

SEPARATION MOVE CHECKLIST FOR SAILORS

(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 separation approval or separation orders, begin to complete your separation package. Ensure your separation package includes the following documents:
 - ___ a. Separation Information Sheet
 - ___ b. Passenger Reservation Request (PRR)
 - ___ c. AMC Flight Information Sheet
 - ___ d. DD Form 884 (for accompanied personnel)
 - ___ e. Base Checkout Sheet
 - ___ f. Separation Physical Examination Notification
 - ___ g. Pet Shipment Memorandum (if applicable)
 - ___ h. TLA Brief Sheet (if applicable)
 - ___ i. TLA Worksheet (if applicable)
 - ___ j. Multiple NAVPERS 1070/613 (Administrative Remarks)
- ___ 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. Turn in your separation package to your command's administrative section with the following documents:
 - ___ a. Fleet Reserve Approval Message (enlisted) / Retirement BUPERS Orders (Officers)
 - ___ b. DD Form 2648 (Pre-Separation Counseling Sheet)

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

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- ___ c. Copies of your dependent's passport (if accompanied)
- ___ d. DD Form 1299 / Bill of Lading
- ___ e. Termination of lease (if residing off-base)
- ___ f. Termination of government quarters
- ___ g. Hotel / lodging receipts
- ___ h. Transfer / Separation Evaluation or Letter of Extension
- ___ 2. Contact the Distribution Management Office (DMO) to set up an appointment to finalize your Household Goods shipment.
- ___ 3. If necessary, make arrangements for selling your privately owned vehicle.
- ___ 4. Notify the appropriate individuals and agencies of your change of address (i.e., Post Office).
- ___ 5. Notify the Kadena or Kinser Housing Office of your move date and schedule a preliminary inspection, if necessary.
- ___ 6. If currently in billeting, notify your Billeting manager of your intent to vacate.
- ___ 7. Notify your child's school of the anticipated last day of attendance (request school records, if applicable.)
- ___ 8. Notify utility and home services (i.e. gas, electric, cable company) of disconnect dates.
- ___ 9. 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 your 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. Update your myPay information on DFAS so that you can access your pay and tax information without a CAC.
- ___ 8. 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:	www.sittercity.com
Employment Assistance:	https://www.mccsokinawa.com/transition/ https://careers.usmc-mccs.org/ https://www.usajobs.gov/
myPay on DFAS:	https://www.dfas.mil/militaryseparations/HowtoupdatemyPay.html
Military Installations	https://installations.militaryonesource.mil
Military One Source:	www.militaryonesource.mil
LinkedIn:	http://www.linkedin.com
Releasing your Vehicle from Govt. Storage:	http://pcsmypov.com/
Schools:	www.greatschools.org
Transition Readiness Program:	www.mccsokinawa.com/transition
VA eBenefits:	https://www.ebenefits.va.gov/ebenefits/homepage

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