

RELOCATION CHECKLIST FOR OUTBOUND SOLDIERS



THE FOLLOWING IS A RECOMMENDED CHECKLIST FOR ARMY PERSONNEL ON REASSIGNMENT ORDERS TO A NEW DUTY STATION (CONUS OR OCUNUS).

MEDICAL/ DENTAL

- Ensure immunizations for Soldier and Family are up to date and documented on shot records.
- Make EFMP appointments for my Family, if needed.
- Ensure names, phone numbers, and addresses of dentist/orthodontist and doctors and appointments are up to date.

PERSONAL AFFAIRS

- Soldier and Family ID cards are up to date
- Where and how to obtain new ID card
- Safe deposit box and/or strongbox
- Location of keys for safe deposit box and/or strongbox
- Check DEERS enrollment
- Information for new duty station TRICARE program
- Drivers License(s) are up to date
- Citizenship papers
- Children's school records
- Vet records

I KNOW THE LOCATION OF THE FOLLOWING DOCUMENTS AND HAVE THEM PROPERLY SAFEGUARDED.

- Three copies of current Power of Attorney
- Birth certificates for Soldier and Family members
- Marriage certificate
- Divorce decrees
- Adoption papers
- Social Security Cards
- State and Federal tax records
- All insurance policies
- U.S. Savings Bonds, stocks, and certificates
- Deeds and mortgages
- Wills

MONEY MANAGEMENT

- Address and phone numbers for all credit cards to notify companies in case of loss
- Account numbers and the name and address of banks
- Location of the checkbook and past check registers
- Child support documents
- Rent/Mortgage
- Telephone
- Water
- Electric
- Garbage/Sewage
- School tuition
- Auto/Life Insurance
- Charge cards
- Loans
- Club bills
- Car payment
- Cable TV
- Internet

TRANSPORTATION

- Name and address of the holding company
- Shipping documents and household inventory
- Duplicate set of keys for automobile(s)
- Vehicle titles, registration, and insurance policies and locations of each

ASSISTANCE AND SUPPORT

- The Legal Assistance Office is in BLDG 5700, Soldier Service Center, room 320. Call: (334) 255-3482.
- Army Community Service has resources and referral services, if needed. Call: (334) 255-3817/3161.
- Army Emergency Relief (AER) provides help for financial emergencies that require immediate attention.

ADDITIONAL: Before departure, receive an Area of Responsibility brief from Brigade/Battalion S-2. If none, call the Force Protection Office at (334) 255-3721/1278.

Updated January 2008