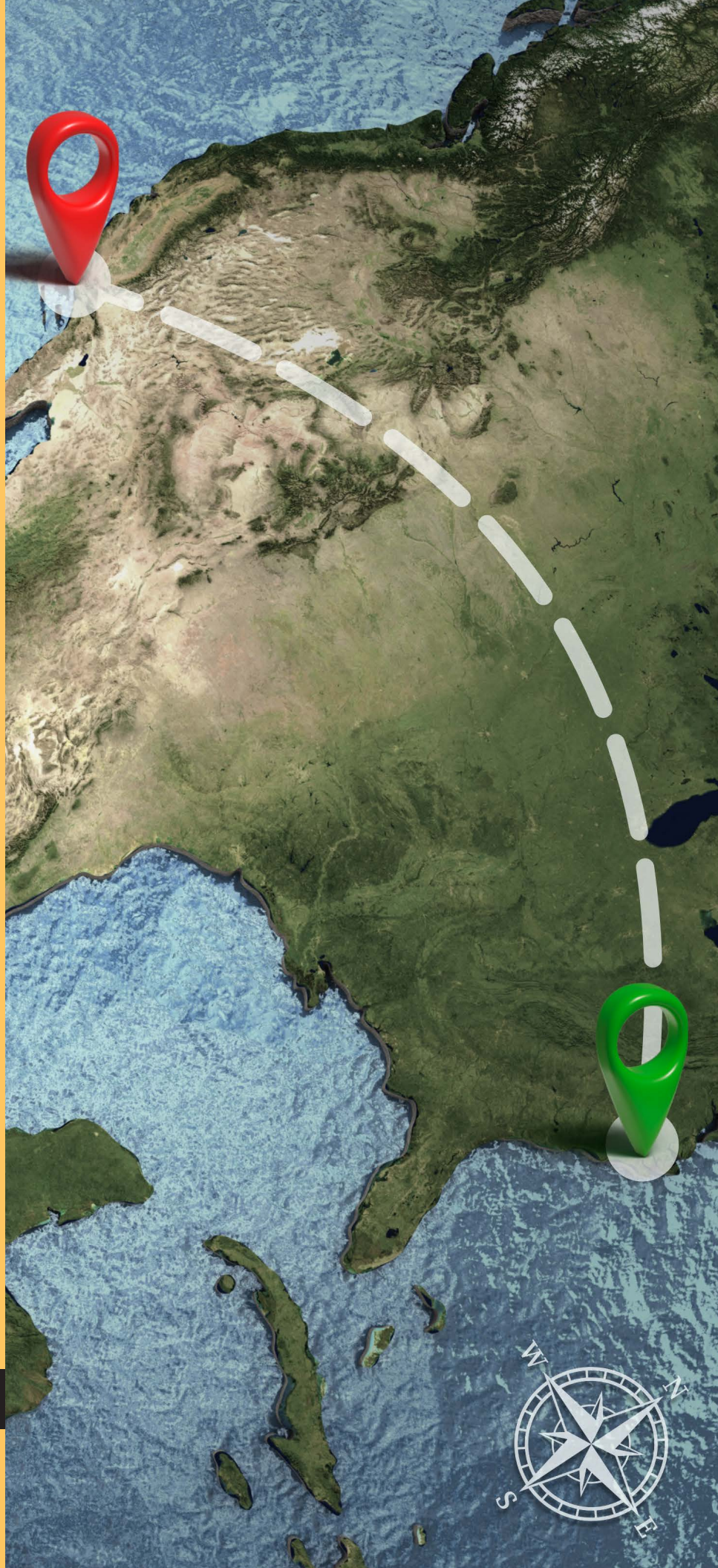


# PCS GUIDE



**MyNAVYHR**  
Serving Sailors 24/7

**2025**



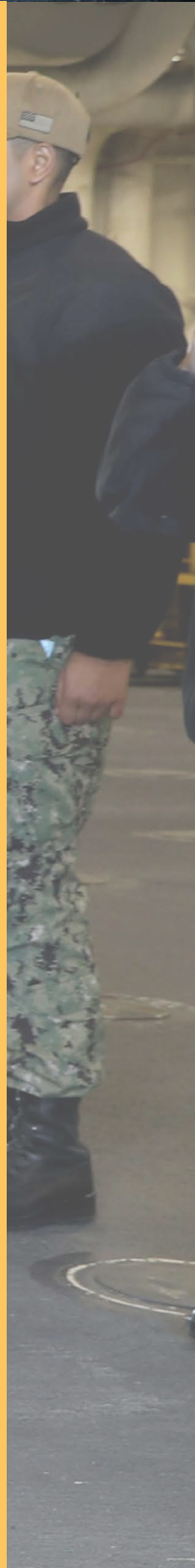
# PCS SEASON

Welcome to our Permanent Change of Station (PCS) Guide! This resource is designed to help you navigate the relocation process with greater confidence and clarity. From managing household goods (HHG) and coordinating with your new command to finding a home and enrolling your children in school, we aim to support you at each step.

We recognize that a PCS move requires careful planning and the right resources for a smooth transition. Our guide offers practical tips, helpful information, and useful tools to make the process more manageable and less stressful.

Thank you for your service, and we wish you a successful and steady move to your next chapter.

# CONTENT



## **BEFORE PCS**

You've Got Orders  
Overseas Orders  
Family and Medical  
Personal Property  
Passenger Travel  
Travel Advance Pay  
Before You Detach

## **DURING PCS**

Using the GTCC  
Taking Leave  
General Tips

## **AFTER PCS**

Welcome Aboard  
Travel Claim  
Home Sweet Home

## **CHECKLIST**

BEFORE PCS

DURING PCS

AFTER PCS

# YOU'VE GOT 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.**

## HELPFUL TIPS

As soon as you have orders!



- Connect with your sponsor or new command leadership as directed in the Ultimate Activity section.
- Reach out to your detailee 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, circuitous travel, and to ensure your entitlements are updated.
- **Acting quickly ensures that errors are corrected!**

## NEXT STEPS

Scan the QR code below to access **MILPERSMANs** explaining PCS entitlements and more.

See your CPPA or call MNCC toll-free 24/7 at **(833) 330-MNCC (6622)** if you have any questions.



BEFORE PCS

DURING PCS

AFTER PCS

# OVERSEAS ORDERS

## KNOW THE 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.

## HELPFUL TIPS

Within 15 days  
of receiving orders



- 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.
- **Make a list! (Scan the QR code on the right for help.)**

## NEXT STEPS

Scan the QR code below for **PCS Overseas Orders** step-by-step guidance and resources.

See your CPPA or call MNCC toll-free 24/7 at **(833) 330-MNCC (6622)** if you have any questions.





BEFORE PCS

DURING PCS

AFTER PCS



# FAMILY AND MEDICAL

## PLAN FOR YOUR FAMILY'S NEEDS

Start early to help plan a smooth transition for your family:

- **School and childcare are essential**—research childcare enrollment, transfer policies, and other support programs
- **Complete family medical screening** including required vaccinations for certain overseas locations.
- **Leverage command liaisons** like the Ombudsman, Fleet and Family Support Center, and Family Readiness Group.

## HELPFUL TIPS

Within 15 days of receiving orders



- Delayed Dependent Transfer allows Sailors to keep their dependents at the current PDS location and receive BAH for that location for up to six months. Talk to your CPPA.
- Consult the Department of State Foreign Clearance Guide for overseas medical or entry requirements.
- **Make sure your Page 2 is up to date!**

## NEXT STEPS

Scan the QR code below for the **Housing Early Assistance Tool (HEAT)** to get on the list for housing.

See your CPPA or call MNCC toll-free 24/7 at **(833) 330-MNCC (6622)** if you have any questions.





BEFORE PCS

DURING PCS

AFTER PCS



# PERSONAL PROPERTY

## RELOCATE YOUR HHG, POV, AND PETS

You have options when it comes to your stuff:

- **Use the Defense Personal Property System** to arrange your household goods shipment and storage.
- **If traveling with pets**, the member must use government-procured air for reimbursement of pet expenses. You can still use commercial air (COMAIR) on your own without pets and get reimbursed up to government fare.
- **Ask yourself**, do I need to ship my vehicle?

## HELPFUL TIPS

3-6 months  
before your PCS



- Schedule unaccompanied baggage (UB) separate from HHG for a smaller shipment of household essentials (scan the QR code for more).
- 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.
- **Contact your Personal Property Office for more info!**

## NEXT STEPS

Scan the QR code below for your **personal property one-stop shop** courtesy of Military OneSource.

See your CPPA or call MNCC toll-free 24/7 at **(833) 330-MNCC (6622)** if you have any questions.



# PASSENGER TRAVEL

## 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!

## HELPFUL TIPS

Up to 120 days  
before your PCS



- 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 1 - 2 weeks before PCS!

## NEXT STEPS

Scan the QR code below for NAVPTO fact sheets, infographics, references, and access to the PRR (NPPSC 4650/1).

See your CPPA or call MNCC toll-free 24/7 at (833) 330-MNCC (6622) if you have any questions.





# TRAVEL ADVANCE PAY

## KNOW YOUR ALLOWANCES AND ENTITLEMENTS

Among the travel advances you can request:

- **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 PDS overseas.

## HELPFUL TIPS

60 days  
before your PCS



- Check to ensure you are eligible to receive advance DLA (scan the QR code on the right for requirements).
- Get the Application for Transfer and Advances (ATA), or NPPSC 1300/1, on the MyNavy HR website.
- 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!**

## NEXT STEPS

Scan the QR code below for the **PCS Entitlements Calculator**

**Quickstart Guide** to help you crunch the numbers.

See your CPPA or call MNCC toll-free 24/7 at **(833) 330-MNCC (6622)** if you have any questions.





# BEFORE YOU DETACH

## COMPLETE YOUR CHECK-OUT SHEET

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

- **Make sure 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!

## HELPFUL TIPS

Last few weeks  
before your PCS



- Make several copies (as many as 10) of your original PCS orders, especially if you're going overseas.
- Fill a large binder with all the documents you'll need (passports, medical, etc.) and leave room for receipts.
- If you don't have plane tickets by 5 days before your PCS, see your CPPA and call MNCC right away.
- **Build, rehearse, and execute a plan for the big day!**

## NEXT STEPS

Scan the QR code below for the **PCS Checklist Quickstart Guide** to help you keep track of milestones.

See your CPPA or call MNCC toll-free 24/7 at **(833) 330-MNCC (6622)** if you have any questions.



BEFORE PCS

DURING PCS

AFTER PCS

# USING THE GTCC

## KNOW YOUR GTCC DO'S AND DON'TS

Here's what you can and can't use the GTCC for:

- **Do use it for** vehicle expenses like fuel, lodging expenses including hotel taxes, parking and meals.
- **Do not use it for** personally procured transportation, medical expenses, or personally procured moves (PPM).

## HELPFUL TIPS

- If you need a credit limit increase or your PCS is longer than 120 days between duty stations, contact our APC to process the increase or extend your Mission Critical status ahead of the 120 day mark. If it's an emergency or time sensitive, call MNCC for immediate assistance.
- After your travel voucher has been approved, ensure your GTCC balance has been paid off in full.
- **Keep all itemized receipts for easier reimbursement!**

## NEXT STEPS

Scan the QR code below for the **Citi Manager portal** where you can check and manage your GTCC balance.

See your CPPA or call MNCC toll-free 24/7 at **(833) 330-MNCC (6622)** if you have any questions.



BEFORE PCS

DURING PCS

AFTER PCS

# TAKING LEAVE

## 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.

## HELPFUL TIPS

- 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 on the right to see how to calculate it).
- **Coordinate your leave plans with your new command!**

## NEXT STEPS

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

See your CPPA or call MNCC toll-free 24/7 at **(833) 330-MNCC (6622)** if you have any questions.



# GENERAL TIPS

## 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.

## HELPFUL TIPS

- 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!**

## NEXT STEPS

Scan the QR code below for some **Department of State antiterrorism tips** to stay safe while traveling.

See your CPPA or call MNCC toll-free 24/7 at **(833) 330-MNCC (6622)** if you have any questions.





BEFORE PCS

DURING PCS

AFTER PCS



# WELCOME ABOARD

## 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!

## HELPFUL TIPS

Within 1 day  
after your arrival



- 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 things 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 on the right to update DEERS!

## NEXT STEPS

Scan the QR code below for the **MilConnect Portal** to update your personal and family information.

See your CPPA or call MNCC toll-free 24/7 at **(833) 330-MNCC (6622)** if you have any questions.





BEFORE PCS

DURING PCS

AFTER PCS



# TRAVEL CLAIM

## SUBMIT A COMPLETE, ACCURATE CLAIM

Here are the basics about travel claims:

- **Travel Processing Center (TPC)** processes payment for complete, accurate claims within a week.
- **Split disbursement** divides reimbursement between your personal bank account and your GTCC account.
- **Supplemental claims** are for items not on your initial claim.

## HELPFUL TIPS

Within 5 days after your arrival



- 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!**

## NEXT STEPS

Scan the QR code below for the **MYPCCS Voucher Quickstart Guide** to help you submit your travel claim.

See your CPPA or call MNCC toll-free 24/7 at **(833) 330-MNCC (6622)** if you have any questions.



BEFORE PCS

DURING PCS

AFTER PCS



# HOME SWEET HOME

## 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.
- **House-hunting** isn't chargeable leave. You're authorized 5 PTDY days, extendable to 10 days with weekends, holidays, and liberty.
- **Storage-in-Transit (SIT)** holds HHG in temporary storage until you move into your home.

## HELPFUL TIPS

File DPS claims within 9 months



- 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.
- **You have a right to counter DPS claim offers!**

## NEXT STEPS

Scan the QR code below for your **Navy PCS Moving Assistance** page courtesy of Military OneSource.

See your CPPA or call MNCC toll-free 24/7 at **(833) 330-MNCC (6622)** if you have any questions.







# CHECKLIST

This checklist serves as 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 entitlement and allowances.
- Ensure PRD and qualifications for gaining command.
- Contact detailer 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.
- Arrange family travel, lodging and transportation.
- Notify schools and request transcripts and records.
- Research and secure new schools and childcare.
- Schedule medical, dental, and vaccination.
- Transfer to new location TRICARE region.
- Plan pet for travel, vaccinations, and documentation.

## LIFE

- Verify GTCC status.
- Cancel or transfer utilities and internet services.
- Update address with USPS, 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.

## 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 HHG shipment through DPS.
- Schedule POV shipment, drop-off and pick-up locations, or plan for your drive.

# 24/7 SUPPORT

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

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

You're never alone in the process, and we're here to support you whenever you need us.



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



**AskMNCC@navy.mil**



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



**@MyNavyCareerCenter**

# PCS GUIDE



**SCAN THE QR CODE,  
AND TELL US HOW WE  
CAN IMPROVE YOUR  
PCS EXPERIENCE.**

**[HTTPS://WWW.MYNAVYHR.NAVY.MIL](https://www.mynavyhr.navy.mil)**

# PCS GUIDE



**MyNAVYHR**  
Serving Sailors 24/7

**VERSION 1.1**

