

# 90 Days Outprocessing Checklist

This 90-day checklist is intended to serve as a useful resource to help all service members, civilian employees and families plan their move from Camp Darby. Please note that is **NOT** an official checklist for out-processing but seen as useful tool.

Please visit the Community Resource Guide for any contact information and building numbers:

<https://crg.amedd.army.mil/guides/usareur/darby/Pages/default.aspx> or download the CRG app for easy access.



You can also visit the Camp Darby PCS Guide for other information on PCSing in and out of Camp Darby.

<https://home.army.mil/italy/index.php>



Thank you and happy travels!

*\*\*This checklist does not support recent COVID-19 restrictions. Please ensure you check the USAG Italy official website along with the Community Resource Guide for any updated information on services.*





## OUTPROCESSING: 90 DAYS BEFORE DEPARTURE

### ✉ Family Affairs

- Submit applications for passports and visa if required
  - U.S. citizens with expired no-fee passports (must apply 6-7 months before departure date)
  - If sponsor is U.S. citizen but married to a foreign national, they will have to apply for spouses visa/permanent resident card (10- to 11 months prior to PCS.)

### ✉ Housing Office

- Contact Housing with PCS date to inform landlord of upcoming termination of lease.

### ✉ Legal

- Update Powers of Attorney (POA) and other legal paperwork. (Required to have your spouse, friend, or family member handle shipments and/or storage of your personal property, including vehicle, as well as manage final utility bills and housing matters)
- Special Situations may require a POA when children are traveling with only 1 parent or guardian
- Please advise the Legal Office early of your intended departure date when addressing current legal matters to allow for timely completion

### ✉ Healthcare

- Ensure all family members are up to date on their immunizations.
- Consider scheduling dental exams, eye exams, and physicals before departure.
- Obtain your medical and dental records.
- Have medical records translated if acquired by an Italian doctor.

### ✉ Transportation

- Verify your family's weight allowance for your household goods.
- Email Transportation Office to inform of PCS date
- Please be advised when shipping wine, beer or other spirits, you will need to know specific policy's and cost, based on the location you are shipping to. Ask the Transportation Office for more information.

### ✉ Veterinary Services

- Schedule vet appointments and required immunizations.
- Book kennels for pets at both ends of trip, if required.
- Acquire medical and immunization shot records to have on hand while in transit.

### ✉ Family-Prepping

- Put together moving binder, including a calendar to note important dates.
- Acquired A Sponsor - Appointed out-processing sponsor from employer or service member unit.
- MAKE A MOVING BINDER:**
  - **Orders:** These go at the very front, with multiple copies in a page protector to distribute to the many people that need them.



- It also helps to have a copy easily accessible on your phone, so that you can email a soft copy quickly
- **Family:** Keep your birth certificates, marriage certificates (and divorce decrees), custody, adoption, or guardianship paperwork, naturalization paperwork, social security cards, and photocopies of passports, driver's licenses, and other identification cards.
- **Transportation:** confirmation numbers and contact info: airlines, hotels, rental cars, shuttles, etc. Airline tickets.
- **Medical:** Include copies of all immunization records, eye glass, contact lens prescriptions, and medication prescriptions. You may be carrying your medical charts separately, but they typically do not fit in your binder.
- **Legal:** Keep your wills and powers of attorney here.
- **Pets:** Include all pet immunization records, licenses, and other pertinent information.
- **Vehicles:** If you are shipping a vehicle, keep your shipping paperwork, title, and registration papers

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## OUTPROCESSING: 60 DAYS BEFORE DEPARTURE

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### ✉ Rental Property

- Decide whether you will need to hire a cleaning crew.

### ✉ Housing

- Send orders to notify of move date
- Fill out requested paperwork

### ✉ Personal Property

- Sell or donate items that you do not need.
- Make an inventory list or a videotape of your property (document valuable items).
- Ship any unaccompanied baggage.

### ✉ Self-Research

- Find Facebook groups for your new location. These are great resources for finding out the details for your new location.

### ✉ CAC CARD ID'S / DEERS

- Check personal and Dependents ID cards for expiration dates and update information.
- Review self/dependents profile/DEERS profiles.

### ✉ Hotel Accommodations

- Book Hotel Room
  - Request room accommodations for family or pets



## OUTPROCESSING: 30 DAYS BEFORE DEPARTURE

### ✉ Housing & Rental Property

- Find the procedures for returning your cable box and/or modem to the company.
- Contact housing for pending utility payments if not received and to schedule termination of services
- Ensure housing has orders and desired paperwork for termination of contract
- Schedule final and pre inspection days with a housing official

### ✉ Education Services

- Colleges / Higher Education
  - Settle debts
  - Request education transcript/records
- DODEA-E/Non-DODS
  - Soldiers, civilian sponsors, or their spouses must notify all schools of departure date
  - Students departing before the end of a semester should plan with their schools to accelerate course work to earn applicable credit.
  - Pick up student records in person on the scheduled date of clearance.
  - Contact your School Liaison Officer for out-processing and dis-enroll in ISF and DoDEA programs.
    - Parents needs to be aware of billing cycle and ensure all debits are paid
  - ISF families please notify the Student Liaison Officer ASAP, with estimated departure date to ensure another slot can be filled.

### ✉ ACS (Army Community Services)

- Request for family assistance (if needed)
- Assistance with VMIS services to make sure all volunteer hours are documented.
- Lending closet- located next to the thrift store
  - Drop off any unwanted items that could be used for incoming PCS personnel

### ✉ CYS (Child Youth Services)

- Notify child and youth services before children are removed from any CYS program
- Settle outstanding obligations at CYS before leaving the community.
- Obtain a copy of child's file.

### ✉ Internet Provider

- Tim- Must fill out a form to take to the post office starting 30 days prior to contract termination.
- Return Router/modem to service provider
- Other service providers must return to store and pay final payments



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## OUTPROCESSING: 15 DAYS UNTIL FINAL DEPARTURE

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### ✉ Library

- Library personnel will determine if any of the individuals listed have overdue library materials.

### ✉ Housing

- Make sure the house is deep cleaned in preparation for final inspection

### ✉ Veterinary

- Finalize pet's immunizations exam and obtain all health certificates needed.

### ✉ Financial Services

- Coordinate with financial institutions at which you have an account to ensure account information is updated (ex. change of address, contact information).
- If you have an auto loan, request Permission to Ship letter in advance of your POV shipping appointment.

### ✉ Family Affairs Office

- Soggiorno and Ration Cards must be returned.

### ✉ Transportation

- Vehicles:**
  - Clear POV - (The inspection date will normally be 1 to 10 duty days before the scheduled transportation pickup date. The inspection will be conducted the same day as the transportation pickup)
  - Turn in Vehicle Registration Tags and plates
    - Bring copies of official orders.
    - Make sure license plates are cleaned.
  - Verify that you have spare keys to each vehicle. It is recommended to have them made.
- House:**
  - Plan with the CFMO office to have any government furniture picked up before the final inspection.

### ✉ IDMT's

- Bring in copy of service members orders

### ✉ Postal Services

- Sponsor needs to fill out the DD Form 3955 with the post office staff member
- A forward order requires a current address, forwarding address, and start/end date.

### ✉ For your official out-processing checklist you must contact:

- Sylvia Pardini  
Building 113  
DSN 633-7728
    - Please be aware the official out processing checklist must be fully completed no earlier than two days prior to your departure date.
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