



*It is that time of the year. Relocation will be on the minds of many members of our command. Every permanent-change-of-station order means moving yourself, your family, your pets, and all your belongings to a new duty location somewhere in the world.*

*Moving is a big event with a lot of physical and emotional challenges that need to be handled with care. Like everything else in life, there's a right way to move. And*

*doing it the right way can make a big difference in stress, peace of mind—and your pocketbook.*

*Here is a moving checklist, which may make your move a smooth one:*



## **Moving Checklist**

- \_\_\_ Contact the household goods office for an appointment with a counselor.
- \_\_\_ Notify your landlord, rental agent or housing office of your permanent change of station orders and anticipated date of departure.
- \_\_\_ Check school schedules and enrollment requirements at your new station.
- \_\_\_ Check the expiration date on your military identification card; update if necessary.
- \_\_\_ Contact the department of motor vehicles for information on changing your driver's license and vehicle registration.
- \_\_\_ Take care of auto maintenance and repairs.
- \_\_\_ Contact your insurance company concerning vehicles, home and household goods. Find out about coverage on your possessions in transit and storage and about high-value items.
- \_\_\_ Fill out an IRS change of address form.
- \_\_\_ Contact your Regional TRICARE office and notify them of your move.
- \_\_\_ Hand-carry medical and dental records.
- \_\_\_ Keep prescription medicines in their original bottles. Obtain prescription slips in case you need refills on the road. Pack medicine in leakproof, spillproof containers.
- \_\_\_ Hand-carry finance records.
- \_\_\_ Ensure that your entire family is properly listed on the Defense Eligibility Enrollment Reporting System. UPDATE DEERS.
- \_\_\_ Start using up perishable and frozen foods about a month before moving. Discard whatever you haven't used before the carrier shows up to pack.

- \_\_\_\_\_ Dispose of flammables such as fireworks, cleaning fluids, matches, acids, chemistry sets, aerosol cans, ammunition, oil, paint and thinners.
- \_\_\_\_\_ Drain fuel from mowers and other machinery.
- \_\_\_\_\_ Discard partly used cans and containers of substances that might leak.
- \_\_\_\_\_ Carefully tape and place in individual waterproof bags any jars of liquid you plan to carry with you.
- \_\_\_\_\_ Refillable tanks must be purged and sealed by a local propane gas dealer. Discard nonrefillable tanks. Some carriers and the military do not permit shipment of any propane tanks.
- \_\_\_\_\_ Switch utility services to new address. Inform electric, disposal, water, newspaper, magazine subscription, telephone and cable companies of your move.
- \_\_\_\_\_ Consider purchasing a phone card for your use while in transit.
- \_\_\_\_\_ Have appliances serviced for moving.
- \_\_\_\_\_ Clean rugs and clothing and have them wrapped for moving.
- \_\_\_\_\_ Plan ahead for special needs of infants.
- \_\_\_\_\_ Close bank accounts and have your funds wired to your new bank. Before closing, be sure there are no outstanding checks or automatic payments that haven't been processed.
- \_\_\_\_\_ Collect valuables from safe-deposit box. Make copies of any important documents before mailing or hand-carry them to your new address.
- \_\_\_\_\_ Record serial numbers of electronic equipment.
- \_\_\_\_\_ Defrost freezer and refrigerator. Place deodorizer inside to control odors.
- \_\_\_\_\_ Give a close friend or relative your travel route and schedule so you may be reached if needed.
- \_\_\_\_\_ Discuss the moving process with your children to overcome their fear of relocation.
- \_\_\_\_\_ Return library books and other borrowed items.
- \_\_\_\_\_ Make shipping arrangements for vehicles early.
- \_\_\_\_\_ Ensure that the vehicle is in good running condition and that all required maintenance has been completed.



## Moving Your Pets

\_\_\_\_ Carry health and rabies certificates with you.

\_\_\_\_ Ask about vaccinations needed to travel to foreign countries.

\_\_\_\_ Attach an ID tag to your pet's collar.

\_\_\_\_ Check on type and size of kennel needed for overseas shipment of pets.

If you're traveling across country, you can check on pet-friendly hotels on the Web.

### **On Moving Day**

\_\_\_\_ Double-check closets, drawers, shelves, attic and garage to be sure they are empty.

\_\_\_\_ Carry travelers check for quick, available funds.

\_\_\_\_ Watch loading and unloading and examine all items carefully before signing a receipt.