

PCS inventory checklist

For military moves: your own inventory, the high-value list, pack-out and delivery day, and the deadlines for a claim. Tick each one as you go.



What often goes on the high-value list

- TVs, computers, game consoles and cameras
- Jewelry and watches
- Art, antiques and collectibles
- Firearms and gun safes
- Musical instruments
- China, crystal and silver
- Power tools, bikes and sports gear
- Designer furniture and rugs

Before pack-out

- ☐ **Make your own inventory.** Room by room, with photos or a video, and electronics switched on to show they work. The movers' inventory won't say what your things are worth.
- ☐ **List your high-value things.** With make, model and serial number, and what each would cost to replace. Give the list to the movers in writing before they pack.
- ☐ **Find receipts and appraisals.** For art, antiques, jewelry and collectibles, so they go on the movers' high-value inventory with their value backed up.
- ☐ **Record firearms in detail.** Make, model, year, serial number, and caliber or gauge. For a gun safe, its make, model and weight.
- ☐ **Set aside your pro-gear.** Books, papers and equipment for your job, kept apart and declared, so it's marked M-PRO, or S-PRO for your spouse's.
- ☐ **Keep the important things out of reach.** Keys, jewelry, cash, medicines, passports and your orders: in a room or a car the packers won't touch, or they may get packed.
- ☐ **Keep a copy of your list off-site.** Online or with family, and one with you, not in the shipment.

On pack-out day

- ☐ **Electronics listed one by one.** Each TV, computer and console on its own line, with make, model and serial number, not just "electronics".
- ☐ **Boxes described specifically.** Ask for "crystal glasses" or "camera lenses", not "kitchen items" or "misc.".
- ☐ **Read the condition notes.** If you disagree with how something is described, write it in the remarks or exceptions section.
- ☐ **Never sign a blank or unfinished inventory.** What you sign can decide a claim later.
- ☐ **Get a copy before the truck leaves.** Of every page of the inventory, and of anything else you sign.
- ☐ **Match the numbers to your list.** Write the movers' inventory number next to each thing on your own list, so the two match up.

On delivery day

- ☐ **Check off each inventory number yourself.** As each piece comes off the truck. Don't leave it to the crew.
- ☐ **Note what's missing or damaged before you sign.** On the delivery paperwork, so there's a record from the day.
- ☐ **Photograph any damage.** Before you move or fix anything, with its inventory number in the photo.
- ☐ **Unpack and check soon.** Damage inside a box often only shows once it's open.

After delivery

- ☐ **Give written notice of loss or damage.** Within 180 days of delivery: on the delivery paperwork, on the after-delivery form in DPS, or by email or mail. Keep proof that you sent it.
- ☐ **File your claim in time.** Within 12 months of delivery for a shipment picked up on or after May 15, 2026, or 9 months for one picked up before then. List each thing, with photos, receipts and your own inventory.
- ☐ **Watch for the reply.** The moving company must confirm it got your claim within 15 days.
- ☐ **Stuck? Ask your claims office.** If your claim is denied or the offer is too low, your Military Claims Office can help.

Pax's tip

BoxTrack keeps your own inventory box by box, with a photo, a value and the serial number for each thing, and makes a PDF report with every photo and value for a claim. Your first box is free at box-track.com.



Scan to tick it off

High-value list

Each thing worth a lot, with its make, model and serial number. Give a copy to the movers in writing before they pack.

Item	Make and model	Serial number	Value	Movers' no.	Photo	Arrived OK
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
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					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐

Pro-gear

Books, papers and equipment for your job (M-PRO) or your spouse's (S-PRO), kept apart and declared.

Item	Whose: M-PRO or S-PRO	Box or inventory no.	Notes