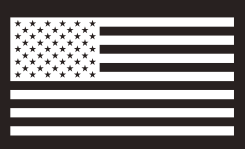


FORT CAVAZOS

Resources/Moving



Soldiers and Their Families



 wriothomesellingteam.com



Megan & Tim Wright

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PCS MOVING TIMELINE



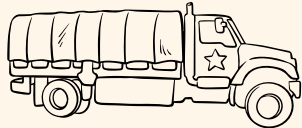
U.S.ARMY



U.S.ARMY

6 MONTHS OUT

- Educate Yourself: Understand the PCS process, entitlements (TLA, DLA), and available resources like Army Community Service (ACS).
- Budget Wisely: Begin saving for unexpected moving expenses.
- Research New Duty Station: Explore housing, schools, and community resources at your next location.
- Organize Documents: Prepare key paperwork, including orders, passports, medical records, and school transcripts.



90-120 DAYS BEFORE PCS

- Confirm Orders: Ensure official PCS orders are in hand and begin planning accordingly.
- Contact the Transportation Office: Schedule an appointment with the Military Transportation Office to arrange shipment of household goods.
- Research Housing: Look into on-post or off-post housing options at the new location and begin the application process, if necessary.
- School Enrollment: Research schools and begin the enrollment process for children.
- Create a PCS Binder: Keep all PCS-related documents, receipts, and notes organized in one place.

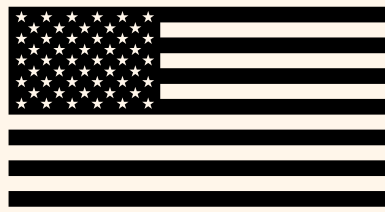


60-90 DAYS BEFORE PCS

- Schedule Movers: Finalize dates with the moving company or arrange a Personally Procured Move (PPM) if you're moving yourself.
- Declutter: Begin purging unnecessary items to lighten the move and donate or sell items you no longer need.
- Medical Preparations: Transfer medical and dental records and schedule any necessary check-ups before the move.
- Pet Preparations: Ensure pets are up-to-date on vaccinations and meet travel requirements for the new location.
- Temporary Lodging: Reserve temporary lodging if needed during the move.

30-60 DAYS BEFORE PCS

- Prepare Utilities: Schedule cancellation of utilities at your current home and arrange for connection at the new location.
- Start Packing Essentials: Pack items you'll need during travel, including important documents, uniforms, medications, and children's essentials.
- Plan Your Route: Map out your travel route if driving, including stops for fuel, food, and overnight stays.



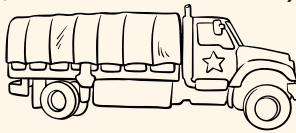


PCS MOVING TIMELINE



1-2 WEEKS BEFORE PCS

- Household Goods Pickup: Oversee the packing and pickup of your belongings, ensuring an inventory list is created and reviewed.
- Clean Current Residence: Begin cleaning your home for move-out inspections.
- Finalize Travel Arrangements: Confirm travel plans, such as flights or driving itineraries.
- Say Goodbye: Spend time with friends, neighbors, and the community before leaving.



MOVING DAY

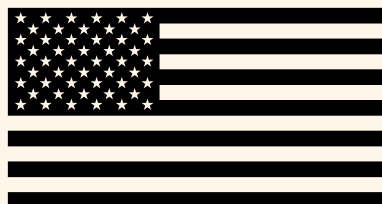
- Supervise Movers: Ensure all items are packed and loaded correctly, and keep an inventory list handy.
- Take Final Walkthrough: Inspect your home to ensure nothing is left behind.
- Carry Essentials: Keep travel bags with important documents, valuables, and necessities close at hand.



ARRIVAL AT NEW DUTY STATION

- Check-In: Report to the new duty station as required and complete the in-processing steps.
- Inspect Delivered Goods: When household goods arrive, inspect items for damages and file claims as necessary.
- Settle In: Focus on creating a comfortable environment for your family, enrolling in schools, and connecting with the community.
- Explore Resources: Utilize the services provided by ACS and Family Readiness Groups to ease the transition.

PLANNING AND STAYING ORGANIZED AT EACH STAGE OF THE PCS PROCESS ENSURES A SMOOTHER, LESS STRESSFUL MOVE FOR YOU AND YOUR FAMILY.



ORDERS

&

DOCUMENTS

What to Gather and How to Organize it

1



PERSONAL DOCUMENTS

1. Orders: Official PCS orders (multiple copies).
2. Dependent Documentation: Marriage certificate, birth certificates for children, and DEERS enrollment forms.
3. ID Cards: Ensure military IDs for all eligible family members are up to date.

2



MILITARY DOCUMENTS

1. Leave Form (DA Form 31): Approved leave during PCS.
2. Evaluation Reports: NCOERs or OERs for soldiers.
3. Personnel File (SRB/ORB/ERB): Ensure it's up to date.
4. Medical and Dental Records: Includes records for all family members.
5. PCS Checklists: Provided by the current unit or transportation office.
6. Sponsorship Letter: If assigned a sponsor at Fort Cavazos.

3



HOUSING AND TRANSPORTATION

1. Housing Records: Lease agreement, termination notice, or documentation for on-post housing.
2. Household Goods (HHG): PCS moving documents, including inventory sheets, shipment tracking information, and claims information.
3. Vehicle Documents: Registration, insurance, and shipping paperwork for privately owned vehicles (POVs).

ORDERS & DOCUMENTS

What to Gather and How to Organize it

4



FINANCE AND PAY

1. Travel Advances: Documentation for any PCS-related advances or reimbursements.
2. LES (Leave and Earnings Statement): For financial planning and entitlements like DLA (Dislocation Allowance).
3. Receipts: Keep receipts for PCS-related expenses (e.g., lodging, gas).

5



SCHOOL AND CHILDCARE

1. School Records: Transcripts and records for children's schools.
2. Childcare Records: Immunization and enrollment documents if using on-post childcare.

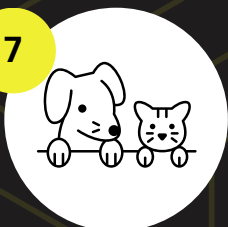
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MEDICAL AND LEGAL

1. EFMP (Exceptional Family Member Program): If applicable, ensure all documents are updated.
2. Legal Documents: Wills, power of attorney, and other legal forms as needed.
3. Insurance: Copies of medical, dental, life, and renters/homeowners insurance.

7



PETS (IF APPLICABLE)

1. Vaccination Records: Ensure all vaccinations are current.
2. Health Certificates: Required for travel or on-post housing.
3. Microchip Information: Ensure your pet's microchip details are updated.

ORDERS

&

DOCUMENTS

What to Gather and How to Organize it

8



LOCAL INFORMATION

1. Fort Cavazos Welcome Packet: Often includes key information about the base and surrounding areas.
2. Contact Numbers: For the gaining unit, housing office, and transportation office.

9



MISCELLANEOUS

1. Passports: For overseas PCS or any international travel.
2. Emergency Contacts: Updated list of important contacts.
3. Transition Assistance: Any TAP (Transition Assistance Program) documents if transitioning out soon.

Moving Options

The Choice is
Yours

Government Move (GOV)

Key Features:

- Minimal effort on the service member's part.
- Movers handle packing, loading, transporting, and unloading.
- No upfront costs.
- If damages occur, claims are filed with the carrier or through the Defense Personal Property System (DPS).

Best For:

Those who prefer a hands-off approach and do not want to manage the logistics.

HYBRID

A Combination of both

Key Features:

- May require additional coordination with the Transportation Office.
- Ideal for unique or complex situations.
- Best For: Service members with specific needs or those moving overseas.

Best For:

Service members with specific needs or those moving overseas.

Personally Procured Move (PPM)

Key Features:

- Reimbursement is provided based on 100% of what it would have cost the government to move your items.
- Service members can use a rental truck, personal vehicle, or hire a commercial moving company.
- Allows more control over the timeline and process.
- Any profit from staying under the government reimbursement rate is yours to keep.
- Requires submitting weight tickets and receipts for reimbursement.

Best For:

Those looking to have more control, potentially earn extra money, or have fewer items to move.

GETTING READY TO PCS

Budgeting Expenses to Think About

Travel-Related Costs

1. Transportation:
 - Fuel for personal vehicles.
 - Plane, train, or bus tickets for family members not driving.
 - Tolls and parking fees during travel.
2. Lodging:
 - Hotel stays if traveling over multiple days.
 - Pet-friendly accommodations (if applicable).
3. Meals:
 - Dining out during travel.
 - Snacks and drinks on the road.
4. Temporary Lodging Expenses (TLE):
 - Costs for temporary housing at the old or new duty station not covered by TLE reimbursements.



Household Expenses

Non-reimbursed Moving Costs:

- Packing supplies if you choose to pack some items yourself.
- Hiring movers for items not covered by the military.
- Storage fees for household goods (if storage exceeds allowed duration).

Setting Up Utilities:

- Deposits for utilities like electricity, water, gas, internet, and cable.
- Installation fees for services.

New Housing Costs:

- Security deposits or down payments.
- First month's rent if moving into an off-post rental.

Furnishings and Repairs:

- Furniture for the new home if needed.
- Repairs or cleaning of the old house to meet landlord or base housing standards.

Vehicle Costs

1. Maintenance and Prep:
 - Vehicle inspections or tune-ups before the move.
 - Emergency roadside assistance plans.
2. Shipping a Vehicle:
 - If not covered by the military.
3. New Registration and Licensing Fees:
 - Vehicle registration in a new state (if required).
 - Driver's license renewal or updates.



GETTING READY TO PCS

Budgeting Expenses to Think About

About

Family-Related Costs

1. Childcare:
 - Babysitting during packing or travel.
 - New daycare or school enrollment fees.
2. School Supplies or Uniforms:
 - Required items for children starting at new schools.
3. Pet Expenses:
 - Pet transportation and boarding.
 - Health certificates or vaccinations.
 - Deposits for pets in rental housing.



Miscellaneous Costs

1. Spouse Job Transition:
 - Certification transfers or licensing fees.
 - Resume updates and job-hunting costs.
2. Unforeseen Expenses:
 - Emergency funds for unexpected repairs, delays, or additional costs.
 - Items lost or damaged during the move.

Proactive Financial Tips

- **Save in Advance:** Start a PCS savings fund as early as possible.
- **Utilize Military Allowances:** Learn about Dislocation Allowance (DLA), Per Diem, and Mileage reimbursement.
- **Track Receipts:** For any potentially reimbursable expenses.
- **Seek Resources:** Visit the Army Community Service (ACS) office or use Military OneSource for moving assistance and financial counseling.





TRANSPORTATION AND TRAVEL TIPS

Driving in Texas

Military personnel and their families can use a valid out-of-state driver's license while stationed in Texas. However, if establishing residency, you must obtain a Texas driver's license at the Texas Department of Public Safety (DPS).

- **Vehicle Registration:** Out-of-state plates are allowed, but Texas registration is required for residents. Register at the Bell County Tax Office.
- **Traffic Rules:** Texas enforces strict speed limits, hands-free phone laws, and severe penalties for DUI offenses.

Public Transportation

While Fort Cavazos does not have on-post public transit, nearby cities offer options:

- **HOP (Hill Country Transit District):** Provides bus services in Killeen, Harker Heights, Copperas Cove, and Temple.
- **Ride-Share & Taxis:** Uber, Lyft, and local cab services operate in the area.



TRANSPORTATION AND TRAVEL TIPS

Air Travel

For air travel, the closest airports include:

- Killeen-Fort Cavazos Regional Airport (GRK) – 15 minutes from post, offering domestic flights.
- Austin-Bergstrom International Airport (AUS) – 1.5 hours away, with major airlines and international flights.
- Dallas-Fort Worth International Airport (DFW) – 2.5 hours away, a major U.S. hub.

Commuting Tips

- Peak traffic hours (6:30–8:30 AM & 4:00–6:00 PM) can cause delays at post entry gates.
- Use multiple access points (Main Gate, Clear Creek, East Gate) to reduce wait times.
- Carpooling is a great way to ease traffic congestion and save on gas.
- Motorcycles & Bicycles: Fort Cavazos requires helmets, reflective gear, and safety courses for riders.

For more details, check the Fort Cavazos Transportation Office or Visitor Center.





CHECKLIST FOR A SMOOTH PCS TRANSITION

A Permanent Change of Station (PCS) move can be overwhelming, but with the right preparation, your transition to Fort Cavazos can be smooth and stress-free.

STEP-BY-STEP PCS CHECKLIST

90 Days Before Move

- Confirm orders and check for any updates.
- Schedule transportation and household goods shipment through Military OneSource.
- Research housing options (on-post vs. off-post).
- Begin school transition planning for children.
- Start purging and organizing household items.

60 Days Before Move

- Make temporary lodging reservations if needed.
- Arrange for medical and dental record transfers.
- Notify your current landlord or begin out-processing housing.
- Research employment opportunities for spouses.
- Confirm pet travel requirements and vaccinations.

30 Days Before Move

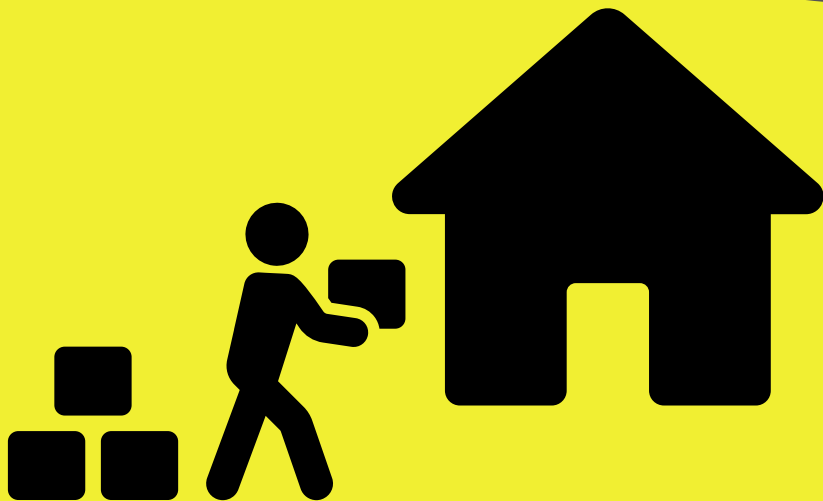
- Set up mail forwarding and update addresses.
- Schedule final household goods pickup.
- Gather important documents (PCS orders, birth certificates, insurance, etc.).
- Plan your travel route and make necessary bookings.
- Check in with your unit sponsor at Fort Cavazos for guidance.

Day-of-Move Tips

- Keep essential items (important documents, medications, uniforms, valuables) with you.
- Take pictures of furniture and electronics before the movers pack them.
- Stay in contact with your moving company for updates.
- Double-check your home for any overlooked items.

Post-Move Integration

- Housing & Lodging: Move into your new home or check into temporary lodging.
- In-Processing: Complete your arrival paperwork and attend mandatory briefings.
- Community Resources: Visit the Soldier and Family Assistance Center (SFAC) for transition support.
- Explore Fort Cavazos: Check out recreational activities, shopping, and dining.
- Get Involved: Connect with Family Readiness Groups (FRGs) and local community events.





HELPFUL RESOURCES AND CONTACTS FOR FORT CAVAZOS

Key Contacts:

- **Installation Reception Center Staff Duty:**
 - Phone: (254) 368-1768
 - Email: pcsfortcavazos@army.mil

- **Army Community Service (ACS):**
 - Phone: (254) 287-4227

- **Child and Youth Services (CYS) Parent Central Services:**
 - Phone: (254) 287-8029

- **Carl R. Darnall Army Medical Center:**
 - Phone: (254) 288-8000

- **Military Police:**
 - Phone: (254) 288-1024 or (254) 288-1131



HELPFUL RESOURCES AND CONTACTS FOR FORT CAVAZOS

Online Resources:

- **Fort Cavazos Official Website:**
 - Comprehensive information on services, units, and events.
 - Website:
 - home.army.mil
- **Military OneSource – Fort Cavazos:**
 - Details on programs and services available to military families.
 - Website:
 - installations.militaryonesource.mil
- **Fort Cavazos Army Community Service – Family Programs:**
 - Updates on family support initiatives and events.
 - Facebook:
 - facebook.com



HELPFUL RESOURCES AND CONTACTS FOR FORT CAVAZOS

Community Organizations:

- **Family Readiness Groups (FRGs):**
 - Connect with unit-specific groups for support and information.
 - Contact your unit's FRG leader through your command or ACS.
- **USO Fort Cavazos:**
 - Offers programs, services, and a welcoming environment for service members and families.
 - Phone: (254) 768-2770
- **Fort Cavazos Education Services Division:**
 - Provides educational resources and counseling.
 - Facebook: [facebook.com](https://www.facebook.com)