

THE MOVING BINDER

Holds all of your moving essentials in one place so you always know where to look!

IMPORTANT DOCUMENTS

- ☐ **Current Orders:**
Keep your original set of orders with you at all times and make more than one copy!
For overseas moves, keep your command sponsorship or dependent entry approval paperwork, plus copies.
- ☐ **Identification for each family member:**
Bring your military IDs, driver's license, social security cards, passports, birth, marriage, and naturalization certificates.
- ☐ **Vehicle documentation:**
Carry your vehicle title or lease information and proof of vehicle inspection, registration and insurance.
- ☐ **Financial documentation:**
Bring personal checks, any hard copies of recent bank statements, and all credit and debit cards.
- ☐ **Housing information:**
Carry household inventory list your moving company provided, as well as lease or mortgage paperwork
- ☐ **Legal documents:**
Divorce or annulment paperwork, wills, custody or adoption paperwork, and active power of attorney documents.
- ☐ **School or employment records:**
School transcripts, report cards or grade sheets your children need for school registration.

If you are moving with a child with special needs, learn more about support provided by the *Exceptional Family Member Program*.
- ☐ **Medical and physical information:**
Physical, dental records, vaccination records.

Pro-packer tip: Stay organized by creating a moving binder to hand carry. Having a binder gives you easy access to all of your important paperwork.



SCAN TO USE THE
PLAN MY MOVE CHECKLIST



[HTTPS://PLANMYMOVE.MILITARYONE
SOURCE.MIL/](https://planmymove.militaryonesource.mil/)

#LikeAMilSpouse
#MilSpouseAppreciationMonth



Tips & Tricks while PC Sing!

FAMILY EDITION



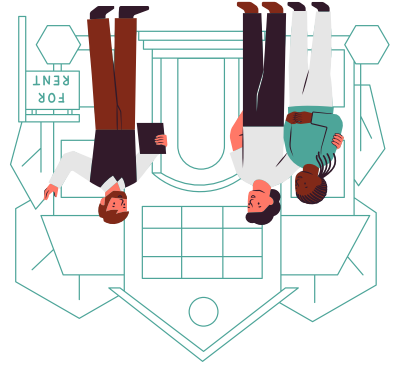
PRESENTED TO YOU BY
FAMILY ADVOCACY PROGRAM

HOW TO INVENTORY YOUR BELONGINGS

Knowing exactly what you've got and where it's stored can help make for a smooth transition when you unpack in your new home.

Tips on how to conduct an inventory:

- Organize belongings and uncluttered area
- Take pictures and/or videos of your items
- Optional: capture brand names
- Write down item, name, description, and amount (e.g. 12 silver forks)
- Optional: for valuables, includes model, serial number, receipt, certificate of authenticity value
- Photograph every room *including* attic, garage, storage, and every item
- Optional: Record and narrate your video with notes to self
- Remember to update your inventory and keep it in your **Moving Binder**



MY DO NOT PACK ROOM LIST

The designated room for items that should not be packed. Make large, clear signs for the door, and put it in multiple language, if appropriate.

Items that need to go in your *do not pack room* includes:

- Your moving binder
- Camera
- Car Keys
- Suitcases with clothes for the move
- Required children's items
- Medications
- Toiletries
- Jewelry
- Chargers and power cords
- Laptops, tablets, iPods, cell phones
- Cleaning Supplies
- Pet items, including crates, food, medications, and paperwork.
- Items you intend to hand carry
- Your *First Week Box*
- Small toys and other children's entertainment

Tip! Check on the room throughout the day, ensuring that it hasn't accidentally been entered or packed !

ASSEMBLE YOUR FIRST WEEK BOX

Things you might want to bring with you so they are easy to access right after you move or put in your suit case

- ☐ A week's worth of clothes per person
- ☐ Required military clothing items
- ☐ Special items for small children and babies
- ☐ (toys, blanket, books and music)
- ☐ Electronics and chargers (laptops, phones, tablets)
- ☐ Food, medications, and supplies for pets
- ☐ Paper towels and toilet paper
- ☐ Cleaning supplies, zip-locks, and trashbags
- ☐ Extra contacts and/or glasses
- ☐ Unpacking tools (scissors, tape, pen, and paper)

- ☐ Plates and utensils
 - ☐ Sponges and paper towels
 - ☐ Cups or reusable drinking bottles
 - ☐ A few pots and pans
 - ☐ Basic tool kit
 - Regular screwdriver
 - Phillips screwdriver
 - Hammer
 - Tape measure
 - Bottle opener
- ## BED AND BATH
- ☐ Towels
 - ☐ Bed sheets
 - ☐ Pillows
 - ☐ Blankets
 - ☐ Air mattress or sleeping bags
 - ☐ Plastic shower curtains and rings
 - ☐ Double-bagged set of basic toiletries



Military moves are a stressful reality for all military families.

Let the ACS Relocation Readiness Program assist you and find you the resources you need to alleviate some of the most common stressors in this process!

Find all Relocation services in Wiesbaden at:

<https://wiesbaden.armymwr.com/programs/relocation-readiness-program>

Or contact us at Army Community Services:

Hainerberg Housing
Mississippi Strasse
BLDG 7790
Wiesbaden 65189
Germany
+49 (0)611-143-548-9201
Military DSN (314)548-9201

Find further resources through the following websites:

- [Move.mil](https://move.mil)
Use their official DOD moving portal to schedule a move; submit a survey; or claim lost or broken items
- <http://www.militaryinstallations.dod.mil/>
Find further information about your new installation including location; service; and program info.



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Things To Do While PCSing!

FAMILY EDITION

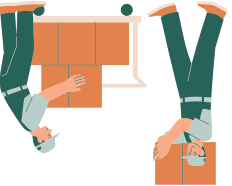
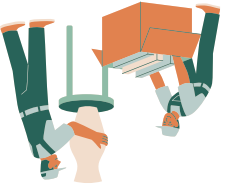
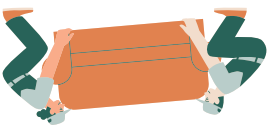
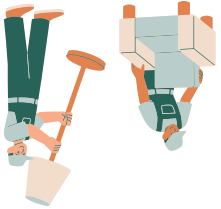
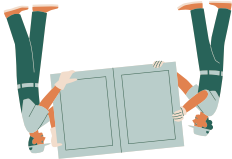


**PRESENTED TO YOU BY
FAMILY ADVOCACY PROGRAM AND
RELOCATION READINESS PROGRAM**

ERRANDS AND PAPERWORK

CHECKLIST

- ☐ Talk with your family about your upcoming move.
- ☐ Contact the Relocation Program
- ☐ Ask about Spouse Sponsorship Program
- ☐ Start making **The Moving Binder**
- ☐ Visit the **Plan My Move** website
- ☐ Set up an appointment with your local transportation office to coordinate household goods shipment
- ☐ Decide whether to have military-contracted movers, do a Personal Procured Move (PPM) or both
- ☐ Learn about restrictions on moving items
- ☐ Ensure your passports and visas are up to date
- ☐ Gather copies of important documents
- ☐ Get current on all forms of identifications
- ☐ Update legal paperwork (e.g. power of attorney)
- ☐ Discuss budget with your Financial Readiness Program
- ☐ Learn about your allowance and entitlement
- ☐ Set up appointment with Transportation Office
- ☐ Make appointments for vehicle maintenance before shipping
- ☐ Review vehicle registration, inspection, license requirements
- ☐ Keep a spare key for vehicle
- ☐ Connect with information and resources regarding housing options at your next duty station and surrounding community
- ☐ Research the country or state
- ☐ Research housing and cost-of-living allowance at your new installation
- ☐ Look at school rating during housing search
- ☐ Connect with Facebook groups in new location



- ☐ Look into child care options
- ☐ Request copies of any school paperwork
- ☐ Complete mandatory EFMF screening*
- ☐ Contact School Liaison for information about changing school
- ☐ Consider Youth Sponsorship Program
- ☐ Submit school withdrawal paperwork and records
- ☐ Connect to the New Parent Support Program
- ☐ Set up an appointment with WIC Overseas*
- ☐ Check old and new Tricare contacts
- ☐ Schedule dental, eye, and physical exams
- ☐ Request your medical and dental records in either digital or physical copies
- ☐ Update insurance coverage and contact information
- ☐ Refill prescriptions
- ☐ Schedule vet appointment
- ☐ Ask about pet restrictions, registration and requirements
- ☐ Fill out and make copies of veterinary paperwork
- ☐ Update your pet's tag and/or registration
- ☐ Check with airlines and new duty station about pet policies and required paperwork
- ☐ Pick and book travel date
- ☐ Download flight ticket policies
- ☐ Double check legal documents
- ☐ Verify luggage allowance for your flight
- ☐ Make hotel reservations
- ☐ Plan transportation to your new installation
- ☐ Submit change of address
- ☐ Transfer or close bank accounts
- ☐ Request letters of credit from utility providers
- ☐ Cancel memberships or subscriptions
- ☐ End utility services
- ☐ Forward your mail to your new address
- ☐ Complete all required out-processing paperwork
- ☐ Don't forget to pack your **First Week Box**

PREPARING YOUR HOUSE

CHECKLIST

- ☐ Sell/Donate/ trash your stuff
- ☐ Designate your **Do Not Pack** room
- ☐ Save important files to hard drive
- ☐ Purchase ziplock bags, painter's tape and sharpies
- ☐ Pack adaptors for electronics
- ☐ Pack a First Week Box
- ☐ Inventory household items
- ☐ Organize your *Unaccompanied baggage*
- ☐ Organize your *Household Goods*
- ☐ Identify and label boxes with your contact information
- ☐ Zip tie hangers
- ☐ Tape remote electronics
- ☐ Remove batteries from all items
- ☐ Disassemble large furniture
- ☐ Remove pictures and other wall decorations
- ☐ Drain your lawn mower of gas and oil
- ☐ Drain garden hoses
- ☐ Clean grill, fire pit, outdoor toys
- ☐ Scrub and disassemble large outdoor items
- ☐ Pack your suitcases
- ☐ Check your financial, legal protections
- ☐ Look over all housing paperwork carefully
- ☐ Do your own move-in inspections