First 30 days at a new base checklist

https://nextbaseguide.com/first-30-days/
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Day 1-3

- [ ] Report to the office or place listed in your orders. Your gaining command tells you where and when to report, what to bring, and which in-processing steps you need. Military OneSource: settling in after a PCS (https://www.militaryonesource.mil/resources/millife-guides/settling-in-after-a-pcs/)
- [ ] Keep copies of your orders, amendments, and receipts close at hand. Your travel claim needs them. Military OneSource: settling in after a PCS (https://www.militaryonesource.mil/resources/millife-guides/settling-in-after-a-pcs/)
- [ ] Start your PCS travel claim with your finance or travel pay office. Military OneSource says to submit it soon after arrival, typically within five business days, with orders, lodging and transportation receipts, and mileage. Military OneSource: settling in after a PCS (https://www.militaryonesource.mil/resources/millife-guides/settling-in-after-a-pcs/)
- [ ] Contact the installation housing office before you sign a lease or accept quarters. Military OneSource: housing office (MilitaryINSTALLATIONS) (https://installations.militaryonesource.mil/)
- [ ] Check your household goods shipment in the Defense Personal Property System (DPS). Military OneSource: settling in after a PCS (https://www.militaryonesource.mil/resources/millife-guides/settling-in-after-a-pcs/)

Week 1

- [ ] Update your address in DEERS (Defense Enrollment Eligibility Reporting System) through milConnect. TRICARE says this is the first step after a move. TRICARE: Moving (https://tricare.mil/lifeevents/moving)
- [ ] Check that family ID cards are current. Find an ID card office near your new base with the DoD ID card office locator. ID Card Office Online (https://idco.dmdc.osd.mil/idco/)
- [ ] Confirm TRICARE enrollment at your new location. A move to a new city, region, or ZIP+4 code gives you 90 days from the address change to change plans. TRICARE: Moving (https://tricare.mil/lifeevents/moving)
- [ ] Choose a new primary care manager (PCM) if you use TRICARE Prime. Change it in milConnect or with your regional contractor. TRICARE: Find or change my PCM (https://tricare.mil/PCM)
- [ ] Transfer prescriptions and request referrals you still need. TRICARE: Moving (https://tricare.mil/lifeevents/moving)
- [ ] Visit the Military and Family Support Center relocation office. Ask about newcomer orientation and the local resources it offers. Military OneSource: MilitaryINSTALLATIONS (https://installations.militaryonesource.mil/)

Weeks 2-4

- [ ] Check state vehicle registration, inspection, insurance, and license rules before you visit an office. Rules vary by state, and active duty members can often keep a current home state license and registration. Military OneSource: settling in after a PCS (https://www.militaryonesource.mil/resources/millife-guides/settling-in-after-a-pcs/)
- [ ] Contact the school liaison to enroll children and transfer records. Military OneSource: helping kids through a PCS (https://www.militaryonesource.mil/moving-pcs/plan-to-move/making-the-move-easier-for-military-kids/)
- [ ] If you are in the Exceptional Family Member Program (EFMP), connect with the new EFMP Family Support office and school liaison. Military OneSource: EFMP (https://www.militaryonesource.mil/special-needs/efmp/)

- [ ] Visit the installation legal assistance office to update or create a power of attorney or will. The service is free for eligible members. Military OneSource: legal assistance (https://www.militaryonesource.mil/benefits/legal-assistance-for-service-members-and-families/)
- [ ] Spouses can use SpouseWorks for free career coaching, job search help, and licensing support. Military OneSource: Office of Spouse Employment (https://www.militaryonesource.mil/programs/office-spouse-employment/)
- [ ] Report lost or damaged household goods through DPS within the required timelines. Ask your transportation office which claim to file. Military OneSource: settling in after a PCS (https://www.militaryonesource.mil/resources/millife-guides/settling-in-after-a-pcs/)

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