



## Active Duty Relocation Checklist

- Visit the Relocation Assistance Program Office** – learn about your relocation options, entitlements, and how to get assistance.
- Arrange for a Housing Pre-inspection** - If you live in government housing you should contact your housing office to schedule your pre-inspection and obtain termination information.
- Plan a “House Hunting” Trip** – If possible you should schedule a trip to the community where you intend to move to determine your future housing options.
- Contact Your “new” state’s Veterans’ Services Office** – Each state offers different benefits, pre-determining you eligibility for state veteran benefits can reduce the time for processing benefits later.
- Arrange for Transportation Counseling** - Once you know where you plan to live, contact your transportation office for further assistance.
- Review the “It’s Your Move” Pamphlet** – This pamphlet offers helpful detailed information on shipping your household goods. [http://www.usapa.army.mil/pdffiles/p55\\_2.pdf](http://www.usapa.army.mil/pdffiles/p55_2.pdf)
- Arrange to Stop and/or Start Utilities** - Contact your current and future utilities providers to ensure that your cable, electric, water, gas, garbage, sewer, and phone services are stopped or started as needed.
- Submit Your Change of Address Form** - Be sure to process your change of address as soon as you know your new address. This will ensure you do not fall behind on payments.
- Review and complete the “Financial Checklist for a Military Move”** – This checklist provides detailed information on per diem, allowances, reimbursable expenses, and cash advances associated with relocating.
- Finalize Your Travel Arrangements** – Contact your travel providers and confirm your reservations as appropriate.
- Review Other Relocation Resources** – There are many resources like “Plan My Move” and MilSpouse.org which can offer additional relocation assistance.  
<http://www.militaryhomefront.dod.mil/pls/htmldb/f?p=107:1>

*Note: This checklist is intended to be a quick reference for planning your relocation. It is for informational purposes only and is not a replacement for the DD 2648 or DD 2648-1. Additionally, you need to check your eligibility for any benefit with the appropriate agency.*