

ULTIMATE

2013

PCS GUIDE

EVERYTHING YOU NEED FOR YOUR PERMANENT CHANGE OF STATION

**2013 PCS
Entitlements**

**Ultimate
Checklist**

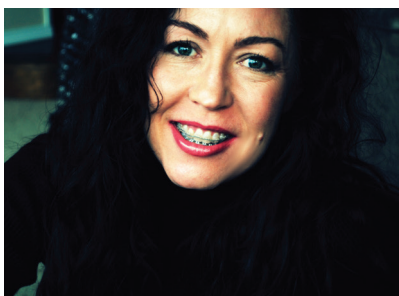
**Top 5
Housing
Decisions**

New this year

- ✓ Top PCS mistakes
- ✓ Spouse careers
- ✓ Easing kid's move
- ✓ Advice from others

**Whether your first
or your 15th PCS,
make this one your best!**





Coming from a long line of Veterans to current active duty family members, I developed a strong passion to serve our men and women and their families who protect our country's freedoms. My Dad was a Vietnam Veteran and saw the fallout from that

Message from SargesList CEO

war internally as well as externally. Our military put themselves in harm's way to protect America's families and I firmly believe that they and their families who willing sacrifice should be equally cared for. **This is our mission.**

Together with our team of veterans and 12 military spouses, we sure are experts in housing, military life and PCSing!

This **PCS** guide is one of our proudest accomplishments. It helps new military as well as those who have been active duty for decades. It's easy, covers many pitfalls and encourages planning and preparation.

We recommend you read this guide front to back first. Then, selectively print the worksheets and lists to save yourself on ink, money and killing more trees than necessary. We hope you find this guide fun and we'd love to get your feedback. Hop on our [Facebook page](#) and post a picture of you PCSing, tell us how the guide helped you or make recommendations to us for improvement!

If you like our free Ultimate PCS Guide and our free classifieds ([SargesList.com](#)), please share both of them with your friends, family and colleagues.

Happy Moving!

Lisa Klinkhammer

GET ORGANIZED. GET GOING. GET SETTLED.

The free Ultimate PCS Guide is an annual publication produced by SargesList and brought to you from spouses at SargesList who range from 18 years to 5 years in the military. We are always looking for ways to make your life easier and sweat the small stuff so you don't have to. SargesList is a one stop portal for trusted military classifieds and local base information

for bases around the world. Our sister site, Military Duty Stations, provides reviews of bases from military who have been there and offer local insight that traditional base guides may not.



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Top 10 PCS Mistakes

by Susanna Haynie, founder of Military Duty Stations and Realtor at Springs Preferred Realty, LLC

When it comes to PCSing, the military has ever-changing rules and requirements that can be very confusing. It is important to keep up with the basic rules for moving, so you don't end up paying out of your own pocket.

Avoid these 10 biggest mistakes:

10 **Failing to keep the proper paperwork:** Get an expandable pocket folder to keep your paperwork sorted and all in one place. If you are doing a Personally Procured Move, or PPM, (former DITY) it is best to save all your receipts.

9 **Failing to keep Personal Property updated on your non-temporary storage:** Every service member is entitled to at least 90 days of long-term storage. Know the rules and requirements. For example, ensure

Personal Property has a valid address where they can contact you. Failing to do so can cost you big money.

8 **Not understanding the claim filing procedure:** In the PCS brief and the PPM (former DITY) brief, you will receive information about the claim filing procedure. Read it, understand it, and keep it. Have an inventory of the valuables in your home. Using a video camera is one of the best ways to do this, and

it will show the condition of your furniture and electronics. Checking over the packers inventory will help also.

7 **Over-shipping:** Think: Overseas move. Not all overseas locations have generous sized housing. Research the sizes of your possible future quarters and consider this when you arrange your shipping. Temporary storage is available at overseas bases, but it is expensive – and you



Get Organized

can't take anything out!

6 **Doing something that is not authorized on your orders:** Take a close look at your orders. If you have dependents does it say: Dependents, or authorized to move household goods with dependents? If not, have the orders amended.

5 **Taking the maximum advance on a PPM (former DITY move):** You are authorized up to 60% advance pay if you do a PPM. You could easily end up owing money, which will be deducted from your pay in one big lump sum.

4 **Exceeding your weight allowance:** Know your weight allowance. Drop weight if necessary. Sort, and sell, or give things away. Use SargesList to sell locally. Separate your Pro Gear and mark it as such! It does not count against your total weight. Your spouse also has an allowance for Pro Gear. Separate theirs and mark it too.

3 **Don't cheat!** It happens more often than you think. Generally, this is in connection with a PPM (DITY Move) and in regards to weighing the vehicles. It can cost you not just money but also hurt your career.

2 **Not communicating with your partner and family.** Talk about what needs to be done and what your expectations are. Lay out the calendar and discuss the best dates for packing and moving to a hotel. Divide and conquer the tasks. This will prove to be more efficient and less stressful.

1 **Having the wrong attitude:** There will be a time when moving (again), for whatever reason, will be extremely hard for you. However, you'll still have to move. The attitude you have can make or break you. Be positive for your own well-being and for the benefit of your family.





Advice From Other Military

PCS advice from SargesList fans.

Michelle - "Photograph all electronics (with serial numbers showing) and with the TV on showing no damage before."

Sandy - "Go with the flow. Your move will have lots of bumpy roads."

Alyssa - "Lists are your best friend! Document EVERYTHING."

Leslye - "PURGE! Oh, and don't be 8 months pregnant with a husband in school. LOL"

Nicole - "If you have time, throw out, give away or donate anything you don't use, you don't want or you don't like. There is no sense in moving extra baggage with you if it's not important and it doesn't enhance your life."

Donna - "Take pictures. Save money for the unexpected. Don't stress on planning everything out because nothing goes as planned in the military."

Get Organized

Jill - "Lol our movers packed a 3 bedroom house and I swear 90% of my boxes are labeled "bedroom"

Sherrie - "NEVER let the Movers have your Heirlooms or Photos..."

Gloria - "Send the wife and kids to your destination first and let them leave last!!! Kids in a hotel is not a fun time!"

Paula - "The labeling has to be the worst! We find boxes with the complete opposite label marked for the contents. It may be kitchen stuff and says bathroom."

Melissa - "Pet Friendly Hotel/Motels do not always mean cats."

Rayna - "It will all get done... Breathe."

Heather - "Relax and think of it as adventure. Been a spouse for 15 years and never had a problem with the movers. Good luck."

Shana - "Patience. Organization. Expect things to change. Have multiple back up plans."

CONUS - Continental United States

DCN - Document Control Number

DHHG - Domestic Household Goods

DITY - Do-It-Yourself

PPM - Personally Procured Move

DPM - Direct Procurement Method

DPS - Defense Personal Property System

DTOD - Defense Table of Official Distances

DTR - Defense Transportation Regulation

ETA - Electronic Transportation Acquisition

FPO - Fleet Post Office

FRV - Full Replacement Value

GBL - Government Bill of Lading

HHG - Household Goods

IUB - International Unaccompanied Baggage

JFTR - Joint Federal Travel Regulation

JPPSO - Joint Personal Property Shipping Office

MCO - Military Claims Office

NTS - Non-Temporary Storage

NTSR - Non-Temporary Storage Release

OCONUS - Outside of the Continental United States

PBP&E/PROGear - Professional Books, Papers and Equipment

PCS - Permanent Change of Station

POV - Privately Owned Vehicle

PPSO - Personal Property Shipping Office

QA - Quality Assurance

RDD - Required Delivery Date

RSMO - Regional Storage Management Office

TAD - Temporary Assigned Duty

TDY - Temporary Duty

TO - Transportation Office

TSP - Transportation Service Provider

UB - Unaccompanied Baggage

VTF - Veterinary Treatment Facility

Ultimate PCS Checklist

ASAP

- Decide whether move will be DITY, partial DITY or full military move.
- Register with DPS and schedule self counseling.
- Schedule packing and moving dates for all shipments (plus storage for OCONUS).
- Research new duty station and housing.
- Get on the housing list, if applicable.
- Start saving moving expenses.
- Discuss PCS process with spouse and children.
- Track tax deductions from the move.
- Schedule vet appointments for all pets.

THREE MONTHS OUT

- Organize important paperwork.
- Appraise antiques and high value items.
- Schedule medical and dental appointments.
- Sign medical release forms.
- Get Power of Attorney papers signed.

TWO MONTHS OUT

- Decide what to sell and purge.
- Find schools and/or daycare for children.
- Make hotel reservations for moving/packing day and at next duty station arrival.
- Schedule vehicle maintenance.
- List extra vehicles for sale.

ONE MONTH OUT

- Verify place on housing office if planning on living in military housing.
- Fill out change of address forms. Forward mail to new unit if address is unknown.
- Contact pay office for entitlements.
- Request school records for children.
- Contact financial institutions, cell phone company to update address.
- Cancel local subscriptions and delivery services.

THREE WEEKS OUT

- Confirm dates with transportation office.
- Pick up any dry cleaning you still have out.
- Use up food in pantry and freezer.

- Take down pictures and wall decor.
- Complete home repairs you are liable for.
- Turn in propane tanks.
- Assemble car emergency kit based on the climate you will be traveling through.

ONE WEEK OUT

- Contact insurance companies for new rates and service switch.
- Terminate or transfer cable and internet.
- Close out all safety deposit boxes.
- Establish a **DO NOT PACK room** and start setting aside items (including cleaning supplies).
- Drain all garden hoses.
- Drain gas and oil from mowers.
- Prepare outdoor equipment for transport.
- Set up childcare for children.

THE NIGHT BEFORE

- Clean bedding, towels, and linens and wash any dirty laundry.
- Fill all medical prescriptions that you can.
- Clean cabinets and dishes.

- Start using disposable plates and utensils and put all silverware and kitchen utensils into big ziplock bags.
- Tape remotes, controllers and cords to the electronics they belong to.

MOVING DAY

- Remove light bulbs from lamps.
- Take all trash out so it won't get packed!
- Load what you can in the car.
- Have coffee, water, and a small breakfast ready for the movers.
- Present valuable inventory list to packers.
- Watch packers load valuable inventory.
- Double check closets and cabinets
- Order lunch for the movers and yourself.
- Get your Government Bill of Lading (GBL) (DD-619) from the driver.
- Do a final walk-through before the driver closes the truck.

TRAVEL DAY

- Take your spare set of keys.
- Have all TRICARE phone numbers and PCM phone numbers with you.

Getting Started

Plan Your Move With DPS

- ❑ Obtain a Log In from Electronic Transportation Acquisition (ETA) at: <https://eta.sddc.army.mil/dpsRegister/dodCustomer.aspx>
- ❑ If an “Authentication Error” notification is received, contact the System Response Center (SRC) Help Desk Toll Free Number (800) 462-2176 for assistance.
- ❑ Ensure the Personal Computer (PC) used has Internet access and an updated browser.
- ❑ Pop Up Blocker must be turned off for DPS to function properly.
- ❑ Ensure you have a valid civilian electronic email account (yahoo, hotmail, gmail, etc.). Any email account that is not an official government or a military email account is a civilian account. If you do not have a civilian account, you should create one before you start your self counseling.
- ❑ Review the Training Tab information in the upper right corner of the DPS Customer’s home page.
- ❑ After Self Counseling is completed, you should receive an email identifying the moving company (Transportation Service Provider or TSP) that will be responsible for your move. The email should contain contact information for that company. If you do not receive that information within two weeks of your requested pack out dates, contact your local transportation office for assistance.



Should You Move Yourself? To DITY or not to DITY?

If your PCS is within the United States (CONUS) you can choose to let the military move everything for you, or do some of the moving yourself - DITY MOVE.

Here are your options:

DITY stands for Do It Your Self - You can do partial DITY, full DITY, or just let forget about it and let the military do it all.

You get a flat rate, per day for lodging, meals and incidental expenses (M&IE) while traveling. You also get a flat rate, per mile, for each vehicle driven to your new duty station.

Fees and Gas are reduced from the taxable amount – for example, \$400 in gas, \$1500 UHAUL and \$20 in weighing fees are reduced from the total amount of your PCS payment for tax purposes only.

Full DITY Move: This is the best option for people that purge heavy and travel light. Sell everything you don't need and drive away free with cash in hand and buy what you need on the other end!

The partial DITY: By far the most popular choice among the military since they get the best of both worlds: money for the weight of the things you are moving yourself (which is also helpful since you can bring things you will need right away like some kitchen gear, bedding, an air mattress and towels) and the guarantee that the military will be moving the heavy stuff.

Full Military Move: When you choose a full military move, you aren't expected to do anything – other than direct what goes on the truck.

If the military is moving all of your stuff, you will only receive the per diem and mileage (if you drove) amounts.

The military is responsible for anything that arrives broken, which provide peace of mind for many. Just make sure you submit your claim ASAP.

It is your choice whether you want to do a full military move, full, or partial DITY. For first timers, it is best to let the military move for you so you understand the process.

The second time around, if you know you can tackle the move yourself and can bank some of the extra money, then give it a shot! Just keep in mind all of the non reimbursable costs and driving from point A to point B.

Common Operating Personal Expenses

Authorized

- Truck/trailer rental plus gas, oil and toll expenses
- Cost of packing materials
- Packing blankets, furniture pad and hand-truck rentals

Unauthorized

- Tow dolly
- Auto transportation
- All insurance fees
- Sales tax
- Meals and lodging
- Gas in second vehicle

Getting Started

DPS Information
ETA Password"
Estimated HHG shipment weight:
HHG packout date:
Estimated UB Shipment weight:
UB packout date:
Estimated professional gear weight:
Professional gear packout date:
NTS packout date (OCONUS ONLY):
Estimated arrival date:
Transportation office contact information:
Notes:



Top 5 Moving Decisions

Have orders? Answer the following questions first. Then make a list of the most important factors for you!

1 **How long will you be at your new station?** If less than 3 years, just rent. Less hassle, more flexibility, and easier to get up and go when it's time. If more than 3 years consider buying but only if you will have enough time at your new station to build equity on the house.

2 **Do you want to live in town or base housing?** Base housing is not what it used to be! The majority is now privatized and comes with exceptional amenities. But if you want to see if you can afford to live off post, take your BAH amount and subtract \$350-\$500 to allot for utilities and insurance.

Next look at rental and mortgage rates in the areas you want to live. Ask friends in the area, your sponsor, unit Ombudsman, FRG, or ask someone online on SargesList's or Militarydutystations' Facebook pages for more

accurate estimates.

3 **What are insurance costs for buying and renting?** If you plan on sticking around for at least 4 years, then buying may be a sound option because current 2013 rates are so good. However homeowner's insurance is much more expensive than renter's insurance and the housing market is volatile. So check the rates - they might be deal breakers.

4 **How far do you want to live? Can you afford the commute?** This is an easy cost to miss. "When we lived in Washington, my commute was a 10 minute bike ride," says First Class Petty Officer Grant of NAB Coronado.

"When we moved to San Diego, my commute was 45 minutes, by car, in traffic, both ways. My gas budget went from roughly \$60 every two months to \$240 per month. And that didn't even include my wife's vehicle."

5 **Where do you need to live to be happy?** You are going to spend some serious time at this place. Are you a city person that likes to stroll down business districts, or a suburb family that likes to take it easy? Think about what your recreational needs are and make them a top priority. It's tough to live in a neighborhood where you and your family do not fit in.

6 **How will you move yourself and your family?** Space A, Commercial Flights or driving round out the traditional options. Don't forget to look into Space A options for your pets.





Rent or Buy?

Ask before you start looking. Rule of thumb: never set your rent or mortgage at full BAH. The housing allowance is meant to cover rent/mortgage, utilities and insurance. Check AHRN.com for rentals.

Things to Consider	Renting Cost	Buying Cost
What is BAH rent in the new area?		
What is the average rent/mortgage?		
What are the average utility costs?		
How much is renters/home insurance?		
How much are the property taxes?		
What is your gas budget?		
Total cost of living		



Another concern whether you own your home or you are renting is getting the house prepared for selling or move-out. Here is where another list comes in handy. Chores like touching-up paint, power-washing, and new carpet are things that you need to not only list but for which you need to budget time and money. - Facebook fan



The Most Common POV Questions

Personally operated vehicles (POV) have different shipping and transport rules depending on where you get stationed.

Whether you ride a motorcycle, minivan, or something with a 500 hemi under the hood one of the first questions you may have is what to do with your POVs!

Does the military pay for any vehicle expenses if PCSing CONUS? You are also authorized mileage reimbursement when driving your vehicle to and from the authorized shipping port

facility, as they are not always nearby.

How many cars will the military move for me?

If you are PCSing OCONUS, the military will transport ONE of your vehicle, depending on the new duty station.

Can I put my car in storage?

Yes. But only if you are a) moving overseas and are not allowed to take a POV

or; b) going TDY on a contingency operation for more than 30 days.

Are there companies that transport vehicles?

Yes! Many offer military discounts and can accommodate quick timelines.

Where can you sell a car with minimal hassle?

Many installations across the country have Privately Owned Vehicle Resale Lots, which are like a used car lot where service members can securely store/display their vehicle and other service members can purchase them. This does require a permit from the base.

You can also list your vehicles for sale on www.SargesList.com.

OCONUS CAR FLIPS

“In Korea, lower enlisted don’t get to take a car. When we got there, we bought what became a community vehicle from a military family for \$800 and sold it two years later to a military family for \$200. I heard a rumor that it’s still going!”

- Nicole Leach -Milspouse

“In Italy, I connected with another servicemember at the command. He was processing out and sold me his 1990 VW Passat affectionately called Night Angel for \$2.00! He made a 50% profit on the sale too. When I processed out I sold it to an incoming sailor for \$1.00 - I’m not a man driven by monetary profit. At almost 23 years old, Night Angel only had 80k miles on her!”

- PO1 Grant US Navy



Visit www.dfas.mil/pcstravel/civentitlements/povshipment.

Get Organized



Avoid Going Postal

Mail forwarding options.

The last thing you want to worry about during a PCS move are small solutions that can turn into big problems - like forwarding your mail.

First, contact the United States Postal Service (USPS) located at your new duty station. To find a list of Post Offices (PO), visit www.usps.com and click on "Locate a Post Office".

Some POs have the ability to set up your PO Box online. To find out if this will work in your new area visit: <https://poboxes.usps.com>.

To complete the transaction, the USPS sends an application for a USPS PO Box with a list of fees. The local PO can check your identification and sign off on everything.

Approximately ten business days later, the receiving PO contacts you to verify they received the application and funds. They assign a box and give you a mailing

address. You can then arrange to pick up the keys upon arrival to the new location. With a new address in hand, you can fill out a change of address online at <https://moversguide.usps.com>. (Note, you can also do this offline at your local PO.)

There are an array of postal service agencies out there that can help:

- Mail Boxes Etc www.mbe.com
- The UPS Store www.theupsstore.com
- FedEx/Kinkos www.fedexkinkos.com

One thing to note is that if you set up a USPS PO Box before you go, you can also do a change of address once you are assigned quarters or find a home in the new area. *They will forward your mail with no hassles and free of charge.*

If you opt for an outside postal service, mail cannot be forwarded by the USPS from those locations to your new permanent address.

This post was republished with permission by Army Wife Network.





Documents You Should Never Pack

Important legal and medical documents to carry for an easy transition and check in to your new duty station.

After getting your mail in order, start setting up a binder you can carry with you with all of your important legal and medical documents.

You will need several during your trip and at check in. You do not want to be without - say your passport or vehicle registration- when making a big move.

In addition, because PCS rules can change on the fly, your transportation office may not know if you need x,y, or z document now, when last month it wasn't necessary.

Yes. It happens all the time! So always be over prepared.

Use a binder with a bendable cover to hold these documents for easier packing and transport.

Here is a list of the must have documents:

PCS Specific Documents

- 10 copies of your orders
- Household goods shipping and storage documents - GBL numbers
- Sponsorship information

Vehicle Documents

- Vehicle titles or lien forms
- Vehicle registration forms
- Vehicle insurance policies
- Drivers License with two copies

Family Documents

- Marriage Certificate
- Birth certificates of family members
- Adoption papers
- Divorce or annulment papers of any previous marriages
- Citizenship papers

- Passports
- Children's report cards
- Child custody documents
- Military IDs
- Wills

- Advanced medical directive

Medical Documents

- Medical records
- Vaccination cards
- Dental records

Financial Documents

- Checkbooks
- List of bills with mailing envelopes
- Copy of application for allotment (if any)
- Latest tax forms

Get Organized

Moving With an EFM

Essential relocation information for moving with an Exceptional Family Member (EFM).

If you have an Exceptional Family Member (EFM) in the EFM Program (EFMP) you will need to do some extra planning to make sure that your next base can honor the needs of the EFM.

Having an EFM in your family can limit your choice of assignments - most notably to overseas stations.

While it is the job of the detailee to make sure that the orders you are offered are orders you can take on, it is the service member's job to file EFMP paperwork. Failure to do so can mean family separation.

Just because a member of your family can't go, doesn't mean that the service member can't go. Likewise, it is best to file paperwork immediately, because there are some assignments that the service member cannot take or can willingly turn down due to having an EFM in the family.

Relocation Essentials - You need to make sure the community you are considering really

suits your needs. The key is to gather as much information as possible about your prospective community so you can make an informed decision.

Below, you can learn about and compare various cities, states, and communities throughout the United States.

Here is more information about EFM Programs for all branches of service.



COAST GUARD SPECIAL NEEDS FAMILY MEMBER

The special needs program is a mandatory enrollment program for all active duty and selected reserve members on orders for 180 days or more who have dependent family members diagnosed with medical, psychological, physical, or educational special needs.

Information and referral to special needs resources



is available for retired Coast Guard members and current civilian employees of the Coast Guard however retirees and civilians are not eligible for enrollment in the





2013 PCS Entitlements

Entitlements that you may qualify for during a PCS move.

Dislocation allowance (DLA)

DLA is used to partially reimburse you for expenses incurred during a PCS and can be paid in advance of your move.

Monetary Allowance in Lieu of Transportation (MALT):

Mileage reimbursement for the service member and their dependents during a PCS and is paid on a per mile basis for the official distance of each portion of the travel and may include up to two POC's, based on orders.

Temporary Lodging Expense (TLE)

TLE is intended to partially pay for lodging and meal expenses due to a PCS. CONUS PCS are limited to 10 days; OCONUS PCS is limited to 5 days. You must include itemized, zero-balance lodging receipts and a Statement of Non-Availability if staying off post when submitting for reimbursement.

Per Diem

MALT-Plus: authorized if traveling by POC. This portion is paid on a whole day calendar basis for the allowable travel time.

Lodgings-Plus: pays for lodging costs associated with a PCS move and may be paid for any necessary overnight delay or processing time at a transportation terminal or personnel processing center.

Advances

Advances are paid within 10 days of the travel start date on your orders for PPM / DITY moves. You must submit your travel claim within 5 days of arriving at your new duty location, and your claim must include advance payments previously processed. Failure to do so can result in a debt to the government and possibly payroll deductions. Your DMPO will answer specific entitlement questions and assist with

completing your travel voucher package.

Dependent Travel - Accompanied by Service Member

Service members are authorized dependent PCS travel and transportation allowances. Make sure your DEERS form includes all dependents.

Temporary Lodging Allowance (TLA).

What TLE is to CONUS, TLA is to overseas. Up to 60 days (can be extended) may be paid for temporary lodging expenses and meal expenses after a military member (and his/her family) arrive at a new overseas location, while awaiting housing.

Up to 10 days of TLA can be paid for temporary lodging expenses in the overseas location, prior to departure.



Get Organized



Lodging Facilities Across the World

Need a clean, safe, and patriotic place to stay?

Army Lodging

The U.S. Army MWR lodging provides comfortable, affordable accommodations for civilians travelling on official business, as well as military members and their accompanying or visiting family members.

For reservations visit the

[MWR lodging website](#)

or call 800-GO-ARMY1, or 866-363-5771 (866 DoD LSP1)

Navy Lodge

The Navy Lodge accommodates leisure travelers, PCS travelers, and official travelers. Every lodge offers complimentary breakfast, Wi-Fi, and newspapers for guests. Room rates are 45% less on average than civilian hotels in the same areas, so if you are going on vacation, check with the Navy Lodge first!

For reservations call 1-800-NAVY-INN or go to the [Navy Lodge website](#).

Navy Gateway Inns & Suites (NGIS) offers over 24,000 guest rooms at 74 locations worldwide. It is first priority lodging for all Navy TDY travelers and also offers leisure lodging if space is available (Space A lodging). Reservations are made on a first come, first serve basis without regard to rate or rank up to 30 days in advance for a maximum seven night stay (extensions can be made once you check in).

For reservations call 877-NAVY-BED (enter the first three letters of the base); or by [visiting the website](#).



Air Force Inns

Located around the world at the majority of Air Force Installations. The TDY or PCS traveler will find the accommodations clean, convenient and with the required amenities found in commercial hotels to suit business needs. For reservations visit www.dodlodging.net or call 1-888-AF-LODGE.

Marine Corps Lodging

Marine Corps temporary lodging facilities offer short-term housing accommodations for military members, their families, and guests.

Recreational Lodging is also available at several Marine Corps Installations. You can rent cabins, chalets, trailers, cabanas, beach houses and cottages.

For reservations visit [MCCS Lodging](#) or call (703) 695-9767.

EXTRA PCS EXPENSES BEFORE LEAVING DUTY STATION	AMOUNT
Selling Your Home	
- Maintenance work to get home sellable	
- Staging and advertising costs	
- Agent costs (if going through an agent)	
- Mortgage payments if home not sold on time	
Move Out Expenses	
- Cleaning supplies or professional cleaner	
- Paint, spackle, etc.	
- Reseeding or yard work	
Pet Expenses	
- Vaccinations	
- Health assessment	
- Registration papers	
After Leaving Home - The Limbo Stage	
- Temporary lodging after 10 days of paid TLE - Try to save at least 2 months of rent or hotel costs.	
- Food (rent a place with a kitchen to avoid eating out)	
- Boarding and transporting pets	
Extra Expenses After Arriving	
Replacing everyday household items	

Get Organized

- Toiletries, toilet paper, paper towels	
- Shelving paper	
- Brooms, mops, cleaning supplies	
- Shower curtains, rings, bath mats	
Child Specific Expenses	
- School registration/daycare registration/tuition/uniforms	
- Sports registration	
- Tutoring	
Vehicle and Personal Expenses	
- Car insurance adjustment	
- Parking permits	
- Weatherizing	
Clothing expenses - moving to a different climate and needing to buy new clothes \$50 per month person average.	
Other miscellaneous:	
TOTAL ESTIMATED EXTRA EXPENSES:	



Smoothing Moves for Children

by Beverly D. Roman, author of 30 domestic and international relocation books for adults and children of all ages.

According to the US Census Bureau's annual reports, between 42 and 43 million people relocate every year, approximately one-fourth of whom are children between the ages of one and nineteen. The Military Child Education Coalition (MCEC) states: "Military children generally move six to nine times during their K-12 school years. Many make multiple moves during high school years alone, some even during their senior year." When children move, they leave familiar neighborhoods, schools and friends—basically what they consider to be "their world" and the experience can range from exhilarating to devastating.

The challenge of relocating children is becoming more significant due to increasing numbers of single parents, dual career families and grandparents raising grandchildren. With increased responsibilities, parents or guardians do not always have the time to prepare children for the transition experience, nor do they always have the resources to do

so effectively. Another aspect to consider is that children in these circumstances often have more than the average emotional challenges.

Preparing Children

Be sure to allow time for children to say goodbye to their friends. They can have a little goodbye party and/or exchange mementoes, email addresses and any other social media that is appropriate for their ages. It helps to stay in touch with friends, especially military families who might see the friends at another post.

Then, learn about the new home. Children will worry less, and be more excited about a move, if they know something about their future location. Taking the unknowns out of the equation will smooth any transition. Children only see what they are leaving—what they are giving up. Parents need to "paint a picture" so children know what to expect in the new location.

Together, research everything possible about the new city,

neighborhoods and schools. School web sites usually provide information about curricula, activities, educators, building views—and sometimes even student attire. When a school is selected, understand the safety policies during school hours and after-school activities. Learn if there is a before-and/or after-school program for the care of young children and be sure to explain all the regulations to each child.

Pre-move visits to a community provide excellent opportunities to collect visuals of the new community and pamphlets of activities. Learning as much as possible about the new com-



Get Organized

munity will be time well spent.

Parent Awareness

It is important for parents to pay attention to each child's behavior, even a child who previously seemed to adjust easily. During every move each child is in a different "place" physically and emotionally. It is important that children learn early on that they are moving, as well as the reasons for the transition. Moving can be very lonely for children; therefore, they need to know the family will be working together to realize a positive relocation experience.

When children raise questions and concerns about the move, parents should address each issue in a meaningful way. Children adjust, or do not adjust, in different ways and at different speeds. Some may seem to adapt well at first and then later slip back, or vice versa. Problems often surface after a family is living in the new community, so if moving to an international post, parents should be aware of how to locate helpful resources and individuals who speak their language. Family meetings provide an opportunity to talk about the new community, school and work while

sharing feelings and challenges. Parents can talk about their own challenges as well so that their children do not feel alone. Journal writing, especially for teenagers, also produces beneficial results. Parents should be role models by reaching out in the new community: volunteering, joining local organizations and involving their children.

Building awareness among relocating families about the possibility of non-adjustment, and providing the resources to assist them, is a significant part of achieving successful relocation. Parents need to closely monitor their children's behaviors, especially during the first six months.

Coping Strategies

Although the emotions surrounding a move will vary from child to child, most experience an initial sense of loss that can be expressed in a number of ways. These may include changes in attention span, poor school performance, poor sleeping patterns and weight loss or gain. When children are miserable and lonely, a day at school can seem like an eternity. Parents have to pencil school visitations into their schedule, no matter



how busy they are. During these visits parents should speak to their child's teachers and visit classroom activities to see for themselves how their children are adjusting. Sometimes the unhappy face sitting across the breakfast table is not seen at school, or vice versa.

Encouraging children to be proactive is a positive step. There are many aspects of a move that children can and should participate in. Among them would be sorting through their own outgrown toys and clothing and giving them to needy individuals. Giving items away that are no longer useful to them will teach children, even young children, to care for others. Taking care of the family pet is another good activity for children. Moving activities can be assigned to children with respect to their ages, which helps the parents and makes the children feel useful and have a more vested interest in the move.



Getting the Car Road Trip Ready

Tips for a smooth and safe car trip.

Schedule a Checkup

Do basic maintenance before you head out. Check wipers, change oil, top off fluids, etc.

Check Your Battery

Make sure it has clean terminals: Use baking soda and water.

Inspect Your Tires

Look for tears or bulges in the side wall and nails and bolts in the tread. The tires should have a good amount of tread left. Put a penny in the inner tread - if you can see the top of Lincoln's head, you need new tires.

Check Tire Pressure and Brakes

Set to the numbers on the placard on the driver's door jam, or owner's manual.

Pack Emergency Kit

Include a flashlight, blanket, first-aid kit, basic tools, water and snacks.

Check Vehicle's Load Capacity

Most new cars have the total weight capacity printed on the door inside the driver's side. This load rating includes all the passengers and cargo.

Roof-top cargo.

Only fill with light bulky items. Heavy loads on the roof can increase the risk of a roll over.

Use GPS.

Traffic-enabled devices can warn of roadway congestion and alternate routes. GPS can also direct emergency services to your location.

Kid prep.

Pack enough snacks, water, games, videos and music to keep them comfortable and occupied.

Plan around traffic and use rest stops.

Avoid the rush and ensure you get to your destination on time and with minimal stress.

Check car seats.

Car seat guidelines and the law require children to stay

rear-facing longer and keep older children in a seat to the highest weight and height allowed by the manufacturer.

Cheat Sheet

- Schedule a vehicle checkup
- Inspect tire tread and pressure
- Inspect brake pads
- Pack emergency kit
- Check vehicle load capacity
- Pack cargo boxes correctly
- Invest in a GPS
- Pack activities for kids and adults
- Avoid driving during rush hour
- Stop often for gas and breaks

Get Organized



Kid Proofing Your Road Trip

Kids can get bored driving long distances, so prepare by bringing all types of entertainment.

ENTERTAINMENT

- Music player
- Personal headphones
- DVD player
- Favorite and new movies
- Reading books
- Activity books
- Handheld games - Nintendo DS, Innotab, etc.
- Apple iPad/PC Tablet with kids games installed
- Power cords and batteries
- Play driving games like I-Spy
- Special new toy for the trip!



Take the kids' pillows and a fresh set of sheets, along with a few of their favorite toys or movies and pack them in a rubbermaid box with a different color lid for each kid...that way when the packers unpack on the other end they were easy to spot and we had the kids' bedding and a few things to keep them busy until life could start to be normal again. - Facebook fan

My travel entertainment list:



Traveling With Pets

Plan your pet's comfort as you would your own. Know what pet specific travel regulations are for your trip, make pet friendly hotel reservations, and more.

Luckily you are not the first, nor the last, that will be traveling with a pet and there are many people who can help you.

Do I need any documentation for my pet to travel? A licensed veterinarian must issue a health certificate to all animals traveling by air within 10 days of transport. You can get health certificates at U.S. Army Veterinary Treatment Facilities (VTF) worldwide.

What health records do I need for my pet? Many countries require health certificates and rabies certificates from civilian veterinarians to have original signatures and to be counter-signed or stamped by a U.S.D.A. veterinarian.

In most countries, but not all, original signatures by Army Veterinary Corps Officers are exempt from this requirement, so it may be advantageous to complete all of the steps in the process through the base VTF.



I heard there are certain times of the year my pet cannot travel by plane. Is this true? Regulations prevent pets from riding in temperatures under 45 degrees or more than 85 degrees for more than 45 minutes. This is a major concern if you are traveling in the summer or winter -

Does my pet have to go with me on my flight? It may be necessary to ship your pet before or after the PCS in order to

safely transport. For other foreign countries, contact your local VTF.

Can I give my pet a sedative to relax them to travel by plane? NO SEDATION for pets is allowed for airline pet travel, even if your vet says it is OK!

Can I give my pet a sedative for the car? If the animal is prone to being anxious in the car, a vet will typically prescribe low-grade tranquilizers to use during the trip.



“OVER ESTIMATE kennel size for your pets when flying! We missed our flight in order to find and purchase a larger kennel that was approved in one country, but not another.”

Get Organized

Appointments at the VTFs fill up fast, so plan to call to schedule at least two to three weeks before the travel date.

What should I take for my pet on a road trip? Portable food and water bowls, favorite blanket or toy, extra doggy bags.

What part of the plane will my pet have to travel in? Depending on size, pets can be transported in carry-on baggage, checked baggage or unaccompanied cargo. Costs differ for each method and are also at the discretion of each airline.

Do I have to confirm my pet's plane ticket with the airlines? Yes. Make contact with the airline 24-48 hours prior to your departure. Assure the airline your pet is healthy; a sick pet can be turned away.

Will I have to quarantine my pet? If you're going to Japan, Hawaii or Guam, these locations require long quarantine periods before your animal will be admitted beyond the arrival point.

The process to qualify for shorter quarantine periods requires multiple visits with your pet to your local VTF.



INCLUDE IN YOUR BUDGET:

In recent years, most major airlines have significantly raised the fees they charge for bringing pets onboard. In most cases, these fees match or even surpass \$100, making bringing your pet (or more than one pet) on

an airplane a major factor in your budget. Expect fees to vary, depending on their size, or whether they fly under the seat or as checked cargo (which involves extra handling by airline staff).



Do You Really Need That _____?

More speed - less drag. Why you need to purge.

We've all been there. A giant grin plastered across your face as you dive elbow deep into the \$5 DVD bin at your nearest value store. Then you see it. You think to yourself, "How could this be? How can THIS be in THIS bin? It's a classic!"

Fast forward five years and two PCS moves and you are still packing that same "classic" movie in its pretty shrinkwrap.

Movies and CD's are easy. But what about lamps, furniture, books! Will you really love looking at all your books knowing they cost you an \$400 out of pocket to move?

With each move, we acquire more stuff, which means more shipping weight, which could mean you have to pay to move extra stuff if you go over your weight limit.

If you find some stowaways that somehow avoided the donation or sell pile then do a post PCS purge too!

Answer these questions as you contemplate keeping or purging:

- When was the last time I used this object? Has it been more than a year? Yes? Purge.



- Do I have something similar? Yes? Purge.
- Super-heavy? Yes? Purge!

Remember that you can list your items on [SargesList](#) for free. There will always be someone that needs and will use that old ping pong table, collection of CDs, or old dresser!

- Avoid storage costs!
- Make unpacking easier.
- Save the government money. They are your tax dollars too! (Who knew purging could be so patriotic!)



Get Packing



The DO NOT PACK Room

“Do Not Pack” rooms ensure the packers won’t take what you need while you’re traveling.

The packers will move anything that is not nailed down. It is vital that you show the packers exactly where the DO NOT PACK room is.

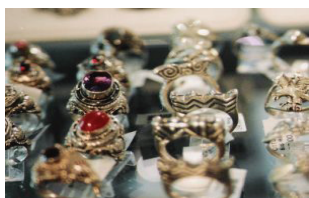
How to Set Up the Perfect DO NOT PACK Room:

- Designate a closet or bathroom as the DO NOT PACK room. You can also section off a piece of the house with rope.
- Buy yellow caution tape and tape an X over the door.
- Buy a huge poster board and write “DO NOT PACK THIS ROOM” on the outside.
- Brief the packers as soon as they arrive and physically show them where the DO NOT PACK room is.
- Continually check room throughout the day.

- Do not open the door unless you really have to.

What to include in your DO NOT PACK Room

- Enough clothes to last each family member three days - in a suitcase.
- Toiletries
- High-value items you will transport
- Kids’ travel entertainment
- Important documents
- Medication - both RX and OTC
- Cleaning supplies
- Pet food, medication and supplies
- Air mattresses, sleeping bags and linens
- Towels



Valuable Inventory

Did you know? The insurance amount of your household goods has a max of \$40,000 for a DITY move and \$50,000 for a full military move.

- List all serial numbers, model numbers and the manufacturer.
- Take pictures of your electronics with the mentioned data.
- Take video of electronics and anything with moving parts. Show them working.
- Record your valuables electronically or manually with specific data on your OWN inventory sheet.
- Any claims you make will need proof that you had the expensive item in the first place and not the Wal Mart brand. It is important for your claim!
- Take a picture or even better, label all the cables connecting your electronic equipment (TV, stereo, speakers, etc.) to speed the setup on the other end.
- You must disconnect all appliances and electronics.
- The hose to your washer should be unhooked and water drained.
- For motorcycles, drain fuel, disconnect terminal from battery, and tape it. Oil may remain in the tank, but make sure there is no leakage. If you are putting it into long-term storage (NTS), remove the battery.
- For lawn mowers, you must not only drain the fuel but the oil as well.
- Use zip ties or garbage bag ties to gather cables and electronic accessories that would fit or be well kept in a bag.
- Review Plasma TV moving instructions and set up for proper transport.
- Dishwasher, refrigerators, appliances must be prepped for transport and storage.
- Before you sign the inventory, go through the house, checking the closets and cabinets to see that everything has been packed. You should be provided a legible copy of the inventory.
- Leave china in the cabinet.

Use the list on the next page to record your high-value items.

ADVICE FROM A PRO

Let the movers dismantle and pack everything, including beds, tables, desks, etc. If anything arrives broken or is missing items, they will be held responsible.

Check your shipment info, if "Full Unpack" is specified, this means the packers should put everything back together, unpack all items from the boxes and place on a stable horizontal surface and remove/haul away all packing materials.



Organizing OCONUS Packouts

Overseas movers get three different shipments - separate them out for a more streamlined process.

By now you might want to throw everything into the dumpster and just board a plane to your overseas location. Not THAT bad of an idea, but a very costly one. A little low tech organization will help you get your shipments out in time and get everything where it needs to be.

Pack and Purge Early

Pack and purge as much as you can ahead of time. Have all of your seasonal clothes that you won't be using in boxes, clearly labeled. I like to use Mabels Labels organizing system. The labels are waterproof, kidproof, and PCS proof!

Scheduling Your Pack Out Dates

You get three different pack out dates for an overseas move.

1. Non temporary storage (NTS) which is what stays behind in a storage unit in the U.S.
2. Unaccompanied baggage (UB) or "express shipment" which is NOT express at all.
3. Main household goods (HHG) shipment.

SCHEDULE YOUR UB SHIPMENT FIRST

This shipment is for essentials that you need to survive once you get to your overseas base. These items are sent via plane, not boat. You can send your UB shipment as soon as you have orders and complete the DPS self counseling.

THINGS TO INCLUDE:

- Seasonal clothes
- One pot and one pan
- Plastic plates/utensils
- Can/bottle openers
- Toilet paper
- Paper towels
- Books
- TV/DVD player/games
- Toys
- Bikes
- Shower curtain/rings.
- Bath Towels

Organize Your Non Temporary Storage (NTS)

Place sticky notes on ALL NTS storage items. Schedule your NTS pack out before your HHG date to avoid anything being packed that is unshippable. Items that go in NTS include:

- Washer/Dryer
- Lawn mowers
- Jet skis
- Refrigerators

Watch the Packers

Packing is not a high passion career and you may feel like packing your own high value items. However, it is important for you and your stuff to let the packers wrap and pack everything that can break. If you pack something that then breaks en route, YOU are responsible for that item. Avoid micromanaging, but be present and provide direction for your most valued items.

Get Packing



Things to Buy Before an OCONUS PCS

By Raquel Thiebes, LifeLessonsofMilitaryLife.com

It goes against the grain. When moving overseas, you should be getting rid of things, not buying more stuff, right?

Well, I wish I had bought more stuff. I realized this the first day I walked into our PX in Germany and was faced with empty shelves, or the store clerk saying, "We don't carry that." I tried a few German stores, but the price chased me out the door or they just didn't have what I was looking for.

What got to me the most was our cat tracking litter and filth up and down the hallway. Only a top entry litter box would do for him apparently, and every store that sells them in the States did not ship to the APO because of its large size. I thought about trying the ShipitAPO.com service, but the box was already oversized and items shipped through them had to follow USPS guidelines. Here are a few more things I wish brought when we PCSd OCONUS:

A Bed Not the mattresses but the actual bed frame. We got rid of our rickety frame before we moved and decided to buy one here. However, German beds are a different size and selection at our PX furniture store is very limited and pricey for beds.

Little Replacement Doodads, Clips and Hardware The PX has a basic supply of nails, screws and such. I've even had success at the German hardware store with some things. But finding those special clips for my sideboard and entertainment center over here would prove to be impossible.

Sheets, Comforters and Blankets If your old ones are raggedy, then plan to buy these on sale before you move. Again, the PX is overpriced with such things and rarely do they go on sale. If you don't, you'll be burdened with shipping costs and poor selection.

Special Pet Products They may be unavailable at the PX

or too expensive in the German economy. If your pet takes a prescription, try to get as much of it filled before you come. The on-post vet has limited space; ours books appointments two months out and abides by first come first served. If you need to go to a German vet, you will pay through the nose.

Your Favorite 110v Appliance The PX has a limited supply, and depending on the size and weight of your item, should you buy it while over here, it may be too cost prohibitive to ship or be over the USPS requirements for size and/or weight.

About half of our neighbors traveled to Germany like minimalists. Most of their things are in storage and many of them wish they weren't. Fortunately, there is furniture available to borrow from the government at some bases that has been surprisingly new and light. You may be able to check before you do your pack out and tentatively plan for what needs to come and what can stay.



Getting Ready for Pack Out

“I like to start the day by offering the packers breakfast: Coffee, juice, and breakfast burritos. I also provide lunch”
Carmen Grant - Milspouse

It is packing day! You’ve come so far and it’s finally time to see all of your belongings be boxed up, packed up in the truck, and driven off to their destination even before you leave.

What you need to do today is make sure everything goes smoothly.

Once the paperwork is filled out, show the packers your personal high value inventory sheet. The packers will have their own, which is a different color from the standard inventory sheet.

Make sure everything you listed as high inventory on your sheet is listed on theirs.

Escort the packers throughout the house and show them what they are working with. Remember to show them the DO NOT PACK room.

The packers will bring in their supplies of boxes, tape, black markers, and wrapping paper and get to work.

Your responsibility is to float in and out of the rooms as the packers are doing their work. Double and triple check completed rooms to ensure everything has been packed.

Places things like to hide:

- Room closets
- Hidden drawers in closets
- The dishwasher
- The microwave
- The pantry
- Garage cabinets

Next, go over the rooms one last time with the packers. Look at their inventory sheet and see how many boxes they list.

When you’re done, start signing

all of the paperwork. Generally - for CONUS pack outs - the packers will return the next day to load the truck, giving you enough time to go through the house and count all of the boxes. Pay extra attention to those that are marked as high value inventory. One SargesList Facebook fan suggests “writing across the tape on all boxes with sharpie marker to prevent anyone from opening the boxes and to reveal if someone HAS opened a box.”

The next day, the movers will load the truck. You will be required to sign another document that says you witnessed them load and seal the truck.

Once that is complete, your belongings will drive off to your next duty station, waiting to be unpacked!



“Label and tape a ziploc bag to every item that will be taken apart, so there is a place for all small pieces to go and can stay with the item.” --Maureen L, San Diego native, Mom of 3 and EOD wife for 7 years and 5 moves

Get Going



Travel Tips

If you are traveling between TriCare service areas i.e. West region to East region, call TriCare immediately to prevent lapse in coverage.

TRAVEL

- Take your spare set of keys
- Write down important phone numbers in case your phone is lost or stolen.
- Photo copy the contents of your wallet and store the copy in your suitcase.
- Take an extra bag duffle bag for dirty laundry and throw a dryer sheet in it.
- Buy a power inverter for the car to plug in cell-phone chargers, and laptops.
- Mini travel pillow
- Diaper bag
- Pet supplies

FOOD

- Water
- Trail mix
- Granola bars
- Protein bars
- Nutritional supplement drinks like Pediasure, Ensure, Boost, etc
- Dried fruit with antioxidants

ENTERTAINMENT

- Music player
- Personal headphones
- DVD Player
- Favorite and new movies
- Reading books
- Activity books
- Handheld games - Nintendo DS, PSP, Leapsters, Innotab, etc.
- Apple iPad or PC Tablet with kids games installed.
- Power cords and batteries
- Play driving games like I-Spy
- Special new toy for the trip!

CLEAN UP AND STORAGE

- Wet wipes
- Large zip lock bags for trash and sanitizer. Take a pack of lysol wipes and wet wipes and extra zip lock bags to store trash.



Keep all Defense Enrollment Eligibility Reporting System (DEERS) information current for you and your family members.



PCSing While Pregnant

by Danielle Leonard, "The Frugal Navy Wife"

Every mother can attest to the fact that being pregnant is tough. PCSing while pregnant can be borderline unbearable. I've had three children and during all three pregnancies, we've had to move.

Here is the short version of one of my PCS stories. My husband was deployed when we got orders for our first PCS. Right off the bat, I'd like to say, "Thank God for great military friends who helped me get through the planning." I was pregnant, I had a toddler, and I had no clue.

My husband was sent home from his deployment just weeks before his check-in date at his new command. His plane was delayed, so he got home one week and two hours late. We were forced to rush to move out of housing, clean, and then drive through the night to our new location.

I was supposed to have four weeks from the time we moved in until the baby was due.



However, you guessed it! One week after check in and five days after we got our household goods delivered, my little drama queen made her appearance: three weeks early.

Rather than learning through mistakes as you go like I did, I'd like to help you be as prepared as possible so that you make it through your PCS and pregnancy with some sanity.

The first thing I suggest you tackle (once you have verbal

orders) is your research into your new duty station. Don't plan too much, as we all know nothing is official until you have those orders in hard copy. But take a look around and get an idea for what rent will cost if you live in town, research schools and learn a bit about the area, look into commuting times and traffic patterns, etc. This basic research will help immensely once you have your orders and are ready to make more solid plans and keep you from becoming too overwhelmed.



Remember to enjoy your PCS adventure. These moves tend to make great stories later on.

Get Going

Make lists for everything! Even better, follow the checklist provided in the PCS Guide. Your “Preggo Brain” is certain to kick in at some point, and you will be happy to have everything written down.

I highly suggest you let the military pack and move you. The less stress you have the better. Plus, being pregnant, you shouldn't be lifting boxes. I personally suggest doing a partial DITY move so you get paid for the stuff you have to have in your car with you anyway.

I recommend moving to base housing if you can get in without a wait. You always have the option to move out a year after the baby is born. This will spare you the worry of house hunting leave and most of your paperwork can be done online.

However, if you are dead set on moving out in town and you will be taking house hunting leave, just be sure to give yourself time to relax and clear travel with your doctor. Don't try to cram 50 places into 2 days. You absolutely will get tired, your feet will hurt and your back will hurt. Accept that you will need to schedule rest time, and plan

IF YOU ARE DUE WITHIN FOUR WEEKS OF YOUR PCS DATE, ENSURE THE FOLLOWING ITEMS ARE IN YOUR IMMEDIATE POSSESSION:

- Medical paperwork
- Birth plan
- Clothes for baby
- Your hospital bag
- Diapers and wipes
- Bottles (if you're using them)

a mid-day nap at your hotel.

One of the most important elements of PCS planning includes researching your potential medical team in your new town. If you are using TriCare Prime, do your basic research on your birth options and know the hospital's procedures. If you are using Standard or another type of insurance or there is no base hospital, you should start to call around to find a doctor or midwife who can accept you as a patient in your insurance plan. Some doctors will hesitate to accept patients who are extremely close to their due date.

Many pregnant military spouses also suggest hiring a doula. At military hospitals you will generally be delivered by whoever is on duty that day. A doula is someone you are able to meet and get to know before the

delivery and will likely be very familiar with the hospital and its procedures. She can do some of the worrying for you and help ensure your birth plan is honored.

Once you have your place lined up and have a general birth plan in line, the fun part really begins. You set up your move and move dates and get them confirmed. Once again, make those lists! And don't forget to carry medical paperwork for your pregnancy along with your other important items in your car (such as firearms, uniforms, your safe, baby gates for older children etc.)

It is a good idea to talk to your doctor about the move, especially if you are a high-risk pregnancy. There is a possibility your doctor will have special recommendations for you.

The basics for every pregnant woman are making sure you get up and walk around every 2-4 hours, drink more water than you think you need, and know where hospitals are along your planned route.

If you can have someone come in and do your move-out cleaning, you will thank yourself later. We had the option of paying for a final cleaning when we left one of our housing complexes and we only had to pay \$150: not bad for a 1,200 square foot house.

If you are moving overseas, again, you need to talk to your doctor for special instructions. The standard rules will still apply: get up and walk the aisle every few hours to keep your blood circulating, stay hydrated and eat as normally as possible.

Once your household items are delivered, you will want to get unpacked and settled in as soon as possible. Get help if you can! Set up the baby's room and your room first thing. Make sure you start with the things you will need immediately and try not to get distracted from this goal. Take it from me, you don't want to come home from having that beautiful bundle of joy to a crazy, disorganized household. You will want to enjoy your new

little one and your baby leave with your spouse!

Finally, once you get moved and get settled in, take some time to relax (if your baby has not yet arrived.) A pedicure or pregnancy massage can do wonders for morale.

Remember to enjoy your PCS adventure. These moves tend to make great stories later on.



Get Going

PCSing Alone

By Army Spouse, Bobbi P.

I remember the day my husband came home from work and told me we would be PCSing from California to North Carolina... and he would not be joining me and the kids. It went something like this:

“WHAT!?! I have to do this by myself? Good Gravy!”

But, there was nothing I could do. I reminded myself I signed up for this type of thing when I said “I do” and I had to be strong for my family. My husband was TDY in-route, stopping for four months of training, and I was left to do everything.

The first thing I did was go down to the transportation office and schedule the movers. Then, I jumped online and hit the website we all love so much; DPS. Those processes went relatively smoothly.

We have two children, two dogs, a hamster and two cars. One of the first big questions that haunted me at night was,

“How on earth am I going to get two cars to North Carolina?” The Army paid to fly my husband to training and then to North Carolina, so asking them to pay to ship one vehicle was out of the question. With few options, I hit the internet looking for a company with awesome ratings to ship one of our vehicles. It was not cheap, let me tell you, but it had to be done.

After I scheduled the movers, it was time to make sure my house was “mover ready.” I decided my two kiddos and I would try to eat all the food that could not be transported by the movers. That was not an easy feat, but we managed and we succeeded! I was determined we would not waste anything, especially since we had to save money for the 3,500 mile trip and the cost to ship our car.

Packing day finally came, and at 8:00 a.m. sharp came the familiar knock at the door. With tears in my eyes, I showed the movers around the house and they went to work like a tornado. My kids tried to micromanage them, and I was trying to manage the kiddos, dogs and assist the movers simultaneously. It was just me. And let me tell you there were a few times I excused myself to go outside and breathe a little until the movers were done for the day. Around this time, I really started to miss my husband!

Day two arrived, and like clockwork the doorbell again rang at 8:00 a.m. It was loading day and once again my kids wanted to micromanage the movers. Despite the extra “help,” the movers managed to load my 2,000 square foot house in seven hours. We were left with

5 TIPS FOR GOING IT ALONE

1. Don't Stress about the small stuff. Things are bound to go wrong.
2. Take every day in stride and try to avoid any arguments with your kids, spouse or the movers.
3. Plan ahead for everything!
4. Use caution when driving and always trust your gut if something doesn't feel right.
5. Don't push yourself too much. Do only what you can and remember there is always tomorrow.

an echoing house, two kiddos, two dogs, a hamster and a ton of cleaning to do. On our last night in our California home we celebrated with a pizza carpet picnic.

The next day, the kiddos were a huge help with cleaning and even though my son let the dogs run on my clean floors several times, we managed to get it all done and moved on to check-out time. We said goodbye to our home and hit the road toward North Carolina.

I packed the car ahead of time with snacks, juice boxes, movies, books, coloring activities, car games, my GPS, soda, bottled water, blankets, pillows and my family (minus Daddy.) I made sure the cooler was packed every morning with snacks for the day and items to make sandwiches for lunch to save money.

I broke the trip up by only driving a maximum of 7 hours a day. Without my husband there to assist me, I was exhausted and we took a ton of long bathroom breaks with the kids and dogs. I mapped out my trip on Google Maps and made reservations for each night at pet-friendly hotels for the entire



“I am strong. I am an Army Wife!”

trip. Planning ahead a bit made it easier and also was a comfort to my husband, who knew more or less where we were each day.

After 8 days, we got to check into our new home on post the day after we arrived and our household goods were delivered the following day. I managed to time my other vehicle’s delivery so my husband would have it when he arrived; a month after we did. That month gave me time to spend a ton of money at the commissary to stock to my house with yummy food, unpack, have my house completely set-up, enroll the kids in school and get settled. I loved that I had

the opportunity to spend that time with my kiddos and we got to experience a PCS (and an adventure) without him. [Let me tell you a little secret: we’ve done a PCS with him as well, and the PCS without him went smoother.](#)

It was stressful and at times I wanted to throw in the towel and say, “I am done!” But, I knew my husband’s training was an awesome step for his career and a step forward for my family. My husband needed me to be strong and he told me though it all, “You can do this! You are the strongest person I know.” And, I guess I proved it. I am strong. I am an Army Wife!

Get Going



Stay Healthy While You PCS

By Reaghan Hayden, Milspouse Owner/Operator of R2Efitness.com

Ah yes, the wonderful world of PCSing! If you have not moved yet during your military career, consider yourself lucky! If you are preparing for your first PCS, now is a good time to get advice from the moving veterans.

As a military wife I know moving can be tough. Sometimes you have months to plan a move, sometimes you may only have weeks. You likely worry about your children as they change schools, change environments, make new friends and leave old ones. Those of us who are parents are always concerned about our children and how they are going to adjust to new things and we cross our fingers in hopes it is a smooth ride for them. But remember it is very important to take care of ourselves too!

Whether you are worried about your children, finding a new job or your spouse's career, there is one thing that we may all have in common around the PCS time: stress! Stress is extraordinarily hard on the body and mind. Finding ways to alleviate stress

can be especially hard during a move. You are on the road for long periods of time. You may even find yourself living in temporary housing until you find a permanent residence. I once had to live in the Navy Lodge for two months, with a two year old and my husband. It was hard, stressful, and confining.

Fortunately there are healthy ways you can relieve stress; one of the best being exercise. Staying fit and being active is good for your mind and body. It can be very difficult to keep this up during a move when your

routine is completely thrown off. It can be hard to make yourself think about exercise as you pack and plan, but finding some time to get some fresh air, go for a walk, or a run will make your whole PCS experience smoother and less stressful. Your family will thank you!

You could accomplish your workout through a simple trip to the park with the kids; they will need to stretch their legs as well! While you are at the park, you can easily integrate my 15 minute workout while watching your children. You can even



get them involved with it too, making it a game or a competition. If you have little ones, put them in the stroller, start pushing and take the opportunity to gather your thoughts.

Having very young children can put a great deal of stress on your life on its own - adding a move into the situation can bring you close to losing it.

Once, when I was about four weeks post partum after having my daughter (my first child), I heard a "Ding Dong," and opened the door to our movers. My husband completely forgot to tell me which day they were coming. Since it was our first PCS I had no idea what to expect. The house was

a mess, I was in my robe and I was completely unprepared.

After that day (and two weeks of living in a hotel), we hit the road. We went drove across the country with a 6 week old and a cat! If I knew then how taking time for myself and getting out and exercising would change my mental state, I would have been much better off.

Nowadays, I can be in the worst mood, stressed out, unmotivated. But when I force myself to put on those running shoes and just get moving, I come home and feel like a metamorphosis occurred. I have crawled out of my stress cocoon and blossomed into a beautiful butterfly! Well, maybe not beautiful, but I

sure feel like I can conquer the world. And that is just how we need to feel as military wives!

Here is the bottom line. With any PCS, no matter how much you plan, there will be things that pop up that are far from planned. Be sure to still make time for yourself and your body - you deserve it. By creating time for fitness, you are creating time for yourself. By creating time for yourself, you are not only benefiting you, but also those around you!

Remember, it doesn't have to be long, just enough time to separate yourself from all the craziness and to be able to get in a few deep cleansing breaths!

TRY ONE OF REAGHAN'S 15 MINUTE WORKOUTS ON THE ROAD!

Visit R2Efitness.com to download her full program of six 15 minute workouts.

Repeat the following circuit three times for a total of 15 minutes.

- 1 minute jumping jacks
- 1 minute push ups
- 1 minute squat jumps
- 1 minute crunches
- 1 minute butt crunches

Get Settled



Save Money On Replacement Items

by Michelle Dudas of Militarywivessaving.com

PCSing means purge time! To make the most money, we list what we know will sell on SargesList.com.

Then we go through all of our stuff and pack what we will take with us. Finally we donate whatever did not sell to thrift shops.

Sometimes, though, stuff is so old and worn out (mom's 1985 pots and pans, anyone?) that they just have to go!

Luckily, however, you don't have to break the bank replacing them!

I can't even begin to tell you how many incomplete sets of plates, glasses, and bowls I've had over the last 5 years as a military spouse (with 4 moves under my belt), but I can tell you where to replace your stuff for cheap, but still score good quality items!

www.housewaresdeals.com

This is a daily deals site for housewares needs, with designer items from Farberware, KitchenAid and more, for way less than you'd even pay at Walmart!

www.amazon.com

You can find everything you possibly need, and then some, for your home. The best part is, tons of items SHIP FREE when you purchase \$25 or more (or FREE if you have an Amazon Mom/Student/Prime account).

www.target.com/dailydeals

Target's Daily Deals is that items change every 24 hours and each one of them always ships FREE. Snag some great clothing items, baby gear, outdoor equipment, and of course, stuff for the home usually for half-off!

www.totsy.com

This is another daily deals site, but geared to moms and children. The best part? They have everything from designer

apparel (Spanx, Coach, etc.) to everyday cooking and housewares gadgets.

Reprinted with permission from Militarywivessaving.com is a popular blog for military families on a mission to save! For more articles about saving money during a PCS move, check out MilitaryWivesSaving.com PCS for Less Series.



Get Settled



Unpack, File Claims, Sleep?

Getting out of house A is over, now it is time to settle into house B. Here are some suggestions for getting you started.

What do I do now?

Contact the destination transportation office immediately when you arrive. Make sure they have your updated contact information so they can notify you when your property arrives.

Some of my boxes are damaged. What do I do?

Boxes showing exterior damage should be unpacked and examined for interior damage.

What should I open first?

Always open high value inventory items first. Then open anything that is easily damaged, like leather chairs or sofas to ensure that the packers are using the right tools to open boxes.

I'm missing a box or a few!

Mark the TSP record missing boxes on each and every inventory sheet. Then immediately file a claim.

I am in a small apartment and don't want everything yet. Can I get the rest delivered later?

Yes! But you have to plan

this ahead of time. Military members must identify this on the shipment request, and have the items.

Prior to the scheduled pickup date, it is your responsibility to separate these items from the rest of the shipment. You can't just pick and choose what you want from your shipment once it arrives.

Why did I pack this?

It's inevitable to open a box and see stuff you didn't want to keep and forgot to purge. It's ok!

- As you are unpacking, set aside some extra boxes. One for giving away or donating and another for listing for sale on SargesList.
- If you have a smart phone, use it to take pictures of each object you know you can sell for quick and easy image upload.
- Move stowaway items into a separate room of the house

to avoid the objects being unpacked and infiltrating your new space.

My ____ is broken! What do I do?

Take pictures then file a claim! We break it down for you step by step on the next page.





Submit a Loss and Damage Report

Not everything can arrive in tact all the time. If something is broken or damaged, report it right away! Do this before you file a claim!

1. Log into DPS using their ETA supplied Log In and Password.
2. In upper Left portion of screen under "My Approved Applications:"
3. Click on "Claims" Tab in Upper Right portion of screen.
4. Click on "Claims Services" Click on "Loss/Damage Reports."
5. Click "Add a Loss/Damage Report." Then click "ADD"
6. Click on the Icon immediately to the Right of the BOL/GBL Number blank box to populate it with your GBL/BOL number.
7. Pick the correct GBL for the damaged items.
8. Review Personal info below the GBL block and – Add/Update as necessary.
9. Select a response from the drop down menu in the Upper right of the screen locate "Loss or Damage at Delivery?"
10. Select a response in the "Unpacking and Removal" drop down menu.
11. Click on "Save" located in the Upper Left of the screen.
12. Under the personal information area find "Add/Update Loss/Damage Items." Click on "Add."
13. Add Item Name, Inventory Number, and Loss/Damage Description and click "SAVE".
14. A new screen appears where you can upload a picture of the damaged or missing item.
15. Upload the image by clicking on "File Attachments," searching for the file on your computer, and click on "Add."
16. Click on "Browse" and select the file to be attached.
17. Under "File Attachments" click on "Save."
18. Repeat steps until all "Lost/Damaged" items are listed.
19. When you're done, click on "Loss/Damage Reports" click and then click "Submit."
20. When the Loss/Damage Report is submitted the "Submit" button will disappear.
21. The Report is now submitted!

Visit Move.mil for a helpful video.



File your damage claim ASAP! My motorcycle arrived on its side from Spain to Washington - on its SIDE!- We kept putting off submitting the claim due to constant TDY trips and misinformation. I missed the deadline by one day - \$6,000 of damage and I had to pay for all of it. - Facebook fan



Step 2 of Filing Claims Process

File your claim after your Loss and Damage Report as part of a two-step process.

1. Using Internet Explorer, customer logs into DPS through ETA at <https://eta.sddc.army.mil> using their ETA User ID (SSN or EIN without dashes) and the Password provided to them via email from the DPS Administrator when the account was created.
2. Customer sees Customer Home Page with "Welcome (Customer's Name) of (Branch of Service).
3. Customer clicks on "Claims" Tab in Upper Right portion of screen.
4. Customer sees...Welcome to your Claims Home Page.
5. Scroll over and on Right Side of screen find "Create Claims"
6. Click on Icon to the Right of "Pick the Shipment." A box should appear with your shipment(s). If there is no shipment, please proceed to shipment management and click on "Manage Shipments" and then "Shipment(s) and Status". The status of your shipment must reflect "delivered complete" in order to make a claim.
7. From shipments listed select the correct shipment by clicking on the > next to the shipment (shipment will be highlighted) then click on "Pick."
8. Below "Pick the Shipment," click on Icon to the right of "Submitter's Relationship"
9. Select the correct relationship as in 7 above.
10. Below "Pick the Shipment" and "Submitter's Relationship" click "Start My Claim."
11. A New Screen will appear.
12. In the Upper Left of the screen under "Claim" Click on "Edit."
13. A new Screen will appear with the Claim number at the top. This Claim Number is only for this Claim.
14. Review the personal information and make any necessary changes. Scroll down to "Claim Details (on left side of screen)"
15. A small red star indicates required information. Use the Drop Down to answer whether or not a "Quick Claims Payment made?" This would have happened at Delivery or immediately after for damage to household goods noted during the delivery. Select Y if payment was made and N if payment was not made.
16. If Y, enter the dollar amount and list the items covered by the Quick Claim.
17. Scroll down and click on "Save."
18. A new screen appears. At the Top of the screen under "Claim" Click on "Import Loss/Damage Items." (You must have a completed loss/damage report in submitted status in order to import the items.)
19. A new screen with the Loss/Damage items the Customer previously noted and submitted into DPS appears.
20. Under "Add/Update Claim Items" Click on "Edit Claim Items" for each

Get Settled

inventory sheet next to the item)

- Claimed Amount (The amount the Claimant expects to be paid by the TSP for the item.)
- Click on Acquired Used only if it was used. If item was new when acquired ignore this block.
- Purchase Cost (The amount it originally cost the Claimant to purchase the item.)
- Purchase Year. (The year the Claimant purchased the item.)

22. Click on "Save."

23. Repeat until all "Loss/Damage Report" items are updated with this information and "Saved."

24. To add additional damaged or missing items to your claim continue on with step

25. If this is all you have damaged or missing go to step 37.

25. Under "Add/Update Claim Items" Click on "Add Claim Items."

26. A new screen appears. Fill in Item Name, Item Description, Inventory Number, Loss, Type, Make/Model (if applicable), Did carton have damage?, Damage Description (if applicable), and Comments (if applicable).

27. Fill in Claimed Amount, Purchase Cost, and Purchase Year for each item.

28. Click on "Save."

29. Continue steps 25, 26 and 27 until all the additional damaged or missing items are added to the Claim.

30. Click on "Save" under "Add/Update Claim Items."

31. To upload a picture of the damaged or missing item you first have to save it to your computer. (Note: Large files can cause errors.)

32. Under "Upload File Attachments" click on "Add."

33. Click Icon (Attachment Name).

34. Browse, Select item.

35. Click "Save" under "Upload File

Attachments."

36. If you have listed all your damaged and missing items and ready to submit your Claim go to step 37.

37. Scroll to the bottom of the screen – click on "Submit Claim to TSP".

38. The "Submit" button will disappear if the Claim is successfully submitted.

- The Claim is now submitted in DPS (Item Status will change to "Demand Pending".

- The Claimant now must wait for the Transportation Service Provider (TSP) to respond to the Claim.

3 9. If the screen just refreshes and the "Submit.

Remember, completing your claim is a two step process!

Step 1: Complete a Loss and Damage report

Step 2: Complete and submit the claim report

To start the process, you must locate your Government Bill of Lading (GBL) number for your shipment and Electronic Transportation Acquisition (ETA) login to log in to DPS. See the following helpful resources from move.mil:

- [Claims How-To \(PDF\)](#)
- [Claims How-To \(Video\)](#)
- [Claims Overall Process](#)
- [Claims Filing Deadlines](#)



Careers for Military Spouses

Portable career ideas for professional spouses.

When it comes to jobs, you may have an array of professional experience, yet feel forced to take whatever job you can get after PCSing. **I submit to you that, instead, you can have the career you want.**

While there are many programs out there dedicated to helping military spouses find employment, and even some new DoD employer partnerships geared towards maintaining consistent employment with companies no matter where you live, they may not be what you WANT.

Here are some options:

- Search DoD Civilian Jobs. **SargesList** has a database reserved for federal careers in addition to jobs posted by private companies.
- Search **Employer Partnership of the Armed Services**: Over 700,000 job postings in the database
- Network within your professional organizations

using www.Linkedin.com. This website will not only keep your resume ready to send to future employers but also has links to professionals in your field. Its business resources can network you to previous and present colleagues.

- On base resources: Head to your family readiness office - every branch has them - and sign up for employment resources. Readiness offices offer resume building classes as well as interview courses. They also can help you navigate the Government job website and process.

Work from home, for yourself! Not everyone can work for himself or herself, let alone work from home. You need to be self-motivated, able to compartmentalize well and be entrepreneurial for starters. There are tax advantages to working from home (write off portion of rent/mortgage, utilities, etc.), but are you up to the challenge?

Consider these steps:

- Start with your Local Small Business Development Center. A great resource, they offer free or low cost seminars with experts to help with everything related to business and may also provide free business counseling sessions to assist you with questions relating to operating a business in your particular state.
- Check your lease/rent policy. Your landlord or homeowner's association can forbid the use of the home as a business.

Do you want to tap into an existing networking business or build your own or buy a franchise / business?

There are many networking types of businesses that are very popular within the military community (direct sales companies), but here are some ideas that might get you jazzed that you could do on your own:

Get Settled

Website Guru

If you are technical and creative, you could learn how to develop websites. However, if you are good at getting the business (sales), you could outsource the development and manage the creative aspect of the project (look and feel, content, etc.). Build a portfolio, get some marketing materials and your own website and business cards and you have a business that you can take with you anywhere!

Post your profile on [Elance.com](#)

Internet Marketing

Social marketing is huge in today's market. Do you know how to use Facebook, Twitter and other social channels to connect with people? You know the military market and that is appealing to businesses who want more military business. You can approach local businesses, create your own

blog and sell advertisements.

Blogging and new media

I have been very impressed with many of the military bloggers out there. Army Wife Network has 46,000 fans, ArmyWife101, MilitaryWifeSavings, MilitaryMoneyMight, etc. If you are new to blogging, connect with [MilitarySpouseBloggers](#) for a robust and supportive professional community. You can put your expertise to use and help others while making money!

Get training and certified for social and internet marketing: <http://inboundmarketing.com/>. There is a whole military blogging world out there.

Professional Organizing

(Certification needed) – Do you hear people frequently say, “you’re so organized” or the not-so-friendly version “you’re a neak freak”? Put your organizing skills to work for you!

Massage Therapist

(Certification needed) – When giving friends or family the occasional neck rub, do they say... “oh, you should be a massage therapist!”? If you find that it is something you enjoy, check out how to become a massage therapist: If you live in a touristy area, there is probably a good demand for mobile masseuse in your area!

Aesthetician

(Certification needed) Passionate about skincare and looking your best or helping others look their best? There are many levels of aesthetician. Medical aestheticians are on the rise with our society wanting to look beautiful at all stages.

Private Day Care

There are state regulations to consider (as in other professions as well). Additionally, some base housing communities have their own rules regulating how many children you may watch in your home. However, some military communities CDC's (Childhood Development Centers) are in very high demand and contract with local care providers. Check in with your local CDC for more information.



I joined SargesList as a Boots On The Ground (BOTG) Team Member. I work from home, contribute to our household budget AND get to keep my skills up-to-date.

Pet Grooming and Pet Sitting

Love animals? Put beauty and your love of dogs to work for you! Think about all the people in housing that want to take trips, but worry about their pets - or can't pay for boarding facilities.

Unused Career Skills

The career path of a military spouse can be quite varied and after multiple PCS moves, child-rearing and other detours, you may feel like you have a permanent block on any type of career. However, you will find that there are ways to put those currently unused skills and experience to use:

- **Donate Them** - The best way to keep skills current and stay competitive in the job market is to use them, and a great way to do this is by donating your skills and time in some capacity. This strategy is especially useful if you cannot find a position opening in the field you truly want. Every duty station and surrounding city has opportunities to volunteer, and with budget cuts at companies, volunteers are more needed than ever.
- **Repurpose Them** - This is something that can you do with those job skills you have but

can't directly apply to a new job. Teaching and mentoring are two excellent ways to put unused skills to work and keep them fresh.

Need Education?

So, once you determined what you want to do, you may realize you need more education or certification. If your spouse is E1-E5, O1-O2, or W1-W2, you may qualify for a free education grant from the [MyCAA](#) program. It funds up to \$4,000 for portable careers just for military spouses!

Unemployment:

While this may not be something that you WANT to do, it may be a possibility. Did you know that currently 38 states plus the District of Columbia provide eligibility for unemployment compensation to spouses who leave employment because of a military move. This nearly triples the number since 2004.

Finding a career that slides right into whatever community you find yourself in is key. If you decide to start your own business either full-time or on the side, just know that [SargesList](#) is here to help you promote and grow your business!

Discover your community

Use [SargesList](#) and [MilitaryDutyStations](#) to find services, businesses, and groups to feel right at home.

- Ask questions on [SargesList Facebook page for your base](#).
- Learn about your base at the [MilitaryDutyStations](#) information hub.
- Look for jobs in [SargesList career classifieds](#).
- Find the best gym for your workout style.
- Find a house of worship in the [SargesList Local](#) section.
- Buy a second vehicle or sell one you realize you don't need!
- Become an Intern with [SargesList BOTG program](#).
- Share your experience: [MilitaryDutyStations!](#)

MILITARY SPOUSE PORTABLE CAREER PLANNING



The Business of Moving Your Business

by Stacy Swearengen, CCMC

www.portablecareerplanning.com

Since the inception of my business four years ago, I have moved three times. In the process, I faced a lot of uncertainty regarding how to appropriately and effectively move my business. I spent a lot of time asking questions, and found a lot of dead ends, but ultimately learned some key lessons that I can pass on!

- **Start with Your Local Small Business Development Center (SBDC)** – I have found the SBDC to be a wonderful resource in every place my husband and I have been stationed. They offer free or low cost seminars with experts to help with everything related to business. Often, they will also provide free business counseling sessions to assist you with questions relating to operating a business in your particular state. Depending on

the size of your new city, they may have a variety of different business experts to speak with on matters such as taxes, entity types or marketing.

- **Determine Where Your Business Will Be Based** – This is especially important if you have chosen to incorporate your business. I formed my LLC in Colorado but soon had to move. After talking to the experts at the SBDC, I found out that I needed to either dissolve and reform my business in my new state, or have a physical address and reliable representative in my previous state.

I had to weigh the options and decided that I did not want to have to change my business's location every time we PCS'd. You can have a family member or friend serve as your

registered agent, but you have to be absolutely certain they will always be available to deal with any legal matters or official business that may arise.

For my own peace of mind, I found a registered agent service that has worked well for me called myLLC.com. There is a fee involved for the service, but I find comfort in knowing they are paid to make sure my registered agent is present and accounted for! If you aren't sure what you want to do, check which state has better small business assistance, laws and tax incentives. You can do this by visiting the Secretary of State website for each state.

- **Get a Tax Professional** – For the longest time, I wanted to do taxes myself. Once I started



Learn from the mistakes of others. You can't live long enough to make them all yourself.

-Eleanor Roosevelt

Get Settled

- Update Your Bank Account Address** – Always update your bank account information so that statements are sent to your new address (if you are having them come to your home). Also, if you do not have a bank account, try finding a bank with locations in the states you have the highest likelihood of being stationed at. It's a pain to not have somewhere to deposit checks or withdraw money easily.
- Keep Your Important Documents With You** – Spend extra time gathering all of your tax documents, client files, and any other confidential documents. I highly advise you take them with you instead of allowing the movers to pack them. You may need access to this information in the time it takes your household goods to arrive and you don't want to risk them getting lost!
- Inform your insurance company of your move** – Make sure that your renters' or homeowners' coverage includes any inventory that you may have to store, especially if it is home-based. Also, determine if the inventory is covered in case of damage during the move and across state lines or US borders.
- Check your lease/rent policy** – Businesses that operate out of the home may be against your homeowners' association policies or rental agreement. Check these things before assuming you can go ahead operating your business as you did in the previous location.

No matter where you move, I would always advise to ask questions as soon as possible. Nowadays, the internet provides access to network with individuals across the world. Write down your questions and then start asking!



Keep in mind that my business does not have a storefront and is service-based. I operate most services virtually. There are some additional steps I would advise if you are moving actual inventory.

