

ULTIMATE

2012

PCS GUIDE

EVERYTHING YOU NEED FOR YOUR PERMANENT CHANGE OF STATION

**2012 PCS
Entitlements**

**Ultimate
Checklist**

**Top 5
Housing
Decisions**

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





NAVY FEDERAL CREDIT UNION

Since 1933, Navy Federal grew from seven to over 3 million members. NFCU members are secure knowing they can leave the military, change employers, move, retire, get married— and simply live while never having to change banks. “Once a member, always a member.”

AUTOMATED HOUSING REFERRAL NETWORK

AHRN.com is the preferred and trusted housing referral resource for US military members and their families around the world. AHRN.com gives military members access to housing information from anywhere in the world 24/7/365. This allows them to finding a home even before they have orders in hand.



HAPPY TAILS

Pet relocation is hard. Happy Tails employees are experts in PCS pet relocation and take care of your pet’s PCS requirements, allowing you to address the other details of a PCS. Happy Tails uses the strictest safety standards during the entire animal freight/ animal cargo shipping process. You and your pet’s welfare is always the most important.



TRIWEST

TriWest Healthcare Alliance is On a Mission to Serve® America’s military families in the TRICARE West Region. All that they do, they do for you, their customers—those who wear America’s uniform and their family members. Every single day, they honor the service and sacrifice of American military members with a “Whatever It Takes!” attitude.



INTRODUCTION



Message From SargesList CEO

Permanent Changes of Station. Everyone has stories. Having come from a long line of military family members from WWII, Vietnam and up to the most current Afghanistan War, I am honored to be able to serve the men, women, families and veterans of our America.

Changing the way you think about a PCS move is one of our goals. Our team of military spouses and veteran owners created SargesList.com, trusted military classifieds, to give military members a safe option when buying and selling online.

So use this interactive guide as just that. A guide. Skip around, stop and play the video, follow links, and print out the Ultimate PCS Checklist, We even marked important pages for you! This is our first annual issue of the Ultimate PCS Guide. Like a fine wine, it's just going to get better with each year. Hope you enjoy it! - *CEO SargesList - Lisa Klinkhammer*

SargesList is a one-stop site where military, veterans and family members can buy and sell household goods, vehicles, real estate, pets, etc., they can also find jobs, promote spouse and veteran businesses, military charities and events while finding local base information for relocation.



Military Duty Stations was developed as a single portal website for base reviews about geographical areas, housing, schools, healthcare, for the PCSing military family. Military Duty Stations offers personal perspectives about base locations in a single location.

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TRUSTED
MILITARY
CLASSIFIEDS

**Sarges
List**

- **Buy**
- **Sell**
- **Trade**
- **Connect**

@ over 500 bases worldwide
within your trusted network!

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COMMON PCS ACRONYMS

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

“Take deep breaths along the way, laugh at the little things that come along. Realize nothing will go perfectly and keep an eye out for great stories to tell later!”

ULTIMATE PCS CHECKLIST

ASAP

- Decide whether move will be DITY, partial DITY or full military move (pg 10).
- Register with DPS and schedule self counseling (pg 11).
- Schedule packing and moving dates for all shipments (+ storage for OCONUS).
- Research new duty station and make housing decisions.
- Schedule all routine dental appointments before you leave.
- Get on the housing list.
- Start saving for non-reimbursable moving expenses.
- Have a family meeting and discuss PCS process with your spouse and children.
- Start keeping track of all tax deductions.
- Schedule vet appointments for all pets.

THREE MONTHS OUT

- Appraise high value items.
- Organize important paperwork (pg 20).
- Schedule medical appointments.
- Sign medical release forms.
- Get Power of Attorney papers signed.

TWO MONTHS OUT

- Decide what to sell and purge (pg 36).
- Find schools and/or daycare for children.
- Make hotel reservations for moving/packing day and at next duty station arrival (pg 24).
- Schedule vehicle maintenance (pg 34).
- 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 forward address is unknown (pg 30).
- 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.

ULTIMATE PCS CHECKLIST

- 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 that movers cannot enter and start setting aside items (pg 33).
- Drain all garden hoses.
- Drain gas and oil from mowers.
- Set aside cleaning supplies for cleaning after packout.
- Prepare outdoor equipment for transport.
- Set up childcare for children.
- The night before, clean bedding, towels, and linen.
- Fill all medical prescriptions that you can.
- Clean cabinets and dishes.
- Start using disposable plates and utensils.

- Email travel schedule to friend and family
- If you are traveling between TriCare service areas i.e. West region to East region, call TriCare before traveling to prevent lapse in coverage.

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 small breakfast ready for the movers.
- Present valuable inventory list to packers (pg 28).
- Watch packers load valuable inventory (pg 27).
- Double check closets and cabinets
- Order lunch for the movers and yourself.
- Get your Government Bill of Lading (GBL) (DD-619) from the driver.
- Before the driver closes the truck. Do a final walk through (pg 31).

TRAVEL DAY

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



Winning the Waiting Game.

by Taylor Hoffman, Navy spouse, freelance writer, and Our Military Home blogger.

If you've been through this before, you know all about the excitement, anticipation, and let's face it, nervousness that settles in as you wait to receive your next orders.

As you drink your coffee, go to work, or play with your kids, you wonder, which base or post will you be stationed at next year? Will there be affordable housing off-base? Will the base have good schools?

Sometimes you will receive orders six months in advance and have plenty of time to plan and come to terms with your new duty station. Other times you will have no idea

where you are moving until shortly before your move date, a situation that my spouse and I find ourselves in right now.

If you have an impending PCS with no idea where you are moving, you are in a little place I like to call PCS Purgatory, my friend. PCS purgatory has sent shivers down the spines of planner-type military spouses for ages. Why, you may ask? Well, military spouses cannot really start planning or scheduling a PCS until their spouses receive verbal orders or, in some cases, hard copy orders. PCS purgatory can drive a military spouse absolutely wild.

Your brain might take you to Google, your fingers might start twitching to google something, anything, to feel like you are preparing for your PCS. Then you realize you can't research much and your fate rests entirely with the one man or woman known as the detailer.

Admittedly, that may be a little dramatic, but the important thing is, you are playing the waiting game with the military and you can win! Here are a few tips for overcoming PCS Purgatory like a pro that you can implement no matter where you are PCSing!

1. Make an Inventory of Your Most Valuable Items.

Take pictures of them and store them online, in a hard-drive, or email them to yourself. This way, if something does get broken during the move, the pictures will make it easier to replace them.

2. Clear the Clutter.

Put together a yard sale or sell your unwanted items online for a little extra PCS cash. You'll be glad you did when it comes



time to unpack everything at your new duty station.

3. Set Aside Items You Will Travel With.

Start thinking about which items you want to travel with and which items you don't mind living without for a while and make a list.

4. Organize Important Documents.

Make sure you can locate your important documents like passports, social security cards, etc. Also, make sure your proof of car insurance is up to date, especially if you might be driving across the country in your own vehicle.

5. Finally, Resist the Urge to Stress Yourself Out.

Spend some time exercising, working on a fun hobby, or taking a day trip with your spouse. See the things you've wanted to see at your current duty station but haven't gotten to yet.

While waiting, stay strong my military friends, and in the words of Jason Kravitz, be "infinitely flexible and constantly amazed."



"My daughter saw a specialist the next day."

Get referrals faster.

Learn More





Should You Move Yourself?

You can do a partial DITY move, full DITY or forget about it and let the military do it all.

If your PCS is within the United States, or 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:

You get a flat rate, per day for lodging, meals and incidentals expenses (M&IE) while traveling. You also get a flat rate, per mile, for each vehicle driven.

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 at SargesList.com.

The Partial DITY. By far the most popular choice among the military since you'll get the best of both worlds: money

for the weight of the things you are moving yourself (this is also helpful since you can bring things you'll need right away like some kitchen gear, bedding, an air mattress and even towels). The military will move 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 where 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 (pg 22).

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 the non-reimbursable costs and driving from point A to point B.

Authorized Expenses

- ✓ Truck/trailer rental
- ✓ Cost of packing materials
- ✓ Packing blankets & furniture pads rental
- ✓ Hand truck rental
- ✓ Gas, oil, and tolls for rental truck

Unauthorized Expenses

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

GET STARTED

Navigating DPS. Don't move forward until you've read this! Many people have had challenges with DPS. These tips will get you on track fast and without frustration.



- ✓ You **MUST** have official orders to start the process.
- ✓ Allot at least 2-3 hours to navigate the system and schedule your move.
- ✓ Register at <https://eta.sddc.army.mil/dpsRegister/dodCustomer.aspx>.
- ✓ Obtain log in info from the Electronic Transportation Acquisition (ETA).
- ✓ **SAVE** your password. You cannot change it.
- ✓ Make a self counseling appointment.
- ✓ Set your screen resolution to 50%. (Yes...really!)
- ✓ Only use Windows XP/ Vista/ Windows 7 for Internet Explorer 6/7/8 (No Mac computers).
- ✓ Use Internet Explorer or Firefox. Other browsers are **NOT** supported.
- ✓ Turn off pop-up blockers. You need them on for the system.
- ✓ Do not use the browser back buttons. Use the navigation buttons in the DPS screen.
- ✓ Save after every completed screen.
- ✓ Restart your browser completely if the system freezes. If that doesn't work, restart your computer.

GET 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:

GET STARTED



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 in 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 base, take your BAH amount and subtract \$350-\$500 to allot for utilities and insurance.

Next look at rental and sales rates in the areas you want to live. Ask friends in the area, your sponsor, unit Ombudsman, or research online at Zillow, AHRN, SargesList's or SargesList and MDS blog has housing area information by local experts in the area (pg 15).

3 What are insurance costs for buying and renting? If you plan on sticking around for at least 4 years, then buying is a sound option because current 2012 rates are so good. However homeowner's insurance is much more expensive than renter's insurance. 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 just for one car."

Also consider the expense on your time. Traffic can cost missed baseball games, social activities, and more.

5 Where do you need to live to be happy? You are going to spend some serious time at this place Are schools most important? Access to things to do? Map it out and then search in those areas that fit your top criteria!



Find Housing
Search Quickly, with Confidence

- ★ Off-Base/ Community Rentals
- ★ Privatized/On-Base Housing
- ★ Military Shared Rentals
- ★ Military For Sale by Owner
- ★ Temporary Lodging

AHRN.com
Your DoD Sponsored Housing Referral Resource

GET STARTED



Should You Rent or Buy?

Ask before you start looking. Never set your rent or mortgage at full BAH. The housing allowance is meant to cover rent/mortgage, utilities and insurance.

Things to Consider	Renting Cost	Buying Cost
What is your BAH in the new area?		
What is the average rent/mortgage payment?		
What are average utility costs?		
How much is renter's insurance? Homeowner's insurance?		
What are the property taxes in the area you are looking at?		
*What is your gas budget based on your commute? Gas prices vary widely by location!		
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.

GET STARTED



SargesList Local Experts.

Our local experts help you relocate by offering advice and services on buying, selling or renting a home in your new area.

Click the buttons to go to the Local Expert's SargesList page.

MONICA BALZANO, JEB Littlecreek, VA

Monica has been associated with the military for 18 years. She is currently in the Navy Reserves and understands the PCS process very well.

JUDY COUTO, Eglin AFB, FL

Judy helps home buyers and sellers in Fort Walton Beach, Crestview, Eglin AFB and all along the Emerald Coast and the northwest Florida panhandle.

JILL FOUCH, NAS Jacksonville, FL

Thinking about selling your home? Jill has a proven track record selling real estate throughout the area. She listens carefully to your goals and guides you through the entire process of selling your property from listing to sale.

CHRIS FRANCIS, Camp Pendleton, CA (veteran)

USMC Retired is a licensed Realtor in Southern California. He has lived in the Camp Pendleton area for over 15 years. He has experienced the stress of relocating his family over a 20 year Marine Corps career.

Are you interested in becoming a SargesList local expert? We are always looking for more experts to create the best possible experience for our military customers. [Click here for more information!](#)



SUSANNA HAYNIE, Fort Carson, CO (former milspouse)

Susanna has over 19 years of experience as a military spouse. If you have any questions about the Colorado Springs area, whether you want to live in housing or off post or just general questions about the area, give Susanna a call!



DAKOTA HUBBARD, Fort Campbell, KY (veteran)

Dakota has seen the military from almost every angle imaginable. He spent 7 years in the Infantry, 2 of which was spent being dual military. He is now an Army spouse recently welcoming back his loved one from deployment.



BOB HUMMER, Fort Belvoir, VA (veteran)

Bob Hummer is a former "Military Brat" and a retired Air Force Hospital Administrator (Major). Having made more than 25 moves during his lifetime he is extremely familiar with all aspects of a family relocating – whether it is across the street or across the nation.



ADRIENNE LALLY, Schofield Barracks, HI (veteran)

As a former soldier and now a military spouse, it's only natural that military relocation is one of my specialties. Most of my team members here at Team Lally, Real Estate professionals for Honolulu, also have some affiliation to the military.



JULIE MOE, Sector Juneau , AK

My 33 years of real estate related experience, integrity and commitment have resulted in tremendous real estate success. I believe that doing business the right way is the only way and I have developed a reputation for thoroughness, honesty and excellence.

Are you interested in becoming a SargesList local expert? We are always looking for more experts to create the best possible experience for our military customers. [Click here for more information!](#)



ALEXIS PIERSON, Camp Lejeune, NC (former milspouse)

Serving military since 2006 Alexis states "Jacksonville NC is the most recession resistant city in the United States, or the best city in North Carolina to raise kids.



JAN RICH, JB Lewis McChord, WA

When working with Military families, especially if they are not here yet, I take special care in giving as much information as possible on the area, and affordable homes for sale.



TRACIE TURCOTTE, Fort Bragg, NC (milspouse)

Ft. Bragg is a huge base full of wonderful resources and fabulous communities. Tracie has established great relationships with many REALTORS and property managers in the Ft. Bragg area.



MARTIN HOWARD, Guam (veteran)

GuamPCS.com provides military personnel and government employees temporary lodging in one of Guam's premier resorts AND a free courtesy car for use while in temporary lodging allowance (TLA) status. All our customers experience exemplary customer service.



Newest Local Experts



Biggest 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 POV(s).

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.

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.

Where can you sell a car with minimal hassle?

You can list your vehicle for sale on SargesList.com. Upgrade to a featured ad for your area for just a few dollars and get even more exposure. This way you can still drive your car around and don't have to worry about parking it at the base lemon lot. If you don't need to drive the car, park your car at the lemon lot AND list on SargesList (FREE to post) for a quicker sell!

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. Also sign up for quotes through a filter site like to get the best deals.

Car Transportation Resources:

- ◇ www.militaryautotransport.com
- ◇ www.amerifreight.net
- ◇ www.allcoaststransport.com
- ◇ www.auto-transportquotes.com

Keep it in the Family!

"When we were stationed in Korea, we were lower enlisted and didn't get to take our car. When we got there, we bought what became a community vehicle. We bought it from a military family for \$800 and sold it two years later to a military family for \$200 and I heard a rumor that it's still being driven by military members!" - Nicole Leech

"When we moved to Italy, we connected with another servicemember at my new command. He was processing out so he 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 . At almost 23 years old Night Angel only had 80k miles on her!" - PO1 Grant US Navy



Documents to Keep At Hand.

Important legal and medical documents to carry with you at all times for an easy transition and check-in at 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 of you need x,y,or z document now, when last month it wasn't necessary. Yes. It happens all the time! So always be overprepared.

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
- ✓ Citizenship papers
- ✓ Passports
- ✓ Children's report cards
- ✓ Child custody documents
- ✓ Military IDs

Vehicle Documents

- ✓ Vehicle titles or lien forms
- ✓ Vehicle registration forms
- ✓ Vehicle insurance policies
- ✓ Drivers license with two copies
- ✓ Wills
- ✓ Advanced medical directive

Family Documents

- ✓ Marriage certificate
- ✓ Birth certificates of family members
- ✓ Adoption papers
- ✓ Divorce or annulment papers of any previous marriages

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



CONUS Financial Entitlements

Grants and loans that you may qualify for during a stateside PCS move.

“Know your Entitlements. It’s like being on top of your game. Who doesn’t want that extra money for such a big move? While not all travel expenses are reimbursable (e.g. car rental) you can count on funding from the military.”

Dislocation Allowance (DLA)

DLA is intended to help with some of the cost occurring with a relocation. Some of the restrictions and regulations:

- ✓ Given only to members with dependents.
- ✓ It is available for CONUS and OCONUS.
- ✓ Paid after travel voucher has been filed at the completion of the move.
- ✓ Up to 80% maybe requested as an advance.

Check DLA Rates at the Travel and Transportation Allowance Committee’s website.

Mileage

Reimbursement for miles driven from duty station to duty station based on military

straightline distance.

Monetary allowance in Lieu of Transportation (MALT):

- ✓ Mileage reimbursement
- ✓ Per Diem

Per Diem

Daily allowance for lodging, food, and incidentals.

Calculated by multiplying the daily rate (varies around the country) by the number of days you are allocated to move (roughly 300 miles per day).

Temporary Lodging Expense (TLE)

Available only to CONUS moves and to servicemembers with dependents. Ten days maximum.

Advance Basic Housing Allowance

This is not *extra* money. It is a loan of your own money and will be deducted from monthly pay over the period of a year.

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.

Dependent Travel Accompanied by Service Member

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

GET ORGANIZED

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:	

GET ORGANIZED



Save Money on Lodging

Need a clean, safe, and patriotic place to stay? Bookmark this page or print it out so you'll always have it ready!

Army Lodging

The U.S. Army MWR lodging provides accommodations for unofficial travelers with quality commercial hotels and for official travelers when installation lodging is unavailable.

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're 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 are checked in).

For reservations call 877-NAVY-BED (enter the first three letters of the base); or by visiting www.dodlodging.net.

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.

Map out your trip to your new duty station. Make it fun by taking photos, journaling and pretend it's a min vacation! You may never see that part of the country again.

GET ORGANIZED



Do You Really Need That _____?

Pocket cash and streamline your life. 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.

Everyone needs to do an initial PCS purge before the big move. 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.
- ✓ Is it super heavy? Yes? Purge!

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

Just to recap, purging:

- ✓ Avoids storage costs!
- ✓ Makes unpacking easier.
- ✓ Saves the government money. They are your tax dollars too! (Bet you never knew that purging could be so patriotic!)



GET ORGANIZED



Valuable Inventory.

As of June 2012 the insurance amount of your household goods has a max of \$40,000

HIGH VALUE PACKING TIPS


- ✓ List all serial numbers, model numbers and the manufacturer.
- ✓ Take pictures or video of your electronics with the mentioned data.
- ✓ Ideally, you also want to show that the item was 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's 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.
- ✓ The hose to your washer should be unhooked and water drained.

- ✓ For motorcycles, drain fuel, disconnect terminal from battery, and tape it. If you are putting motorcycle into long-term storage (NTS), remove the battery.
- ✓ For lawn mower, drain fuel and oil.
- ✓ 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 prep it for transport and storage.
- ✓ Dishwasher, refrigerators, appliances...prep it 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.

**YOU'RE MOVING
SOMEWHERE NEW.
FORTUNATELY,
WE'RE PROBABLY
ALREADY THERE.**

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Print out this page and use it to record your high value items.

Item	Brand	Serial Number	Value
Television	Panasonic	P5736259-17375-2937	\$2500

GET ORGANIZED

Print out this page and use it to record your high value items.

Item	Brand	Serial Number	Value
Television	Panasonic	P5736259-17375-2937	\$2500



Avoid Going Postal With These Tips.

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 other options for setting up your new "temporary" address such as forwarding your mail to your family/friends. You might even know someone in your new location that might help you out.

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
- ...and many more!

One thing to note is that if you set up a USPS PO Box 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.

Always read the contract and ask questions before you sign on the dotted line!

© *Army Wife Network* - Army Wife Network is the internet's leading website for Army wives, by Army wives. They created the original internet talk radio show designed specifically for military spouses - *Army Wife Talk Radio* .

To find a list of Post Offices (PO), visit www.usps.com and click on "Locate a Post Office".

GET ORGANIZED



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 - and NEVER feed them pizza." Carmen Grant - Milspouse

It is packing day! You've come far and it's finally time to see all of your belongings be boxed up, packed up in the truck, and drive 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 have listed.

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.



Take tons of pictures! Your tv's, couches, computers, dvd's, tables...etc. That way if it arrives broken or damaged, or missing, you have proof for reimbursement!



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.

Start Packing and Purging 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 water-proof, kidproof, and PCS proof!

Scheduling Your Pack Out Dates

You get three different pack out dates OCONS PCS.

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 in this shipment are:

- ✓ Seasonal clothes
- ✓ One pot and one pan
- ✓ Plastic utensils and paper plates
- ✓ Can opener! (with bottle and wine opening attachments!)
- ✓ Toilet paper and paper towels
- ✓ Books
- ✓ Small television with DVD player and video games.
- ✓ Toys
- ✓ Bikes
- ✓ Shower curtain and rings or rod (ask someone which to purchase)
- ✓ Bath Towels

Organize Your Non Temporary Storage (NTS)

Place sticky notes 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
- ✓ Refridgerators, etc.

Be Aware When the Packers are Working

Resist the urge to pack yourself. 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.

"While NTS is free for you, limit what you store. You do have a weight limit for your NTS goods PLUS you can make some extra money on items that will just sit in a dark storage container for the next few years." 12 year U.S. Army Active Duty

GET ORGANIZED



The Do Not Pack Room.

Yes. Such a thing exists. 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.

Things You Do Not Want Packed at All!

- ✓ Important documents
- ✓ Trash
- ✓ Junk drawer dust and crumbs
- ✓ Diaper Genies
- ✓ Coffee Grounds
- ✓ Opened food in the pantry
- ✓ Pet food and pet supplies
- ✓ Foliage in lawn mower
- ✓ Shower curtain
- ✓ Dirty floor mats
- ✓ Used mops

GETTING ORGANIZED NOTES:



Getting the Car Road Trip Ready.

Tips for a smooth and safe car trip.

✓ **Schedule a Checkup.**

Perform basic maintenance on your vehicle before you head out. Check wipers, change oil, top off fluids, etc.

✓ **Check Your Battery** to make sure it's strong and has clean terminals: A little baking soda and water will do the job.

✓ **Inspect Your Tires** for tears or bulges in the side wall. The tires should have a good amount of tread left (use the quarter test!).

✓ **Check Tire Pressure.** Make sure the tires' pressure is set to the figures printed on the placard on the driver's door jam, or car owner's manual.

✓ **Check Your Brake Pads.** Have your service station inspect your car's brake pads.

✓ **Pack an Emergency Kit.** A basic emergency kit should have a flashlight, blanket, first-aid kit, and basic tools. Also pack water and extra snacks.

✓ **Check Your 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.

✓ **Pack Roof-Top Cargo Boxes correctly.** Should only be filled 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's can also direct emergency services to your location.

✓ **Plan Around Traffic and Use Rest Stops.** Avoid the rush and ensure you get to your destination on time and with minimal stress.

✓ **Check Your 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.

Checklist

- Schedule a vehicle checkup
- Inspect tire tread and pressure
- Inspect brake pads
- Pack an 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

Remember, fuel economy
is reduced with extra cargo.

GET GOING



Special Travel Checklist.

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



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

Travel

- ✓ Take your spare set of keys
- ✓ Write down important phone numbers in case your phone is stolen.
- ✓ Photo copy the contents of your wallet (do not carry in wallet).
- ✓ Take an extra bag duffle bag for dirty laundry and throw a dryer sheet in it.
- ✓ Buy an power inverter for the car to plug in cell-phone chargers, and laptops.
- ✓ Mini travel pillow for naps

- ✓ Handheld games - Nintendo DS, PSP, Leapsters, Innotab.
- ✓ Apple iPad or PC Tablet with kids games installed.
- ✓ Play driving games like I-Spy
- ✓ Special new toy for the trip!



of lysol wipes and wet wipes and extra zip lock bags to store trash.

Food

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

Things to Avoid

- ✗ Sugary drinks
- ✗ Candy
- ✗ Drinks with artificial sweeteners (can cause upset stomach).

Entertainment

- ✓ Music player
- ✓ Personal headphones
- ✓ DVD Player
- ✓ Favorite and new movies
- ✓ Reading books
- ✓ Activity books

Clean Up and Storage

- ✓ Wet wipes
- ✓ Large zip lock bags for trash.
- ✓ Hand sanitizer Take a pack

"Got my TRICARE referral. Called to make my appointment. All before his first at-bat."

Get referrals faster.



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 we have lots of advice from many people that 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?

Additionally, many countries require health certificates and rabies certificates from civilian veterinarians to have original signatures and to be countersigned 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, see the listed websites and 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.

GET GOING

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 to ensure that there is still room for your pet and to 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.... For a list of the regulations where you're heading. www.aphis.usda.gov/regulations/vs/iregs/animals/



"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."



Happy Tails Travel will ship me by air with care!

love,

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.

Get some rest! You deserve it. Movers could come soon or you might have to wait a while for your HHG to arrive. Start unpacking when you're fresh and ready to tackle the day.

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 point of contact for 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. They 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!

Make 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 all of my stuff 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?

File a claim! We break it down for you step by step on the next page.





How to File a Claim!

Not everything can arrive in tact all the time. If something is broken or damaged, report it right away!

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 on "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.

Wala! The claim is submitted!

You can also view a helpful video on the process on the Move.mil website.

“ 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. - SargesList Facebook Fan



Quick Guide to Household Savings.

by Michelle Dudas, owner of MilitaryWivesSaving.com

If you're like me, PCSing means purge time! For us, because we do a PPM (a.k.a DITY move), to make the most money, we get to go through all of our stuff and pack what we will definitely take with us, and what we will donate to the 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!

Here are some of my fave sites:

www.housewaresdeals.com

This is a daily deals site geared specifically to your housewares needs, with designer items from Farberware, KitchenAid and more, for way less than

you'd even pay at Walmart!

www.amazon.com

If you've ever been on Amazon, then you know what I mean. You can seriously 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.dailydeals.target.com

What I love about Target's Daily Deals is that items change every 24 hours and each one of them always ships FREE. You can 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.

www.vistaprint.com

If you're not the artsy type to create your own return address labels (we all know how confusing loading those stickers in the printer can be), check out Vistaprint and score from very inexpensive (perhaps even free) return address labels! All you pay is the shipping, which is around \$3-\$4 for 140 labels. I use them everytime we move!

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.



Buy and sell used anytime you can. It helps your pocket book and our environment! Many people have to down-size and you can find even pottery barn items for sale at a fraction of the price!

GET SETTLED



Careers for Military Spouses.

Portable career ideas for professional spouses.

What Color is Your Parachute?" used to be a popular book aimed at helping people figure out what careers in which they might excel. When you are married to the military, you may feel like you need a parachute when PCSing!

When it comes to jobs, you may have an array of professional experience, yet maybe you take whatever job you can get at your new duty station. I submit to you that you can have the career you want...not just whatever job is available.

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. So, now what?

Here are some options:

- ✓ Search DoD Civilian Jobs. SargesList has a database reserved just 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. 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. It's 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 and 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 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?

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 (Scentsy, Mary Kay, etc.), but here are some ideas that might get you jazzed that you could do on your own:

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 / business cards and you have a business that you can take with you anywhere!

Get ideas of services that are being offered from other contractors via Elance – a popular way to get your services noticed around the world!

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 42,000 fans, ArmyWife101, MilitaryWifeSavings, MilitaryMoneyMight, etc. If you're new to blogging, connect with MilitarySpouseBloggers.com for a robust and supportive professional community. These are great examples of military marketing machines leverage your expertise in military life and help others while making some money!

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

Professional Organizing

(Certification needed) – Do you hear people frequently say, "you're so organized" or the not-so-friendly version "you're a neat 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 and you're naturally talented at, 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!

Aesthetics

(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.

Photography

This is a HUGE industry for military spouses because it is creative and portable. If photography is something you've always had a passion for, why not take a few classes to further your knowledge and skill set? Start with people you know and gain experience and then begin to promote your photog skills via word-of-mouth and on sites like



GET SETTLED

SargesList.

Supplement income by teaching photography classes to adults or to kids. Kids and adults alike take photos and making movies is a hot trend. Teach others how to get the best pictures with their cameras.

Private Day Care

I have heard that many people do this. There are state regulations that you have to apply for (as in other professions as well). Check out this site for more info.

Virtual Assistant and Medical Transcription

Check out <http://www.bls.gov/oco/ocos271.htm> for medical transcription information or <http://www.howtobecomeava.com/> for becoming a virtual assistant.

Pet Grooming and Pet Sitting

Love animals? Put beauty and your care 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 over-priced boarding facilities.

Teach What You Know

What are you good at? Play the

piano, love art, love photography. Leverage what you know and love and teach others. Find local after school programs where you can supplement children's learning with some education they aren't getting in the classroom these days. As a lifelong learner, I'm always on the lookout for piano, photography and other classes.

Need Education?

So, now you may have determined what you want to do and now you need more education or certification. If your spouse is E1-E5, O1-O2, or W1-W2, you qualify for a free education grant from MilitaryOneSource through the MyCAA program. It funds up to \$5,000 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.

Finding a career that slides

right into whatever community you find yourself in is key.

Discover Your New Community.

Use SargesList, MilitaryDutyStations and MyBaseGuide to find services, businesses and groups to feel right at home.

- ✓ Ask questions on MDS, local spouses or local SargesList Facebook Page.
- ✓ Learn about your new duty station at the MilitaryDutyStations or MyBaseGuide information hub.
- ✓ Get connected to local groups that mirror your hobbies / passions.
- ✓ Find a house of worship in the SargesList Services section.
- ✓ Get out and get lost. Explore your new city! Ask about upcoming events through ACS or MWR.
- ✓ Help other's out by documenting your own experiences on MilitaryDutyStations!

GET SETTLED



SargesList Hires Military Spouses.

Boots on the Ground is a military spouse run local marketing program created by SargesList to employ and empower this powerhouse demographic.

SargesList is growing rapidly and we have a need for local people to help with our marketing efforts at each base. We knew the ideal candidate would have to be flexible, independent, and have a high drive for success.

“When we developed Boots on the Ground, we knew military spouses would be the best candidates for the local market manager positions,” stated SargesList CEO Lisa Klinkhammer.

Military spouse’s frequently share career stories online and in person. They sacrifice promotions, higher pay, and bypass licenses because the demands of military life simply don’t allow them to focus on their careers. Job searches can go on for months after a PCS move which mean more lost income on top of a skinny resume.

Military spouses face high unemployment numbers:

about 25 percent are actively looking for work and 85 percent either want or need to work.

The Boots of the Ground local market managers, made up entirely of military spouses, will work within their base and surrounding local communities. They will be trained to boost website traffic, sell advertising and spread awareness about SargesList and its services through online and interpersonal outreach.

The BOTG market managers will make money, build their resumes, and build their own professional networks - all while working their own hours, and building a truly sustainable and portable career.

Here is a look at the inaugural BOTG team:

- Guam, OCONUS
- Camp Pendleton, CA
- Hampton Roads, VA
- Eglin AFB, FL



SargesList plans to expand the Boots on the Ground program into the top 20 U.S. bases.

The Boots on the Ground Campaign is another way SargesList serves all branches of the global U.S. military community. We’re proud to fill a much needed void for our men and women who sacrifice so much on a daily basis.

SargesList is opening up the program to more candidates in fall 2012. Want to be considered for the next round of bases? Send a cover letter and resume to: botg@SargesList.com

GET SETTLED

JOB HUNTING NOTES:

HELPFUL RESOURCES



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Providing Real Answers to Issues of Today's Military Families

A Syndicated Question & Answer Column by
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