



Active Duty Relocation Checklist

- Discover Your Skills and Career Interests** – Contact your installation's Education Center, Transition Assistance Office, or OneStop Career Center to take a Vocational Skills and Career Interest Inventory. This program can help you determine your career options. Visit <http://www.militaryinstallations.dod.mil> for assistance in finding the office nearest you.
- Visit the Relocation Assistance Program Office** – learn about your relocation options, entitlements, and how to get assistance.
- Arrange for a Housing Preinspection** If you live in government housing you should contact your housing office to schedule your preinspection 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, predetermining 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.
- 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.

Note: This checklist is intended to be a quick reference for planning your education. 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.



- 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” at <http://www.militaryhomefront.dod.mil/pls/htmldb/f?p=107:1> and MilSpouse.org which can offer additional relocation assistance.

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