

Relocation 101

(for Goodfellow AFB, Texas)

Front book cover featured a World War II Bomber, which is prominently displayed at the entrance to Goodfellow AF base. The back cover features Goodfellow's Family Service Center logo. This book is provided by the Family Service Center to relocating personnel. Military data appears on selected pages.

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Relocation 101

Making the Most of Your Move
Second Edition

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Making the effort to become familiar with a location before you move will help your family slip into the new community much more easily.

MILITARY MOVES

When enlisted personnel and officers are given orders to move to a new duty station, the move must generally be completed within a very short time frame. With the help of *Relocation 101*, you can make such knowledgeable decisions as whether to live on- or off- base, send your children to public or Department of Defense schools, hire a moving company and much more in a cost-effective and timely manner.

In addition to this book, there are many resources available to assist you with your move. Be sure to immediately contact the relocation manager at your base and access the military resources available on the Internet, especially the Standard Installation Topic Exchange Service (SITES) listed in our INTERNET DIRECTORY. SITES will help you learn everything you need to know about your new base, and then some. If you do not have a computer, you can access the Internet at a number of base facilities such as the library or the relocation office. Also, be certain to request special military discounts from every service provider that you use, such as the moving company and mortgage lender.

If you are moving to a civilian community after living on base, keep in mind that the atmosphere and attitudes of these areas may be quite different from that with which you are familiar.

MOVING AS A SINGLE

For singles and single-parent families, moving requires even more planning. As a single, you need to locate support systems and create friendships outside the traditional family unit; therefore, it is critical that you understand as much as possible about the new community. Be sure that the social life, activities, culture and pastimes to which you are accustomed will be available. If you are moving at the request of your employer, ask for help in locating services and other needs.

MILITARY CHECKLIST

All of the advice and checklists in this book will be helpful to you. However, service families also need to be aware of specific military relocation policies. This checklist will provide an overview, but you must also contact the appropriate offices regarding your assignment briefing and to receive your official travel orders. And, be sure to check out the Standard Installation Topic Exchange Service (SITES) listed in our INTERNET DIRECTORY for comprehensive information about your new base.

AIR FORCE — Family Support Center

ARMY — Army Community Service

MARINE CORPS — Transition Support Services

NAVY — Fleet and Family Service Center

COAST GUARD — Work-Life Office

BEFORE YOU MOVE

- ☐ After receiving your official travel orders, review base housing cleaning instructions, arrange for your house to be cleaned again in case you fail inspection and do not have the time to redo it yourself. Schedule a final walk through.
- ☐ Call two weeks prior to your departure to set up an appointment for your final out-processing.
- ☐ Make an appointment with the appropriate office(s) to receive travel tickets and arrange for shipment of your household goods.
- ☐ Pick up a Family Member Clearance Package.
- ☐ After obtaining PCS orders, call your current Family Center for information about the new installation. Be sure you have a list of all your family's needs/questions to ask the Relocation Manager. Also inquire about reservations or any specific procedures and obtain relevant telephone numbers and e-mail addresses.

MILITARY CHECKLIST

- ☐ Leave the telephone plugged in until you are ready to depart, then pack it and a telephone book in your express shipment.
- ☐ Arrange for transportation of your household goods.
- ☐ Attend your base finance out-processing and any relocation briefings.
- ☐ Provide your relatives with specific directions about how to mail letters and packages to you.
- ☐ Weigh military books, papers and equipment independently. These items will be listed on the shipping inventory and then packed apart from your other goods.
- ☐ Single parents/dual military couples with children should update the Dependent Care Certificate (OPNAV17 40/1), available at local Personnel Support Detachments. This certificate allows a designated adult to care for your children in your absence. Marine families should contact CONAD.
- ☐ Ensure that your entire family is properly enrolled on the Defense Eligibility Enrollment Reporting System (DEERS).
- ☐ Working spouses should give required notice of termination and obtain a letter of referral.

CARRY WITH YOU

- ☐ Required uniforms for inprocessing (or pack so they are easily accessible)
- ☐ Proof of family members from your personnel service record
- ☐ Military ID cards for all family members 10 years of age and older (check expiration dates to be sure they will remain valid throughout the move)
- ☐ A Power of Attorney or Letter of Authorization, notarized or countersigned by the base Legal Office
- ☐ Registration for any motorized vehicle, motorcycle, boat or trailer to be shipped

Runzheimer International

<http://www.runzheimer.com/consumer/html/consumerstart.htm>

- Management consulting firm specializing in transportation, travel and living costs. Personal two-location cost comparison, everyday expense comparison and employee relocation policy and practice analysis.

WageWeb <http://www.wageweb.com>

- Salary survey data online with over 160 benchmark positions with compensation data. Now over 1,250 Member Organizations strong.

MILITARY ASSISTANCE

Air Force Crossroads <http://www.afcrossroads.com>

- The official site of the US Air Force includes links to resources, installations, spouse networks, employment opportunities and much more.

MarineLINK <http://www.usmc.mil/>

- Wide range of information on the Marine Corps, including opportunities, public events, fact files, history and publications.

Military Assistance Program (MAP)

<http://dticaw.dtic.mil/mapsite/index.html>

- "Services to make your life easier" include the Relocation Station, the Money Station and the Employment Station for all military personnel.

Militarylifestyle.com <http://www.militarylifestyle.com>

- This site is a content-driven web magazine for the American military community. Editorial content is updated daily—features, news, personality profiles, retirement and benefits coverage, etc.

Standard Installation Topic Exchange Service (SITES)

<http://www.dmdc.osd.mil/sites>

- Worldwide relocation assistance for major military installations. For all branches of military personnel and their families. Requires a military ID number and date of birth to enter.

TRICARE Military Health Site <http://www.tricare.osd.mil>

- Support for billing, claims processing, Medical Management, Dental/Ware Management, medical statement processing and a host of other services.

U.S. Army <http://www.army.mil/>

- Official homepage which includes army alumni association database, personnel locator and a center for military history.

U.S. Coast Guard <http://www.uscg.mil/>

- Check FAQ, the images and facts section and find unit locations. Career and educational opportunities.