

# PCS GUIDE

2026 | START YOUR MOVE >>>

# PCS SEASON

>>> Welcome to the 2026 MyNavy HR PCS Guide!

Your next move is more than a change of duty station. It is another step in your Navy journey. Every Sailor and family plays a vital role in keeping our fleet strong, connected, and ready to serve.

This guide centers on what matters the most: supporting people, empowering families, and helping every move go as smoothly as possible. Inside, you will find updated resources, checklists, and digital tools designed to make your transition easier and less stressful.

From coordinating household goods and travel to finding housing, schools, and community support, this guide helps you and your family plan each step with confidence. We understand that each move brings challenges, and MyNavy HR is here to support you from the day you receive your orders until you report to your new command.

Thank you for your service and for the strength your family provides. Wherever your next duty station takes you, MyNavy HR is proud to help you get there ready, supported, and focused on what matters most.

Visit the **MyNavy HR PCS Resources** webpage for more information:

<https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/Sailor-Self-Service/PCS-Resources/>



# 24/7 SUPPORT

Every PCS comes with its own challenges, no matter how much you prepare.

The MyNavy Career Center is available 24/7 to help with personnel, pay, and transportation concerns before, during, or after your move.

You are never alone in the process. We are here to support you whenever you need us.



**(833) 330-6622 (MNCC)**



**AskMNCC@us.navy.mil**



**MyNavy Portal (my.navy.mil)**



**@MyNavyCareerCenter**

# WHAT'S NEW

The 2026 version of the PCS Guide has been updated to reflect policy changes, process improvements, and most importantly, feedback from Sailors and families. This section highlights key updates, so you can quickly identify what's changed and plan your move with confidence.

- ▶ Updated policies and timelines to reflect current PCS guidance.
- ▶ Additional medical screening and family preparation pages and resources.
- ▶ Revised Government Travel Charge Card (GTCC) page to reflected current policies.
- ▶ Streamlined references and links for faster access to official resources and forms.
- ▶ Updated PCS resource links including the Department of War PCS Joint Task Force.

Scan the QR code, and tell us how we can improve this PCS Guide.





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# YOU'VE GOT ORDERS

BEFORE PCS AS SOON AS YOU HAVE ORDERS



## Read Your Orders in their Entirety

Here's what to look for as you read your orders:

- **Verify your personal information** including report dates, duty location, and family member entitlements.
  - **Identify action items** including mandatory training, required obligated service, and special instructions.
  - **Review** your authorized allowances and entitlements.
- ▶ Connect with your sponsor or new command leadership as directed in the Ultimate Activity section.
  - ▶ Reach out to your detailer to address specific issues and requests to minimize delays in your PCS process.
  - ▶ Work with your Command Pay and Personnel Administrator (CPPA) for special considerations, like circuitous travel, and to discuss entitlements.
  - ▶ Acting quickly ensures that errors are corrected!



Scan the QR code for PCS Joint Task Force resources.

Link: <https://www.war.gov/Spotlights/Permanent-Change-of-Station-Joint-Task-Force/>

# FAMILY PREPARATION

BEFORE PCS

AS SOON AS YOU HAVE ORDERS



## Family readiness for your next move

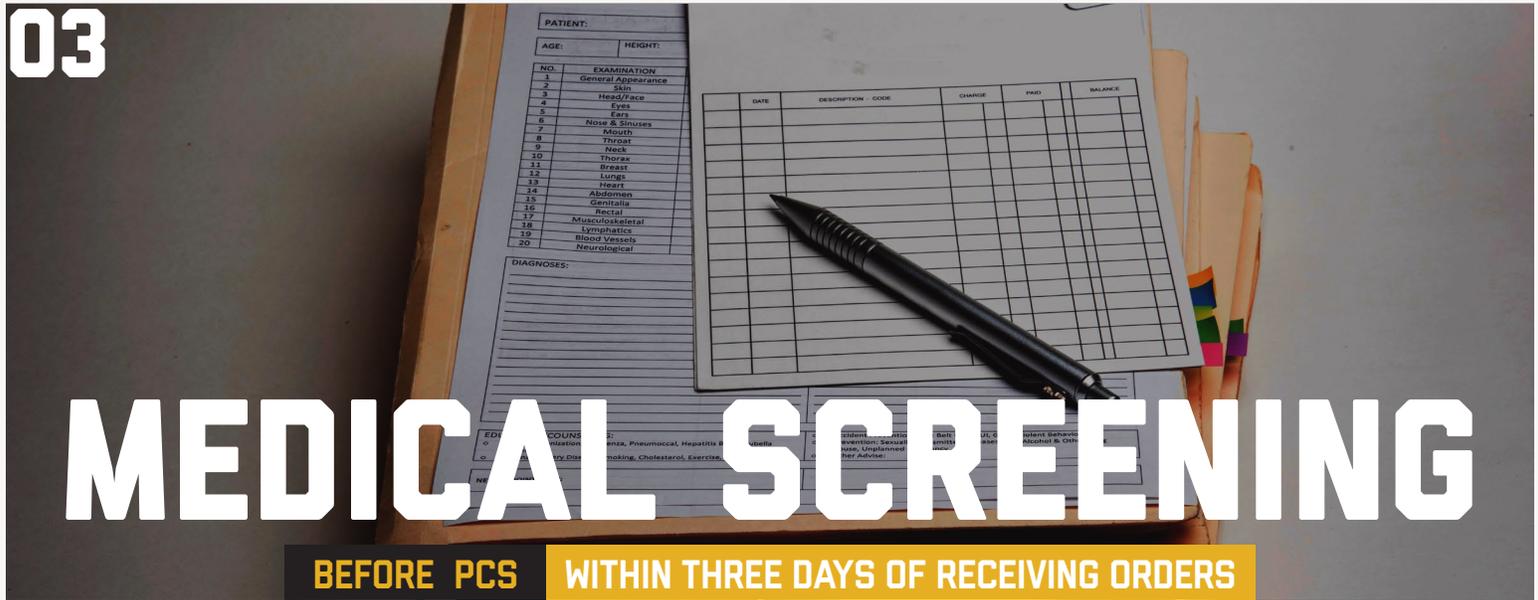
Keep your household organized and ready:

- **Create a PCS binder** containing PCS orders, certificates, medical, dental, and school records together.
- **Include all documents** such as passports, EFMP forms, and prescreening paperwork. Hand-carry your binder during travel.
- **School and childcare are essential.** Research childcare enrollment, transfer policies, and other support programs.
- **Contact** your regional Navy housing office for assistance.

- ▶ Contact your Fleet and Family Support Center for relocation programs.
- ▶ Involve your family and make sure dependents complete screenings and paperwork early.
- ▶ Reference DoD Instruction 1315.19 (Exceptional Family Member Program)
- ▶ As soon as you receive orders, plan ahead by registering for child care through [MilitaryChildCare.com](https://militarychildcare.com).

Scan the QR code to for **Navy housing assistance and resources** courtesy of CNIC  
 Link: <https://ffr.cnic.navy.mil/Navy-Housing/>





## Who Must Be Screened?

Know your responsibilities:

- Sailors on **operational orders** must undergo suitability screening.
  - **All Sailors and dependents** relocating to overseas or remote areas must be screened.
  - The screening process is **mandatory for family members** to be considered for command sponsorship at an overseas or remote location, even when travel is not required.
- ▶ All medical screening packages for accompanied orders must be coordinated by your local NMRTC/NMRTU Suitability Screening Coordinator (SSC).
  - ▶ SSCs are available to answer questions regarding status of package or suitability determination.
  - ▶ Reconsideration requests for a family member(s) must be submitted through your screening SSC.
  - ▶ Enroll in MHS Genesis to gain access to the Patient Portal.

### >>> Suitability Screening Documentation "Cheat Sheet"

Service Member	Family Member(s)	As Applicable
<ul style="list-style-type: none"> <li>• Copy of orders to gaining command.</li> <li>• Any civilian medical/dental records.</li> <li>• NAVPERS 1300/16 (overseas/remote only)</li> <li>• NAVMED 1300/1: Initiated by SSC and completed/signed by support staff and medical provider.</li> <li>• DD 2807-1 Report of Medical History</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of orders to gaining command.</li> <li>• Any civilian medical/dental records.</li> <li>• NAVMED 1300/1: Initiated by SSC and completed/signed by support staff and medical provider.</li> </ul>	<ul style="list-style-type: none"> <li>• DD Form 2792-1 (Early Intervention/ Special Education Summary), regardless of EFMP status</li> <li>• Copy of DD Form 2792 (Family Member Medical Summary)</li> <li>• Individualized Family Service Plan (IFSP)</li> <li>• Individualized Education Program (IEP)</li> </ul>



Scan the QR code to enroll in MHS Genesis  
 Link: <https://www.health.mil/Military-Health-Topics/Technology/MHS-GENESIS>

# ORDERS OVERSEAS

BEFORE PCS

WITHIN 15 DAYS OF RECEIVING ORDERS



## Know your Regional Requirements

Your orders will direct you to:

- **Complete operational and overseas duty** screening to ensure you are medically ready for your assignment.
- **Obtain Dependent Entry Approval (DEA)** for the country to which you and your family will travel.
- **Complete training** on antiterrorism and force protection.

- ▶ Review and/or apply for necessary visas and passports.
- ▶ No-fee passports for dependents are necessary (allow up to a 4-month processing time, or expedite for a fee).
- ▶ See MILPERSMANs 1300-300, -306, and -316 for overseas medical screening and DEA guidance.
- ▶ Connect with your command's leadership or your sponsor for local area information and requirements.
- ▶ Check for travel advisories: <https://travel.state.gov/en/international-travel/travel-advisories.html>.

Scan the QR code to explore **MyNavy HR PCS Orders Overseas** step-by-step guidance and resources.

Link: <https://dvidshub.net/r/g5mvr6>





# PERSONAL PROPERTY

BEFORE PCS

3-6 MONTHS BEFORE YOUR PCS



## Relocate your HHG, POV, and Pets

Things to think about:

- Scheduled to launch in May 2026, establishment of the **DoW Personal Property Activity (PPA)** serves to provide global household goods and vehicle shipment, storage-in-transit, and non-temporary storage services to DoW personnel and their families.
  - **Use the Defense Personal Property System (DPS)** to arrange your household goods shipment and storage.
  - **Personnel traveling with pets** are now eligible to use non-U.S. carriers for OCONUS travel if U.S. carriers can't or won't take pets.
  - **Ask yourself, "Do I need to ship my vehicle?"**
- Visit [pcsmypov.com](https://pcsmypov.com) for shipping and storage options for your personally owned vehicle (POV). Restrictions apply.
  - If you have pets, research and consider your pet shipment options well in advance.
  - Sailors and families can reach out for assistance via email: [householdgoods@us.navy.mil](mailto:householdgoods@us.navy.mil)
  - Navy Household Goods Customer Contact Center: 855-HHG-MOVE (855-444-6683) 8 a.m. to 7 p.m. (EST) Monday to Friday.
  - Joint PCS Task Force Contact Info\*: Phone: 833-MIL-MOVE (833-645-6683) or Email: [PCSCallCenter@mail.mil](mailto:PCSCallCenter@mail.mil)

\*The Joint PCS Task Force is scheduled to transition to the DoW PPA in 2026.



Scan the QR code to access personal property one-stop shop courtesy of **Military OneSource**.  
Link: <https://www.militaryonesource.mil/moving-pcs/moving-personal-property/>

# PASSENGER TRAVEL

BEFORE PCS

UP TO 120 DAYS BEFORE YOUR PCS



## Plan your Travel Early

If you need transportation to your new duty station:

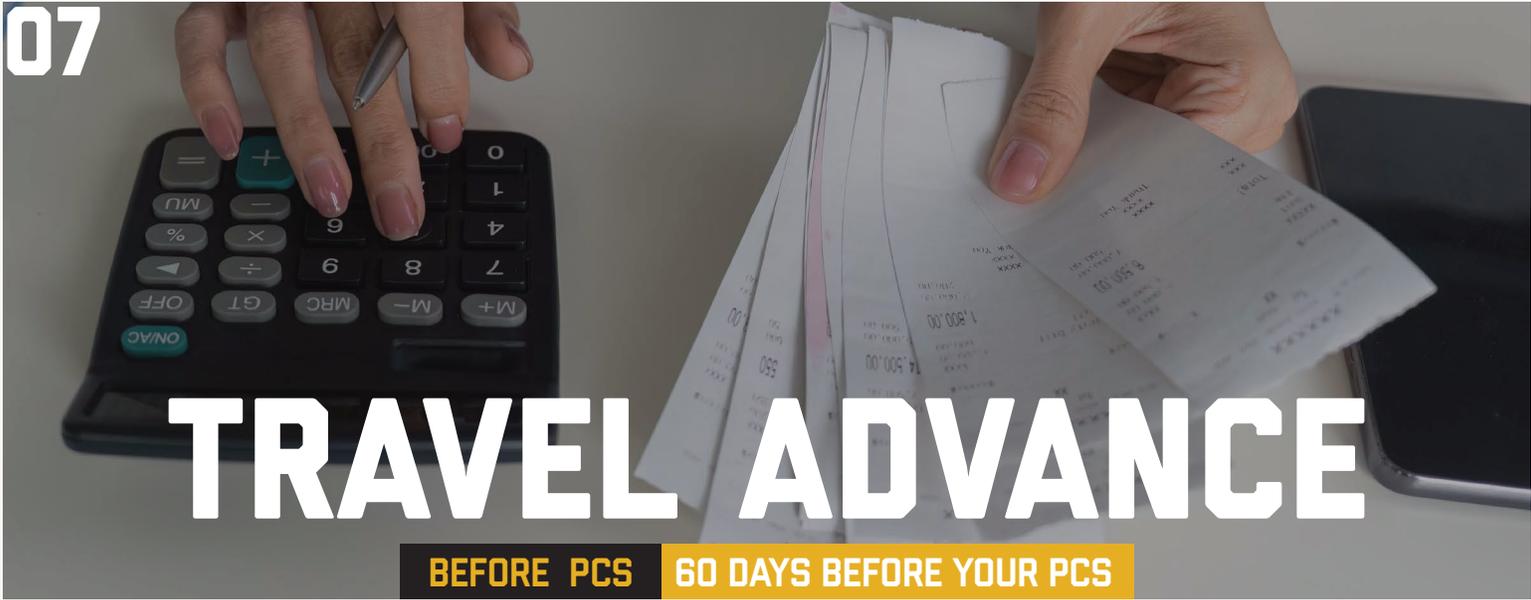
- **NAVPTO will prioritize AMC military flights** before commercial air (COMAIR).
- **Submit your Passenger Reservation Request (PRR)** as soon as you can - you don't need orders to initiate travel plans!

- ▶ If commercial air is needed, NAVPTO must book the least expensive option for the government.
- ▶ Remember that your PRR is a request. Your requested dates are not guaranteed and are subject to change.
- ▶ Familiarize yourself with airline policies (i.e. pet policies), plan ahead, and remain flexible up to the day you PCS.
- ▶ Expect to get your tickets one to two weeks before PCS!

Scan the QR code to review the MyNavy HR NAVPTO for resources and access to the PRR (NPPSC 4650/1).

Link: <https://dvidshub.net/r/rw3475>





# TRAVEL ADVANCE

**BEFORE PCS 60 DAYS BEFORE YOUR PCS**



## Know your allowances and entitlements

- **Dislocation Allowance (DLA)** helps you cover expenses to relocate your household to your new duty station.
  - **Monetary Allowance in Lieu of Transportation (MALT)** is used as mileage reimbursement during a PCS move.
  - **Temporary Lodging Allowance (TLA)** covers lodging upon arrival or immediately before leaving a Permanent Duty Station (PDS) overseas.
  - **Personally Procured Moves (PPM) and non-concurrent dependent travel** are authorized travel advances.
- ▶ Check to ensure you are eligible to receive advance DLA (scan the QR code below for requirements).
  - ▶ Complete the Application for Transfer and Advances (ATA), NPPSC 1300/1.
  - ▶ Ensure your CPPA fills out blocks 37-40. Have your CO or their designee sign and your CPPA submit via eCRM.
  - ▶ **Use your DLA for its intended purpose!**

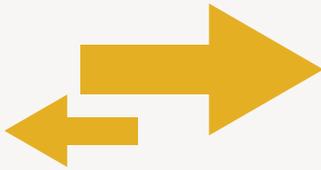


Scan the QR code to below to understand your **PCS entitlements and more** courtesy of Military OneSource  
 Link: <https://www.militaryonesource.mil/benefits/pcs-entitlements/>

# BEFORE YOU DETACH

BEFORE PCS

LAST FEW WEEKS BEFORE YOUR PCS



## Complete your Check-out Sheet

Tie up loose ends with your detaching command before you go:

- **Confirm with an Agency Program Coordinator (APC), or a CPPA that your GTCC is set to Mission Critical status to avoid going over the credit limit during your PCS.**
- **Ensure your command properly processes your loss, including PRIMS, DTS, and NSIPS.**
- **Don't forget to check out with medical and dental!**

- ▶ Make several copies (minimum of three) of your original PCS orders. If you're going overseas, we recommend 10 copies.
- ▶ Fill a large binder with all the documents you'll need (passports, medical, etc.) and leave room for receipts.
- ▶ If you have not received your plane ticket five days prior to your PCS, contact your CPPA or call MNCC immediately.
- ▶ Build, rehearse, and execute a plan for the big day!

Scan the QR code to review DoDI 1315.18 Procedures for Military Personnel Assignments.

Link: <https://dvidshub.net/r/rmln4i>



# USING YOUR GTCC

DURING PCS



## Learn about the latest changes to the GTCC during a PCS

- As of October 2025, **use of GTCC for PCS is required**. Some exceptions apply. Reference [NAVADMIN 210/25](#).
- GTCC use for PCS travel applies to Active Duty, TAR, and SELRES executing Active Duty for Operational Support (ADOS) and Officer Recall orders.
- **Authorized uses for PCS travel include:** hotel lodging, meals, and POV fuel/charging.
- **Unauthorized uses:** separation/retirement travel, DLA, PPM, storage of HHGs (SIT or NTS), government-related debt payment, and expenses unrelated to PCS travel.

- ▶ Overspending beyond entitlements may result in personal indebtedness.
- ▶ Keep all itemized receipts for easier reimbursement!
- ▶ Travel advances are not authorized for Sailors with a GTCC except for non-concurrent travel and Personally Procured Move (PPM) advances.
- ▶ Apply for a GTCC through your Command Agency Program Coordinator (APC).
- ▶ Register your GTCC at [citimanager.com/login](https://citimanager.com/login).
- ▶ For travel **exceeding 120 days** (training en route) contact your APC or call MNCC to extend Mission Critical GTCC status.



Scan the QR code to review the **MyNavy Career Center GTCC Trifold**.  
 Link: <https://www.dvidshub.net/publication/issues/75555>

# TAKING LEAVE

DURING PCS



## Enjoy some downtime while you PCS

Feel free to enjoy leave during your journey, but keep in mind:

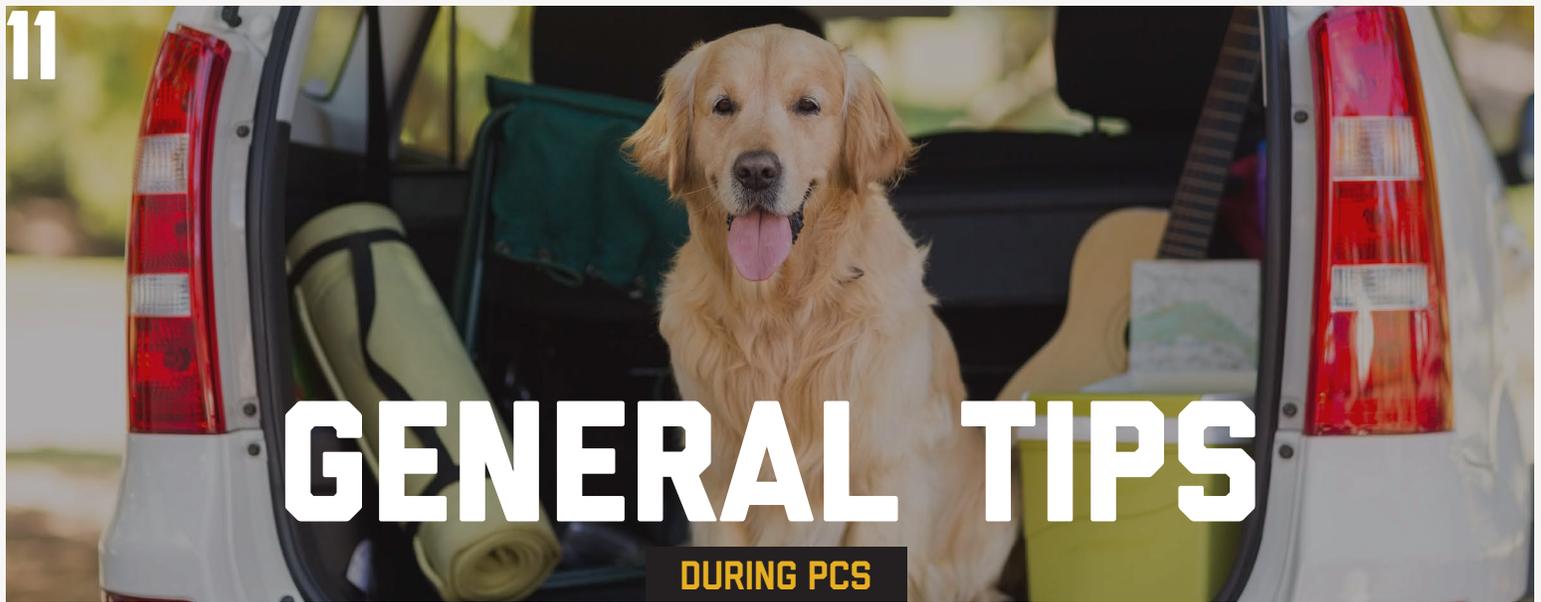
- **Other than travel time** and sometimes proceed time, any days you take to execute PCS are chargeable as leave.
- **Travel outside** your government-procured PCS itinerary is your financial responsibility unless approved for circuitous travel in your orders.
- **As always**, you are accountable for your conduct on leave.

- ▶ You do not have to request leave – it will automatically be charged when your new command gains you.
- ▶ Unless your orders say otherwise, you can take up to 30 days of leave between duty stations.
- ▶ Travel time depends on your transportation mode (scan the QR code below to see how to calculate it).
- ▶ Coordinate your leave plans with your new command!

Scan the QR code to review the **Joint Travel Regulations (JTR)** travel time calculations (see 5A-7, p. 195).

Link: <https://dvidshub.net/r/rmln4i>





## PCS considerations between A and B

Additional resources to help your PCS go smoothly:

- **Your Vehicle Processing Center (VPC)** doesn't have to be near either permanent duty station (PDS) – you can use the one that works for you.
- **Government vs. Personally Procured Move: A PPM** gives you control, but you do all the work.
- **Shipping or storing your POV:** Your vehicle must be clean and in good condition to ship or store.

- 🚩 MNCC is on call during your PCS at (833) 330-6622!
- 🚩 As you collect receipts, ensure they are zero-balance (paid in full, not an invoice) and show itemized charges.
- 🚩 As a military member, remember your antiterrorism and force protection training – stay vigilant at all times.
- 🚩 Hand-carry all your vital personal documents!



Scan the QR code for **Department of State antiterrorism tips** to stay safe while traveling.  
 Link: <https://travel.state.gov/en/international-travel/travel-advisories/global-events/terrorism.html>



## Check into your new command

Follow command and installation check-in procedures:

- **See your CPPA or Admin** for help with your gain, travel claim, and dependent status verification.
- **Attend** an Area Orientation Brief/Intercultural Relations (AOB/ICR) Training for overseas duty stations.
- **Update your info** in DEERS, NFAAS, and your Page 2!



- ▶ Your first goal at your new command is to be gained – becoming a part of the team, in spirit and on paper.
- ▶ For shore duty, check in with your installation for regional resources like medical, dental, housing, and building access.
- ▶ Validate you and your family's enrollment in the correct Tricare region when you arrive to your new PCS location.
- ▶ Scan the QR code below to update DEERS!

Scan the QR code to **MilConnect Portal** to update your personal and family information.  
 Link: <https://milconnect.dmdc.osd.mil/milconnect/>



# TRAVEL CLAIM

AFTER PCS

SUBMIT WITHIN FIVE DAYS



## Submit a complete, accurate claim

Here are the basics about travel claims:

- **Travel Processing Center** processes payment for complete, accurate claims within a week.
  - You must **provide receipts** for lodging regardless of the amount, and any single expense greater than \$75 to be reimbursed.
  - **Your claim covers** all entitlements such as Temporary Lodging Expenses (TLE), or mileage if you drive your own vehicle.
  - **Supplemental claims** are for items not on your initial claim.
- ▶ File your travel claim with your Admin or CPPA as soon as you check in, and follow-up often.
  - ▶ Submit all receipts with a zero balance, and itemized to show things like taxes and fees separately.
  - ▶ For things like pet shipment, you can still submit a supplemental claim after your claim is approved.
  - ▶ Remember to check and pay your GTCC balance!
  - ▶ Be aware that late fees are charged to your GTCC if not paid off in a timely manner, and this can negatively impact your credit score.



Scan the QR code for **DFAS Smart Voucher** to help you submit your travel claim.

Link: <https://www.dfas.mil/MilitaryMembers/travelpay/Where-to-Submit-Your-Claim/>

# HOME SWEET HOME

AFTER PCS

FILE DPS CLAIM WITHIN NINE MONTHS



## Settle into your new home

When you and your family arrive in town:

- **Temporary Lodging Entitlement (TLE)** (CONUS) or **Allowance (TLA)** (OCONUS) pays for a hotel stay up to 21 days.
- **House-hunting** isn't chargeable leave. You're authorized five Permissive Temporary Duty (PTDY) days, extendable to 10 calendar days, when combined with weekends, holidays, and liberty.
- **Storage-in-Transit (SIT)** holds HHG in temporary storage until you move into your home.

- ▶ Update your address in the Defense Personal Property System (DPS) so movers know where to deliver your HHG.
- ▶ As you receive TLA/TLE directly, set it aside, use the GTCC to pay for the hotel, and remember to pay your GTCC bill.
- ▶ Personally verify each HHG item by inventory number with movers, and document missing or damaged items.
- ▶ If you submit a claim, and the carrier's offer does not adequately cover the value of your damaged or lost HHG, you may formally counter the offer in DPS and provide additional justification or documentation to support your requested amount.

Scan the QR code for **Navy PCS Moving Assistance** page courtesy of Military OneSource.  
 Link: <https://www.militaryonesource.mil/moving-pcs/plan-to-move/navy-pcs-moving-assistance/>





# PCS CHECKLIST

A quick-reference supplement to the comprehensive PCS guide, providing a streamlined overview of essential tasks and to-do items to help you navigate your move efficiently.

## ORDERS

- Review orders for accuracy and completeness.
- Confirm family travel authorization details.
- Verify entitlements and allowances.
- Contact detailee to resolve any discrepancies.
- Request a sponsor at the gaining command.
- Complete medical and dental screenings if required.
- Update your command on PCS progress.

## FAMILY

- Ensure DEERS and NFAAS records are current.
- Initiate passport or visa applications.
- Complete DD 2807-1 Report of Medical History
- Arrange family travel, lodging and transportation.
- Notify schools and request transcripts and records.
- Research and secure new schools and childcare.
- Schedule any needed dental/medical appointments.
- Transfer to new location TRICARE region.
- Plan pet travel, vaccinations, and documentation.

## LIFE

- Cancel or transfer utilities and internet services.
- Update your address with banks, credit card companies, and insurance providers.
- Transfer or cancel subscriptions and memberships.
- Ensure passports, visas, and other important documents are current and accessible.
- Prepare a travel folder with essential documents.
- Notify your landlord or base housing of your move.
- Create a timeline for all moving tasks.
- Forward your mail to your new address.

## BELONGINGS

- Research housing options near the new duty station and start the application process.
- Prepare essential bag with clothes, medication and comfort items.
- Storage solutions for items not being transported.
- Organize and declutter belongings before the movers arrive.
- Schedule POV shipment, drop-off and pick-up locations, or plan for your drive.



Scan the QR code to utilize the **Military OneSource "Plan my Move"** to create a customized PCS checklist.  
 Link: <https://planmymove.militaryonesource.mil>



Scan the QR code, and tell us how we can improve this PCS Guide.



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2026 | VERSION 4.0

