

# END OF ACTIVE SERVICE (EAS) MOVE CHECKLIST FOR MARINES (Okinawa Outbound)

## **365-180 Days till your Separation:**

- \_\_\_ 1. Complete the pre-work webinars at: <https://www.mccsokinawa.com/transition/#tab5>
- \_\_\_ 2. Attend the **TRANSITION READINESS SEMINAR (TRS)**. Contact your Unit Transition Coordinator for registration details.

## **180-60 Days till your Separation:**

- \_\_\_ 3. Review additional information on your separation site through <https://installations.militaryonesource.mil>.
- \_\_\_ 4. Complete your Capstone Interview 90 days prior to your separation.
- \_\_\_ 5. Once you receive your W95 Orders, complete and submit the following on your Outbound Interview:
  - \_\_\_ a. Separation and Retirement Data Sheet
  - \_\_\_ b. Upload W95 Orders
  - \_\_\_ c. DD Form 884 (for accompanied personnel)
  - \_\_\_ d. Copy of current Area Clearance (for accompanied personnel)
  - \_\_\_ e. DD Form 2648
- \_\_\_ 6. Review your finances. Make a plan to cover non-reimbursable government expenses. Plan to pay off bills, if possible. Request a credit report. Have errors corrected immediately.
- \_\_\_ 7. Research procedures to ship your pet and begin the exportation process, if necessary.
- \_\_\_ 8. 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 (if obtainable, for children previously enrolled in school)
  - \_\_\_ l. Pet Importation documents (if applicable).
- \_\_\_ 9. Contact the Exceptional Family Member Program (EFMP) for special needs support, if applicable.
- \_\_\_ 10. Visit <https://www.dmv.org/military-drivers/> for additional information and military benefits on renewing your driver's license or stateside ID and vehicle registration.
- \_\_\_ 11. Renew your military ID and passports if necessary. Obtain a military ID for any child 10 years and over (if applicable).

## **60-30 Days till your Separation:**

- \_\_\_ 1. Contact the Distribution Management Office (DMO) to set up an appointment to finalize your Household Goods shipment. Ensure you have your funding letter from IPAC.
- \_\_\_ 2. Make arrangements for selling your privately owned vehicle.
- \_\_\_ 3. Notify the appropriate individuals and agencies of your change of address (i.e., Post Office).
- \_\_\_ 4. Notify the Kadena or Kinser Housing Office of your move date and schedule a preliminary inspection, if necessary.
- \_\_\_ 5. If currently in billeting, notify your Billeting manager of your intent to vacate.
- \_\_\_ 6. Notify your child's school of the anticipated last day of attendance (request school records, if applicable.)
- \_\_\_ 7. Notify utility and home services (i.e. gas, electric, cable company) of disconnect dates.

*This checklist serves as a general guide for Marines & their families EASing from Okinawa. For recommendations, please contact MCCS Marine & Family Programs-Resources Center at: [mcbb\\_reloassist@usmc.mil](mailto:mcbb_reloassist@usmc.mil)*

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- \_\_\_ 8. Begin working on your resume. Set up an appointment with the Transition Readiness Program for a one-on-one resume and interview coaching session.

### **30-1 Days till 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 your final housing inspection with your respective Housing Office, and move into temporary lodging, if applicable.
- \_\_\_ 5. Schedule a final inspection with your Billeting manager and turn in your room key.
- \_\_\_ 6. Completely deregister your vehicle and obtain a "No Claims" letter from your insurance company.
- \_\_\_ 7. Finalize your checkout process with IPAC and pick up your Orders. Ensure you have the following on hand:
- \_\_\_ a. DD Form 2648 (TRS).
  - \_\_\_ b. Memorandum for the record (Final Physical).
  - \_\_\_ c. Termination of Quarters (AF Form 594) if applicable.
  - \_\_\_ d. Termination of Lease, if applicable.
- \_\_\_ 8. Cancel your Japanese cellphone (if applicable).
- \_\_\_ 9. Update your myPay information on DFAS so that you can access your pay and tax information without a CAC.
- \_\_\_ 10. Double check your travel plans and itinerary. Make arrangements to go to the airport. Ensure you have all of the documents needed for travel.



### Helpful Links:

Childcare:	<a href="http://www.sittercity.com">www.sittercity.com</a>
Employment Assistance:	<a href="https://www.mccsokinawa.com/transition/">https://www.mccsokinawa.com/transition/</a> <a href="https://careers.usmc-mccs.org/">https://careers.usmc-mccs.org/</a> <a href="https://www.usajobs.gov/">https://www.usajobs.gov/</a>
myPay on DFAS:	<a href="https://www.dfas.mil/militaryseparations/HowtoupdatemyPay.html">https://www.dfas.mil/militaryseparations/HowtoupdatemyPay.html</a>
Military Installations	<a href="https://installations.militaryonesource.mil">https://installations.militaryonesource.mil</a>
Military One Source:	<a href="http://www.militaryonesource.mil">www.militaryonesource.mil</a>
LinkedIn:	<a href="http://www.linkedin.com">http://www.linkedin.com</a>
Releasing your Vehicle from Govt. Storage:	<a href="http://pcsmypov.com/">http://pcsmypov.com/</a>
Schools:	<a href="http://www.greatschools.org">www.greatschools.org</a>
Transition Readiness Program:	<a href="http://www.mccsokinawa.com/transition">www.mccsokinawa.com/transition</a>
VA eBenefits:	<a href="https://www.ebenefits.va.gov/ebenefits/homepage">https://www.ebenefits.va.gov/ebenefits/homepage</a>

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