

## **Section C-2 Special Interest Topics**

The contents of this Toolkit have been developed to assist you in your efforts to support family readiness. Every effort has been made to ensure that the information provided is current and accurate. However, because statutory and regulatory changes may have occurred since the publication of this Toolkit, the Office of the Assistant Secretary of Defense for Reserve Affairs cannot assume responsibility for its continued accuracy. Before taking any significant action based on the contents of this Toolkit, you should contact your Family Readiness Program representative or legal officer, as appropriate, to secure the most current information.

**Relocation**

## **Special Interest Topics**

### **Relocation**

Our society is a mobile one. An increasingly large number of workers will relocate one or more times before they retire. During your association with the Guard or Reserve, you may desire or be required to relocate. Your employer or your spouse's employer may transfer your family to a new location. You or your spouse may find a new job in another community. Family or personal considerations may make it necessary to move closer to a medical facility or special educational program. In some cases, your sponsor's military duties may require a move.

Moving can be an exciting experience. New jobs, new homes, and new communities can expand your horizons and quality of life. At the same time, relocating can be a significant challenge requiring detailed research and planning. No matter how excited you may be, the move and the required organization and preparation may seem to be overwhelming. There are so many variables to consider:

- Family travel and the movement of household goods
- Housing
- Schools
- Employment
- Child care
- Healthcare – medical and dental

Whether you are moving due to a civilian or military job change, the Department of Defense (DoD) and the services have created a wide range of Internet resources to assist in your relocation. The Military Assistance Program (MAP) website, sponsored by the Deputy Assistant Secretary of Defense for Military Community and Family Policy, can be found at <http://dticaw.dtic.mil/mapsite>. It offers information and links regarding such topics as relocation, employment, child and youth services, and financial management. Click on the "Relocation Station" icon or go to <http://dticaw.dtic.mil/mapsite/relocate.html> for help in planning your move. Key your current location and your new location into the relocation builder link and it maps out exactly what you need to do each week before the big move.

More specific information on local communities, military installations, and relocation services is provided at the Standard Installation Topic Exchange Service (SITES) website. SITES can be accessed at <http://www.dmdc.osd.mil/sites>.

Other useful Internet resources are local web pages created for specific locations. Using a search engine, you can locate information on the Chamber of Commerce, local schools, employment, and housing. If you do not have access to the Internet, every service Family Service Center has a relocation section with information, pamphlets, and addresses for other military installations.

You can also use national commercial web sites such as <http://www.realtor.com> to research home prices and availability. Keep in mind that these are commercial web sites and not official sources of information.

With the wealth of available resources online and through your local military installation, researching your new location can be relatively easy. However, planning and organizing the move can be the most challenging and important event. Preparation is the key when making a move. You are in charge of your move. The time and effort you put into planning the move will determine how much stress and financial impact you will experience.

Start by making a list of every task that must be accomplished. Work together with your spouse and other family members to make sure you identify every essential task. As a minimum, consider adding the following to your list:

- Notify your unit commander. Identify new unit close to your new home and research transferring to a new unit.
- Complete postal change of address.
- Notify utility companies of your move.
- Notify all creditors, banks where you have an account, and other commercial activities of your new address.
- Notify life and property insurance companies of your new address. If you have homeowners or renters insurance arrange for coverage during the move and coverage in your new home.
- Close old bank accounts and open new ones. Notify your employer, your military organization, and any other activity making direct deposits to your bank account.
- If leaving your current employer, provide the employer a forwarding address for tax withholding statements (W2 form).
- Collect school records.
- Research rules and procedures governing enrollment of your children in new schools.
- Collect medical records if appropriate.
- Notify your landlord (if appropriate) of planned departure date and arrange for a walk-through so that you can qualify for the return of all or part of your security deposit.
- Contact a realtor to sell your current home (if appropriate) and assist you in the purchase of a new home.
- Register your vehicle in your new state (if appropriate).
- Research jobs in new community (if appropriate).

Once you've completed your list of required activities, start setting a schedule for accomplishing each task. Use a calendar or create a chronological list of requirements. As you complete each

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action, check it off. To make sure there are no doubts about what you did, write down the date you completed the action and how you did it (e.g., completed change of address form and mailed it to Sears Credit with my May 2001 credit card payment). Stick to your schedule as much as possible. Delayed requirements can quickly build up to the point where you and your family will suffer.

Don't forget that this is a family move. Relocation and emotions are closely intertwined for all family members. Communicate with each other. Listen when your children are concerned about making new friends. Be aware of your own feelings. Be patient with each other. It is normal to feel apprehensive, irritable, and excited. Encourage your children to stay in touch with friends. Be positive. Your attitude towards the move can be contagious. Take each day one day at a time. Living at a new location provides opportunities to broaden your horizons, meet new friends, and can be an experience that brings your family closer together. Good luck!