

Relocation Checklist

12 to 24 Weeks (as early as possible)

- ☐ Begin disposing or giving away unnecessary household and personal items.
- ☐ Begin talking to your children about moving. Listen closely to what they say — and what they don't say. Small children may not be able to express their concerns verbally; older ones may not want to. Even very young children may have very specific apprehensions. Watch for behavior changes that may indicate things they aren't saying. Plan to revisit this over the next few months.
- ☐ Find out as much as possible about the new location — housing, schools, recreation, sports, etc. Go to Plan My Move at <http://www.militaryhomefront.dod.mil/pls/htmldb/f?p=107:1:1679065128677894> and search for the information on your new Base. Help your children do their own searches (or ask them to help you.)
- ☐ Contact the local Fleet and Family Service Center (FFSC) and ask if there is an outbound *Smooth Move* workshop coming up. If you are going overseas, ask about Intercultural Relations (ICR) training, workshops, or resources.
- ☐ If you are going overseas, determine what additional constraints there may be on having your pets and automobiles at the OCONUS location.
- ☐ Begin taking digital photographs of household goods, especially those of particular value. You will use these photographs if you have to make a damage claim after receiving your shipment. Plan to hand-carry or mail them to yourself and leave copies with a friend.

12 Weeks:

- ☐ Schedule a transportation appointment.
- ☐ Schedule a customs appointment, if necessary.
- ☐ Begin cleaning major appliances to avoid last minute spring cleaning.
- ☐ If living off base, check your rental contract to determine how much notice you have to give. Your rental contract should have a military clause that enables you to leave without penalty due to military orders. You may have to give the landlord a copy of your orders if you are invoking the military clause.
- ☐ If you didn't do so when first discussing the upcoming move with your children, help them begin to assemble their "personal items boxes." These can be shoeboxes or similar sized containers that each child will hand carry. Contents are their choices. Expect them to change many times. Make sure that each child knows that the final selection must be made before the final pack out, but otherwise encourage this ongoing change management process.

8 Weeks:

- ☐ Notify your Personnel Officer if you have not yet received your orders.
- ☐ Request a sponsor, if you have not already done so, or if you have not been appointed one.
- ☐ Write to wives' clubs, support groups, old friends in the area, family and your sponsor.
- ☐ Plan to wrap vacation time around your move. Write or visit travel agencies, state visitor's bureaus and national park services to see what there is in the area you will be passing through.

7 Weeks:

- ☐ Get all necessary medical and dental work performed.
- ☐ Notify your landlord of your departure and make the necessary arrangements.
- ☐ Schedule house/apartment hunting trips and reserve temporary lodging.

6 Weeks:

- ☐ Call Family Housing to schedule a pre-termination inspection.
- ☐ If required, draw up a power of attorney to be left with a trusted friend so that someone can act legally on your behalf. For example, you may want to designate a friend to sell your automobile for you — this action would require a power of attorney. The power of attorney should be limited to the appropriate actions and time frame. The Base Legal Services office will do this free of charge.
- ☐ Get official copies of marriage licenses, divorce decrees, birth certificates, and naturalization papers — any documents showing your legal status. Also get all immunization records for every family member (including pets). Carry them with you when you travel.
- ☐ Notify current schools of your children's date of departure, and get records to take to the new school. If the school will not give you the records, ask if you can get certified copies. If not, write down the address and a point of contact for the current school so the new school can write for the records. Hand-carry records or copies.
- ☐ Get all the facts on procedures for shipping pets and automobiles and begin preparation.
- ☐ Make sure the Transportation Office has been contacted and appointment made to process your request for shipment and/or storage.
- ☐ You may need to allow two weeks to get an appointment. Orders are needed when you go for the appointment.
- ☐ Start using frozen and canned foods.

5 Weeks:

- ☐ Sort out closets; sell or give away castoffs.
 - ☐ Begin estimating approximate weight of appliances, furniture, etc. Refer to the Joint Federal Travel Regulations (JFTR) at [https://secureapp2.hqda.pentagon.mil/perdiem/jftr\(ch1-ch10\).pdf](https://secureapp2.hqda.pentagon.mil/perdiem/jftr(ch1-ch10).pdf), chapter 5, part D for weight allowances. The FFSC Relocation Assistance Program and the Base Transportation Office can offer help and guidance in estimating weight. Rule of Thumb: the total is more than you think.
 - ☐ Give 30-day notice to landlord if living off base. Often, notice must be given on the 1st day of your last full month. Determine when your security deposit will be refunded. Ensure that the landlord has a good address to which to send the refund. Make sure that you have good contact info for the landlord so that you can follow up if the deposit is not sent in a timely fashion.
 - ☐ Think about what to sell at a garage sale or consignment shop, and what you can take to the garbage dump.
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4 Weeks:

- ☐ Ensure landlord has received termination notice.
- ☐ Notify utility companies of cut off dates.
- ☐ Notify the telephone company of when the telephone should be disconnected.
- ☐ Notify the cable TV company of when the cable should be disconnected.
- ☐ Make arrangements for, and ship privately owned vehicles.
- ☐ Send rugs, draperies, and other items out for cleaning.
- ☐ Obtain maps you will need for your trip.
- ☐ Retrieve any property you have loaned out, and return any borrowed items.
- ☐ Make arrangements for care of children on packing day. Plan to make sure each child has his/her personal items box, and that all items are still present at the end of the day.

3 Weeks:

- ☐ If you have not yet received port call instructions, notify your unit Personnel Officer
- ☐ Make arrangements for travel to the airport.
- ☐ Close out charge, banking and checking accounts you no longer need. Get all the facts on procedures for shipping pets and automobiles and begin preparation.
- ☐ Obtain cash or travelers' checks for your trip. You may need extra cash when you arrive at your new location for deposits for utilities or your apartment, or in case you run into some unforeseen expenses.
- ☐ Get change of address cards from the Post Office and give them to your unit mailroom, mail to magazine companies to which you subscribe, income tax bureaus, friends, family, etc.

2 Weeks:

- ☐ If not already shipped, get the car serviced and clean it thoroughly.
 - ☐ Have any prescriptions you need refilled. Get a new prescription for any medicines that may be difficult to obtain on the first visit to a new doctor (e.g., stimulant medication for ADHD, anti-depressants, etc.)
 - ☐ Obtain referrals for new doctors, dentists, etc.
 - ☐ Obtain a copy of all eyeglass prescriptions.
 - ☐ Gather and organize documents that need to be hand carried (e.g., medical records, spouse employment files, etc.).
 - ☐ Make arrangements to clean the house for inspection.
 - ☐ Ensure that an appointment for your final check out inspection is set up.
 - ☐ Pick up any items still at cleaners.
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- ☐ Make provisions for family or friends to board or adopt pets that are not moving with you.
 - ☐ Give away or dispose of plants not moving with you.
 - ☐ Dispose of all flammable items such as paint, turpentine, charcoal lighter fluid, etc.
 - ☐ Clear all installation offices necessary in order to depart.

1 Week:

- ☐ Separate and tag items in the house — what's going with you/what's going to hold baggage.
- ☐ Dismantle the stereo, remove pictures from the walls and remove hardware.
- ☐ Check closets, storerooms, attic space, and garages to make sure that you are not forgetting anything.

Last Day before Departure/moving to Temporary Lodging:

- ☐ Return all items to FFSC Loan Locker.

Save all paperwork and inventory forms the packers give you. Hand-carry them