

# SEPARATION MOVE CHECKLIST FOR SAILORS

(Okinawa Outbound)

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

- \_\_\_ 1. Begin your initial counseling. Contact the Transition Readiness Program to set up your pre-separation counseling session.

## **180-90 Days till your Separation:**

- \_\_\_ 1. Attend the TRANSITION READINESS SEMINAR (TRS). Contact your Command Career Counselor for registration details.
- \_\_\_ 2. 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.
- \_\_\_ 3. Visit your CPPA for assistance with your separation documentation.
- \_\_\_ 4. 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.
- \_\_\_ 5. Research procedures to ship your household goods and pets (if any) at <https://www.militaryonesource.mil/moving-housing/moving/pcs-and-military-moves/>
- \_\_\_ 6. 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
- \_\_\_ 7. 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 till 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.

# SEPARATION MOVE CHECKLIST FOR SAILORS

(Okinawa Outbound)

- \_\_\_ 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](http://www.mccsokinawa.com/FMEAP)

## **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 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. Double check your travel plans and itinerary. Make arrangements to go to the airport.
- \_\_\_ 11. Ensure you have all of the documents needed for travel.

## Helpful Links

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