

## RELOCATION CHECKLIST FOR OUTBOUND SOLDIERS

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

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

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

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

### MONEY MANAGEMENT

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

### TRANSPORTATION

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

### 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.