



THE MACGUIRE TEAM

Relocation Readiness: Pre-arrival Checklist

60 - 90 days to PCS

- Vehicle Registration
- Prepare a financial statement which includes your assets (income, property and savings) and your liabilities (mortgage, loans and credit card balances).
- Prepare house for selling or renting.
- Check immunization records for each family member.
- Set up a system for keeping track of expenses related to your move. (You will need a record for tax-deduction reasons, if you itemize.)
- Check expiration date on military ID cards. Update if necessary.
- Make a list of everyone to be notified about your move (friends, family, schools, organizations, creditors, etc.).
- Make an inventory of your possessions and estimate their value. Remember to include computer software, compact disks, videos, cassettes, books, pictures, silver, china, glassware, linens, clothing, tools, sports and hobby equipment, musical instruments, cameras, furniture, lamps, etc. Include the brand name, serial number, purchase date and purchase price on the list, if known. Stop by the Relocation Readiness Program and pick up an Inventory Tracker (hardcopy or electronic).
- Obtain a written appraisal for valuable items such as antiques, jewelry and paintings. To obtain appraisals, check with a professional who deals in the kind of valuables you have.
- Ask about concurrent travel arrangements.
- Organize your personal papers and set up a RECORDS file. The file should contain: insurance policies, last leave & earning statement (LES), original will, bank books, state/federal tax records, car registration, title deeds or mortgages, professional licenses, passports, appraisals, videotape/photos of personal property, purchase receipts for valuable items (furniture, computer, television, etc), legal papers (marriage license, birth certificates, divorce decree, adoption paperwork, etc), financial records (name, address, phone number and account numbers for banks/creditors) and a list of important numbers.

Receipt of Orders

- Visit the Relocation Readiness Program.
- Make an appointment with your Command Financial NCO to prepare a relocation budget for non-reimbursed moving expenses (rent, deposits, hook-up fees, etc.). Also ask about options for paying the bills while you are in transit.
- Check on pet restrictions, quarantines, and boarding at your new destination. Pet information can be found in the [SITES](#) booklet for your new destination.
- Request a sponsor from your new destination.
- If a family member has special medical/educational needs, contact the Exceptional Family Member Program to confirm enrollment and to seek assistance.
- Call Finance for details on Temporary Lodging Expenses (TLE), Dislocation Allowance, per diem rates and other entitlements.
- Discuss the pending relocation with all members of your family. The Relocation Readiness Program can provide suggestions on helping children prepare for the move.
- Make an appointment with the Transportation Office (JPPSO), to schedule your household goods shipments. During the appointment, be sure to discuss: Shipment and storage of personal property Unaccompanied baggage Authorized Weight Allowances Shipping/Storing your privately owned vehicle Shipping your pet Shipping privately owned firearms Self Procured Moves
- If you plan to ship your vehicle overseas, ask for a copy of the destination country's rules on vehicles.
- Make [billeting reservations](#) at your new destination or use the phone number listed in SITES.
- Make kennel reservations for your pet.
- Call the housing office to give notice of intent to terminate military family housing. Ask for a copy of the final cleaning requirements so that you will know what is expected. BAH will not start until final termination of quarters.
- If the sponsor is going on a remote tour, have a family meeting to decide where the family will reside until the sponsor returns.

40-50 days to PCS

- Check your auto, renters and homeowners insurance to make sure you have coverage for any damages or loss during shipment and storage. Before purchasing additional insurance, talk to the Joint Personal Property Shipping Office.
- Survey your possessions so that the items you plan to put into storage or to ship to your overseas location can be repaired or cleaned.
- Start using up things that can't be transported, such as food, cleaning supplies and flammables.
- Update and renew driver's licenses, if necessary.

- Using the information provided in SITES by your new installation, start making a list on items to carry with you, items to ship in "unaccompanied baggage", items to ship in the regular household goods shipment, items to sell, items to store and items to give away.
- Arrange for absentee voting ballot or obtain address where you can write for ballots.
- Obtain change of address kit from post office and fill out the cards. You may need to do this twice if you are using temporary quarters at your next post. [Click here](#) to change your address online.
- Notify everyone on the "notification list" you made earlier that you are moving. Give them a forwarding address.
- Check pre-registration procedures for enrolling children in school. This information can be found in SITES.
- If you plan on driving, stop and do some sightseeing along your route. Visit you local Information, Ticketing & Registration (ITR) Office. Remember, to make the appropriate lodging reservations for your road trip.
- Check the expiration date on personal credit cards you plan to use during the trip. Renew early if necessary.
- Take pets to veterinarian for required vaccinations and certificates. Get copies of medical records.
- Spouses update resumes and send to prospective employers. The Employment Readiness Program and SITES can provide you with guidance in this area.

30 DAYS TO PCS – CLEAN OUT

- Plants don't travel well. Give them to your friends as "thank you" gifts.
- Have a going-away party for yourself and friends.
- Have another party for the children.
- Using the tourist book.
- Notify school of your child's last day and request they have records ready. If you cannot get the records, at least get the information you will need to register your child in a new school.
- Pick up medical records from physicians, dentists, church, lawyers, veterinarians, etc. Ask for referrals, if possible.
- If you are planning a do it yourself move (DITY) reserve the rental truck or trailer and start collecting boxes. Stop by the Transportation Office for any questions or concerns you may have.
- Finish cleaning out closets, drawers and toy chests. Plan a garage sale or take the items you no longer need or want to a thrift store. Keep the receipt for tax purposes.

21 days to PCS

- Notify utilities and home delivery services of disconnect dates. Give them your forwarding address for the final bill.
- Schedule your telephone to be disconnected after the pack and pickup of your personal property.
- Arrange for closing or transfer of local charge accounts.
- Back up important computer files on disks.
- Check bank procedures for transferring funds or closing accounts, but don't close account until after you have opened a new account at your new destination and verified your direct deposit has actually been deposited into the new account. (Note: If you like the banking institution you are currently using, consider keeping the account. After you move, order new checks with your new address and phone number. This is much easier than opening and closing accounts with each PCS move.)
- Call JPPSO and confirm pack and pickup dates for personal property. If you are flying, confirm airline reservations. Be sure to ask about where and when you can pick up your airline tickets.

14 days to PCS

- Pick up items from the cleaners.
- Start cleaning your home or apartment for final inspection.
- Make sure you have enough luggage for the trip. Check the locks and make sure you have more than one key for each piece.
- Have car serviced/tuned-up for trip or storage. Check oil, water, battery, belts, hoses, brake and transmission fluid and tires.
- Empty safe deposit box if you plan to open a new one at the new destination. Put the items in your Records File that will be hand-carried with you to your new destination.
- Renew and pick up any necessary prescriptions. Ensure you have enough for at least two months.

7 days to PCS

- Drain oil and gas from lawn mower and other equipment. Dispose of all flammables.
- Keep listening carefully to children's questions. Give frequent reassurance. Children need the security you provide when the security of a home is diminishing.
- Pick up medical records at the post hospital. Unless you have a power of attorney, the sponsor cannot pick up the medical or dental records of the spouse.
- Double-check your family record file and place in briefcase suitable for hand carrying. Include: copies of orders, phone numbers of family and friends, duplicates of luggage/car/ other important keys, home inventory of household goods plus pictures and receipts, medical and dental records.

- Arrange childcare for packing and moving day.
- Pick up a child's travel activity pack from the Relocation Readiness Program.
- Take down curtains, rods, shelves, TV antenna, etc. Remove items from attics, crawl space or similar storage areas. It is your responsibility to make these items accessible to movers.

3 days to PCS

- Get your home ready for the packers. Wash all clothes that will be shipped, pack suitcases, organize closets, cabinets and drawers. Put everything in its place to make unpacking easier.
- Before movers arrive to pack your possessions for shipment and/or storage, disconnect all major appliances if living off-post. ***Empty the refrigerator so it can dry at least 48 hours before the movers arrive.*
- Put a cotton sock filled with charcoal and a sock filled with detergent into the refrigerator and freezer. These will absorb moisture and prevent mildew.
- Separate professional books, tools and papers into one pile. These do not count against your weight allowance.
- Dismantle stereo sets, outdoor play equipment, etc. Audio and video equipment and personal computers require special attention. Always consult your owner's manual for specific instructions.
- Use tape to code wiring on electronic equipment for easier reinstallation. If you still own a turntable, fasten down the tone arm. Tighten turntable screws and secure the dust cover. Clean VCR heads before use in your new home.
- Have original cartons available for the carrier to use. Anything that a carrier accepts for shipment and lists on the inventory they are liable whether they packed or you packed the item. They will check the boxes you packed to make sure you have adequately protected the items and you have not packed anything that is flammable, perishable or illegal.
- Place valuables, cash, jewelry, purses, and family records file in a safe place such as locked in the trunk of your car.
- Separate items into different piles, such as "hand carry and luggage," "unaccompanied baggage," "storage," "ship," and "professional".
- For overseas moves, ship in "unaccompanied baggage" items that will enable you to set up light housekeeping at once at your new station since it might be 1-4 months before your surface shipment arrives. Suggested items: iron, dishes, silverware, linens, bedding materials, clothing appropriate for climate, a few of the kids favorite toys, etc.
- Give copy of travel plans, with date, route, and phone number to supervisor, orderly room, sponsor, relatives, etc.
- Allow children to choose one small toy/book for carry on luggage, one for suitcase, and several small pieces for hold-baggage. They may even wish to pack one box of non-breakable items. They may put their name and draw a picture on the side of the box to feel more a part of the move.

- Buy traveler's checks for the trip, unless you plan to use an ATM or debit card.
- Call Housing Office and confirm walk-through inspection date and time.
- Take photos of your home, church, the children's school, friends, play areas, etc. for scrap books.

PCS Packing Day

- Arrange for childcare. Place pets in safe place.
- Watch the packers very carefully to see that they understand and know exactly which items are to be packed. You can indicate this by putting different colored stickers on each item or separate by rooms.
- Mirrors, paintings, and other items easily damaged or broken should be packed by moving company personnel.
- Pack a "moving day needs" box with cleaning supplies, sponges, paper towels, toilet and facial tissue, bath towels, bath soap, shampoo, can opener, paper plates, napkins, plastic eating utensils, snacks, coffee, tea, soda, light bulbs, scissors, hammer, Band-Aids, and trash bags. Put it in your car or safely away from packers.
- Visit the your Loan Closet to borrow cots, dishes, pots and pans, etc.
- If you have small children, take some of the childproofing devices (outlet covers, cabinet locks, etc.) with you to use on the way.
- Pack your phone book with your luggage. It may be helpful for names or addresses later.
- Put everything you don't want shipped in a locked, labeled closet to prevent packing.

Moving Day

- Be certain that every container or crated item has the moving company's inventory tag or tape on it and that each item is listed on the moving company's inventory.
- Check to see that the condition of your possessions is correctly reflected on the inventory. The exact location of existing scratches, worn or marred places should be clearly indicated.
- Prior to signing the inventory list prepared by the moving company, walk through your residence and make sure they have packed and picked up all property you want shipped. Verify all packing documents prior to signing.
- Be sure your copy of the moving company's inventory is legible. This inventory will not be as detailed as the ones you made earlier. Place copy of packer's inventory, stored possessions and baggage receipts in RECORDS FILE in hand-carried luggage.
- Before leaving the house, check each room and closet; make sure windows are down and locked; lights are out and exterior doors are locked.

On the Way

- Keep a log of all moving expenses incurred. This will be helpful for completing your travel claim and your tax return. Keep all receipts. If not needed, discard later. If you and your family are traveling separately, keep two logs.
- If you have any emergencies during the transit, stop at the nearest military installation or American Red Cross. They can contact Army Emergency Relief or your next post.
- Take time to enjoy the trip. Moving can be a positive, rewarding experience. Make the most of it!

Traveling with Children

- Children have a natural wariness of the unknown. Including them in the planning can help allay fears.
- Stick to your child's usual bedtime and mealtimes, and read favorite story.
- Let children take turns at the window.
- When traveling by car, try to stop at fast food restaurants that are equipped with a playground. Or, drive through town and find a park.
- Pack a special backpack for each child that he or she can carry onto the plane or bring in the car. Include in the pack a variety of art supplies, toys and books.
- Play games in the car such as scavenger hunt or license plate ID. Stop by ACS Relocation Readiness to receive a list of activities and instructions.
- Unpack the minute you arrive so everyone feels at home.
- Pack a lunchbox with "finger food" such as pretzels, fruit or cereal.
- Bring along a portable cassette player with headphones for children's music or audio books.
- Make this quality time — read books to the children.

Visit www.MilitaryCashBack.com to see how Military Members can receive Cash Incentives when Buying or Selling a Home!