

COUNTDOWN TO DEPARTURE CHECKLIST

Quick tip: Carry important documents with you -- never check as baggage!

CREATE A PCS BINDER WITH CLEAR PLASTIC SLEEVES FOR STORAGE:

Ensure the following items stay with you throughout the moving process or be secured in a location inaccessible to the movers:

- ☐ Valuable items: jewelry, cash, medications

PCS Documents

- ☐ Original orders (a few copies of your orders)
- ☐ Area Clearance / Dependent Entry Approval (OCONUS)
- ☐ Household goods shipping and storage documents
- ☐ Sponsors' information

Vehicle Documents

- ☐ Vehicle titles
- ☐ Vehicle registrations
- ☐ Vehicle insurance policies
- ☐ Driver's License

Medical Documents

- ☐ Medical records / Contact information
- ☐ Immunization records
- ☐ Dental records

Family Documents

- ☐ Marriage Certificate / Birth certificates
- ☐ Adoption papers / Child custody documents
- ☐ EFMP Records
- ☐ Divorce documents
- ☐ Citizenship papers
- ☐ Passports
- ☐ Children's report cards / Employment records
- ☐ Military IDs
- ☐ Wills/Power of Attorney/Family Care Plan
- ☐ Pet records
- ☐ Financial records

UPON RECEIPT OF ORDERS

- ☐ Visit www.move.mil to set up your move
- ☐ Complete all paperwork through IPAC Outbound (Transfer Data Sheet, Advance Pay, etc.)
- ☐ Complete Overseas Suitability Screening (OCONUS)
- ☐ Obtain No-fee passports (if applicable)
- ☐ SATO (bldg. 1102) for flight arrangements (if applicable)

- ☐ Visit Veterinary clinic (if applicable)
- ☐ Research your new duty station
- ☐ Request a sponsor
- ☐ Create a moving budget. Ensure to familiarize yourself with financial entitlements (DLA, TLA, TLE, Per Diem, Mileage, etc.). Start saving for non-reimbursable moving expenses
- ☐ Begin considering what household items you need – what to donate – what to discard

30-45 DAYS PRIOR TO DEPARTURE

- ☐ Make a plan for kids and pets on the *Pack & Pickup* days. It's easier to keep them somewhere safe on these days
- ☐ Determine what items are to be packed as Household Goods, Unaccompanied Baggage, Non-Temporary Storage. Separate the items accordingly (OCONUS)
- ☐ Decide whether you want to make a Personally Procured Move (PPM), have the government handle everything for you, or do a combined move (CONUS)
- ☐ Make an inventory of possessions and valuable items (take pictures or video tape). Get appraisals for antiques or collections.
- ☐ Make travel arrangements for pets (if applicable)
- ☐ Begin making shipping arrangements for your vehicle(if applicable)
- ☐ Fill prescriptions. Ensure to request a sufficient amount to last until you get to your final destination
- ☐ Consider converting your bills to paperless
- ☐ Contact your cell phone provider to inform them of your upcoming move
- ☐ Contact your financial institution (Checking & Saving accounts) to inform them of your upcoming move
- ☐ Submit the 30-day notice to your landlord
- ☐ Do not dis-enroll from Tricare
- ☐ Ensure your Driver's License is valid
- ☐ Ensure your Military IDs are valid
- ☐ Apply for a US passport (if applicable). No-fee passports are intended for official use only
- ☐ If you are buying a new home at your new location, you should choose one as soon as possible, arrange financing, and set tentative closing dates

- ☐ Complete and submit the military advance housing application for your final destination
- ☐ If you require child care at your new location, start looking into options
- ☐ If you have school-age children, check school schedules and enrollment requirements at your new location
- ☐ If you plan to take a vacation on the way to your new address, make all your reservations as soon as possible
- ☐ If you have a car, truck or auto, be sure that all maintenance and repairs are taken care of now.
- ☐ Be sure you still have your proof of insurance for the car
- ☐ Contact your insurance company about protection for auto(s), home and household storage, and high-value items

1-2 WEEKS PRIOR TO DEPARTURE

- ☐ Ensure your family members know how to contact you in case of a family emergency
- ☐ Place original packing boxes (if they are in good condition and you want the movers to use them) by the equipment. If you decide to pack the item in the original carton yourself, leave the boxes opened so items can be inventoried
- ☐ Remove batteries from items – this helps to prevent corrosion
- ☐ Record serial numbers of electronic and other important equipment
- ☐ Drain garden hoses
- ☐ Drain oil and gas from lawn mowers and gas operated tools
- ☐ Properly dispose of flammables such as fireworks, cleaning fluids, matches, acids, chemistry sets, aerosol cans, ammunition, oil, paint and thinners
- ☐ Set aside cleaning materials to be used after packing and loading
- ☐ Pack your personal/important papers separately and keep them in a place where they can NOT be accidentally packed
- ☐ The moving company will typically coordinate a pre-move survey to establish estimated weight, packing materials needed, etc. During this survey ensure to indicate which items will require special packing
- ☐ Contact your utilities company (water, electricity, etc.) to inform them of your upcoming move and to cancel service
- ☐ Give a close friend or relative your travel route and schedule so you may be reached if needed

PACK & PICKUP DATE

- ☐ Within 48 hours before pack day, photograph or videotape all possessions
- ☐ Unplug electronics
- ☐ Discard all perishables. If packing a refrigerators ensure it is empty and clean
- ☐ Discard items that are not authorized for shipment
- ☐ Empty all trash cans before packers arrive
- ☐ Double-check closets, drawers, shelves, the attic and garage to be sure you have packed everything
- ☐ Get pets under control before movers arrive. If necessary, ask a neighbor to keep them for you if you haven't made boarding arrangements
- ☐ Verify and request copies of the inventory list. Make sure it is detailed, complete and accurate
- ☐ Do not accept any “miscellaneous” labels or entries, especially for valuable items. If you disagree, do not sign. Do not argue with the packers, contact your DMO Office for complaints
- ☐ Stay in the room with packers and movers whenever possible. Be aware that multiple rooms will be packed simultaneously, so do not be afraid to ask friends/family to help
- ☐ Check the entire house before releasing the packers, to make sure that nothing has been left behind

TIPS FOR RELOCATING WITH CHILDREN

- Keep children informed and involved, this may help alleviate the stress of the move
- Be upbeat and positive
- Give your children a chance to express their feelings, and try to be honest about your own feelings
- Stick to the family schedule and routines. Maintaining structure will help give your children the extra security needed during the relocation process
- Explain the process of moving. Spend time with your children. Give them additional encouragement and praise
- If your children are old enough, let them participate in decision-making