

SEPARATION MOVE CHECKLIST FOR SAILORS

(Okinawa Outbound)

2 years to 365 Days until your Separation:

- 1. Complete your initial and pre-separation counseling. Contact your Command Career Counselor to set up your counseling sessions.

365 to 180 Days until your Separation:

- 1. Attend the Transition Readiness Seminar (TRS). Contact your Command Career Counselor for registration details.

180-90 Days until your Separation:

- 1. Review additional information on your separation site through Military Installations at: <https://installations.militaryonesource.mil>. Type in the name of the installation to obtain relocation information and a directory of programs and services.
- 2. Visit your CPPA for assistance with your separation documentation.
- 3. Review your finances. Make a plan to cover non-reimbursable government expenses. Plan to pay off any bills, if possible. Request a credit report. Have errors corrected immediately.
- 4. Research procedures to ship your household goods and pets (if any). Begin preparing your pets for travel if necessary.
- 5. Compile important record files and legal documents:
 - a. Financial Documents (bank statements, investments, etc.)
 - b. Birth Certificate(s)
 - c. Social Security Card(s)
 - d. Marriage/Divorce Certificate(s) if applicable
 - e. Power of Attorney and Wills
 - f. Federal and State Tax Records
 - g. Medical, Dental & Immunization Records
 - h. Current Health Assessments for the children (if applicable)
 - i. Tourist Passport(s)
 - j. Insurance Policies
 - k. School Transcripts
 - l. Pet Importation Documentation
- 6. Contact the Exceptional Family Member Program (EFMP) for special needs support, if applicable.
- 8. Visit: <https://www.dmv.org/military-drivers/> for additional information and military benefits you can take advantage of before you separate from the military to renew your driver's license or vehicle registration.
- 9. Renew your military ID and dependent passports if necessary. Obtain a military ID for any child 10 years and over if necessary.

90-30 Days until your Separation:

- 1. Contact the Distribution Management Office (DMO) to set up an appointment to finalize your household goods shipment. Ensure you have funded orders.
- 2. Make arrangements for selling your privately owned vehicle(s).
- 3. Notify the appropriate individuals and agencies of your change of address (i.e., Post Office).
- 4. Notify the Kadena Housing Office and/or your off-base housing agency of your move date and schedule your pre-termination inspection.

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- 5. If currently in Billeting, notify your Billeting Manager of your intent to vacate.
- 6. Have school-age children: notify your child's school of the anticipated last day of attendance. Request your child's school records.
- 7. Notify utility and home services (i.e. gas, electric, Cable Company) of your last day of attendance.
- 8. Begin working on your resume. Attend a resume and interview workshop through the Family Member Employment Assistance (FMEAP) Program or set up an appointment for a one-on-one session. For a schedule of classes visit: www.mccsokinawa.com/FMEAP

30-1 Days until your Separation:

- 1. Set-up or pay any bills that will come due while you're in transit to avoid late fees or damages to your credit history.
- 2. Confirm travel arrangements.
- 3. Check bank/credit union procedures for transferring funds or closing accounts. Notify your financial institution of your travel back to the states.
- 4. Schedule a final inspection with the Kadena Housing or your off-base housing agency.
- 5. If in Billeting, schedule a final inspection with your Billeting Manager and turn in your room key.
- 6. Finalize your checkout process with PSD. Ensure you have the following on-hand:
 - a. DD Form 2648
 - b. Fleet Reserve Approval Message (Enlisted)/Retirement BUPERS Orders (Officers)
 - c. Copies of dependents passports (if accompanied)
 - d. Termination of Quarters (AF Form 594) and termination of lease (if applicable)
 - e. Hotel/lodging receipts
 - f. Transfer/Separation Evaluation or Letter of Extension
- 7. Cancel your Japanese cellphone (if applicable)
- 8. Ensure you properly deregister your vehicle(s). Checkout with the Vehicle Registration Office on Camp Foster, Bldg. 5638
- 9. Update your MyPay information on DFAS to ensure you have access to your pay and tax information without a CAC.
- 10. Schedule a Pre-Travel COVID-19 Test.
- 11. Double check your travel plans and itinerary. Make arrangements to go to the airport.
- 12. Ensure you have all of the documents needed for travel.

Helpful Links

Employment Assistance:	https://careers.usmc-mccs.org ; www.usajobs.gov
Linked In:	http://www.linkedin.com
Military OneSource:	www.militaryonesource.mil
myPay on DFAS:	https://www.dfas.mil/militaryseparations/HowtoupdatemyPay.html
Releasing/Shipping your POV:	http://pcsmypov.com/
VA eBenefits:	https://www.ebenefits.va.gov/ebenefits/homepage
PSD Separations and Retirement:	https://www.cnic.navy.mil/regions/cnrj/installations/cfa_okinawa/abou/tenant_commands/personnel_support_detachment/separations_and_retirements.html

This checklist serves as a general guide for EASing from Okinawa. For recommendations, please contact MCCS Marine Family Programs-Resources Center at: mccb_reloassist@usmc.mil