-leave days” of permissive-TDY.