

# THINGS TO DO

\*\*This list is not all inclusive and is not a supplement to the required CFAY Base or other tenant command check out documents.

\_\_\_\_\_ **Visit** an FFSC Relocation Counselor for information about planning your move.

\_\_\_\_\_ **Active Duty** visit the Community Readiness Center Bldg. 3365 to pick up required CFAY and/or tenant command Check-Out documents.

\_\_\_\_\_ **Visit** your command Personnel Office or CPC (Command Pass Coordinator) for checkout date, entitlements, house-hunting leave, travel arrangements, etc.

\_\_\_\_\_ **Organize** your personal papers: Birth certificates, passports, insurance coverage, school records, power of attorney, driver license (update or renew).

\_\_\_\_\_ **Request** a sponsor & a Welcome Aboard Package (if there's still time to do it before your PCS date)

\_\_\_\_\_ **Complete** "Overseas Screening" for the entire family, if you are going to another overseas duty station. (Make sure!)

\_\_\_\_\_ **Visit** the Personal Property Office (Outbound). You must bring copies of your orders. Verify with your PPO counselor how many copies you will need. Make an appointment for regular & express shipment.

\_\_\_\_\_ **\*\*Remember to keep your "Household Goods Inventory" lists in a safe place. Do not have them pack with your household goods shipment.**

\_\_\_\_\_ **Notify** the Housing Office. Fill out "Intent to Vacate" form and make an appointment for pre & final inspections.

\_\_\_\_\_ **Contact** Self-Help for "Loaner furniture" (if needed).

\_\_\_\_\_ **Check-out** at the Post Office & turn in PO Box key. Obtain change of address cards, even if you don't have your new address yet.

\_\_\_\_\_ **Notify** your children's school of your move. Make sure to pick-up transfer papers.

\_\_\_\_\_ **Reserve** a room at the Navy Lodge if needed.

\_\_\_\_\_ **Reserve** seat(s) on Narita Bus. You must provide a copy of your orders.

\_\_\_\_\_ **Sell or junk** your vehicle, then take care of de-registration at LTO & VRO. (Stop by the Insurance Office and Road Tax Office; you might be entitled to a refund from the unused portion of your policy.)

\_\_\_\_\_ **Pick-up** your medical & dental records from hospital or command and stop by the TRICARE office for relocation information.

\_\_\_\_\_ **Cancel** all utility services: phone, electric (off-base residents), etc. and pay your final bills.

\_\_\_\_\_ **Terminate** cell phone account, internet service and newspaper delivery, if applicable, and pay your final bills.