



### Programs and Services

While moving is always stressful, your stress can be drastically reduced if you take full advantage of the information, education, and personal assistance provided to you by the Relocation Program. This is the place to find answers and get referral to other installation resources as well as assistance with in-transit emergencies. The most important thing you can do to ensure a smooth move is to start planning early using the many Relocation Assistance program services and tools available.

**Individual PCS Planning** -- Most relocation programs offer one-on-one consultation for anyone needing assistance. In particular those making their first military move, first overseas move, or those with challenging and complex situations such as special needs family members or financial problems should call the Relocation Program for an appointment.

**Military Installations and Plan My Move** -- For managing and planning your move, use the <http://www.militaryhomefront.dod.mil> DoD sponsored web-based relocation tools with information on over 250 installations worldwide. You can estimate expenses, find the forms necessary for housing and household goods, keep a calendar of events and take other necessary actions to ensure a successful move.

**Loan Closet** -- Basic household goods items are available to borrow while waiting for your personal property pre-departure or upon arrival. The typical items in stock include: pots and pans, dishes, silverware, coffee makers, toasters, irons, microwaves, and air mattresses. Generally, towels and bed linens are not available, so these should be packed in your hold baggage.

**Permanent Change of Station (PCS)** -- A PCS move can be one of the most exciting and rewarding experiences of your military career: new places, new faces, and new challenges. However, for the service member or family who is not prepared, a PCS move can be a very unhappy time. Most of this unhappiness is caused by money problems associated with the PCS move. To help you plan ahead and keep you in control of your situation, here are some tips.

#### **Relocation Tips:**

Start saving now. Any PCS move will require additional funds.

Make reservations for Temporary Lodging at the old and new duty station.

Request a sponsor by filling out a sponsorship request form which you mail to your gaining unit with a copy of your orders attached. See your Sponsorship Coordinator at your current command for assistance.

For citizenship and immigration services, contact the base Legal Office.

Gather all important papers (to include vital records, school records, medical records) and important phone numbers and keep them handy throughout the move. Do not pack them, but carry them with you.

Make arrangements with the Traffic Management Office (TMO) for packing and pickup of your household goods. You may want to inquire about the Do-It-Yourself (DITY) Move method or a partial POV-DITY.

Check expiration dates on driver's license and ID cards.

Did you just receive PCS orders or just arrived at your new duty station? Let the Relocation Assistance Program help!!! We tap a variety of resources to guide you through your change in environment and to give you information about your new surroundings and community. For inbound customers, come in and pick up a **Welcome Aboard Package**. For outbound customers, **Military Homefront installations overview booklets** are provided for the next duty station.

**For more information, contact Alma Rodriguez at (760) 577-6533 or visit bldg. 129.**