



Exceptional Families of
the Military



One Community,
One Voice

PCS CHECKLIST

- As soon as you have orders or know that you are on orders, start researching medical providers that accept TRICARE in your new duty station. Make a list of those places and notate the specialties you can't locate.

- Contact your [local EFMP Family Support Office](#) and ask them to complete a DD Form 3054, EFMP Family Needs Assessment. When they call you to fill this out, share what you are concerned about in this PCS and the list of any providers you either found or were unable to find.

- At least 45 days out, request a copy of your family's medical records from your MTF and make sure that you have access to any of your civilian medical records via their online patient portals or apps.

- Visit [Plan My Move](#) at Military Onesource and create your custom move checklist.

- Exceptional Families of the Military has a [downloadable EFMP member binder](#) that can be printed for families. Download the pages that you find helpful and create binders for your EFMP Family Members or add the pages you think fit your needs to your move binder.

- If you need ADA housing or special requests for your home at your new duty station, get on the list as soon as possible and ask what documentation you need for any reasonable accommodation request. Take that information to your local care team and ask them to complete it.

- If your EFMP family member has medical equipment such as a medical bed, wheelchair, and other medical supplies, including backup formula feeding bags, etc, you can apply for a waiver for the weight associated with that medical equipment. According to the [Joint Travel Regulations \(JTR\)](#): *"For medical equipment to qualify for shipment under this paragraph, an appropriate Uniformed Services healthcare provider must certify that the equipment is necessary for medical treatment of the Service member or the dependent who is authorized medical care under 10 U.S.C. §1071§1110"*. The request for this letter can be made with the letter request for housing should your EFMP family member require both. You will need to provide the weights of the items to your local transportation office. For large equipment, you can find the weights listed by the manufacturer. Search online to find the weight and multiple by the quantity for smaller items. A spreadsheet can be very helpful for this process.

Lastly, remember to breathe. PCS moves are hard for everyone, but they are even harder for our families.