

Air Force **Moving Checklist**

120 Days (Four months)

- Pets need to be prepared for relocation at least 120 days prior to your arrival. All pets entering Hawaii may be eligible for a 30-day, 5-day, or direct release from the airport if requirements are met. Contact the Animal Quarantine Branch at (808) 483-7151 or visit their website at <http://www.hawaii.gov/hdoa/ai/aqs/info>
- The Army MWR Boarding Kennel has limited spaces available. Call 808-368-3456 for further information.
- Inventory and take photos of your possessions. *Be advised that houses on- and off-base in Hawaii are relatively smaller in comparison to those found on the mainland.* Plan on storing your big appliances (refrigerators, washers and dryers) while in Hawaii. Appliances will be provided by the Furnishing Management Office (DSN 315-448-0300).
- Secure on-base billeting as soon as possible by calling DSN 315-448-5974/5975. If billeting is unavailable, secure a non-availability letter prior to making a hotel reservation.
- Start researching your new community by visiting the Military One Source website at www.militaryinstallations.dod.mil/ www.militaryonesource.com
- Start researching Hawaii schools. There are five main feeder schools servicing our Hickam children. Two elementary schools (*Mokulele and Hickam*) are located on Hickam and one (Nimitz) is adjacent to base housing just outside the gate. *Aliamanu Middle and Radford High Schools* are located about ten minutes from the installation. Contact the School Liaison Office at 808-471-3662/3673 for all school info and/or questions.

Hawaii Public Schools: <http://www.hawaiipublicschools.org/Pages/home.aspx>

School Status and Improvement Reports: <http://arch.k12.hi.us>

Hawaii Association of Independent Schools: <http://www.hais.org>

- Request a sponsor through your “gaining” orderly room.

60 Days (Two months)

- Visit your Air Force Aid Society (AFAS) to obtain a Childcare for PCS certificate. This certificate provides you with 20 hours of free childcare per child with a licensed family child care provider.
- Consult with your legal office to obtain necessary powers of attorney.
- If you have not received a sponsor packet nor been contacted by your sponsor, contact your “gaining” orderly room.
- Upon receipt of orders, go to www.militarychildcare.com to get on the Family Child Care waitlist.
- For single airmen (E-1 to E-3), contact your “gaining” orderly room to obtain dormitory information. If you are unable to contact your orderly room, contact the Unaccompanied Dorm Manager at DSN 315-448-2007.
- If you are planning on living off-base, begin your research by visiting the Housing Services Office website at <http://www.homes.mil> , <http://www.hicentral.com>, and <https://www.ahrn.com/> (No Longer DoD funded)
- Obtain change of address cards from the United States Postal Service or visit their website at <http://www.usps.com/>.

45 days

Check out the housing information at the Hickam Communities website at <http://www.hickamcommunities.com> for early application online, referrals, floor plans, and wait list information. Housing at Hickam is privatized and managed by Actus Land Lease. For more information and assistance, call (808) 423-7780/3080/2300.

Updated: February 2017

30 days (One month)

- If you plan on sending your vehicle to Hawaii, ensure that all required maintenance has been completed. Access <https://www.whereismypov.com> or <https://www.pcsmypov.com> to track the shipment of your vehicle.
- Minimum car rental age is 21. Contact your sponsor regarding transportation options.
- Contact your insurance company concerning vehicles, home and household goods. Check with your current insurance company on coverage in Hawaii.
- Arrange to pick up your child's school records or obtain the proper procedures for sending records to their new school. Hawaii State Law requires all students to meet certain examination and immunization requirements. You must present a completed health record form to the school. A copy of this form can be found at http://hawaiipublicschools.org/forms/form14_StudentHealthRecord.pdf.
- If you are bringing a pet and plan on kenneling them while awaiting housing, check out the MWR Kennel Program website at <http://www.himwr.com/recreation-and-leisure/fmwr-pet-kennels>.
- When you are ready to begin forwarding your mail to Hickam, set up a General Delivery Address by faxing a written request and a copy of your orders to DSN 315-448-0348.

General Delivery
90 McChord Street, Unit 5000
JBPHH, HI 96853

For any questions regarding General Delivery, please call 808-449-9166/9480 or DSN 315-449-9480.

- For employment opportunities, visit the Hirenet Hawaii website at <http://www.hirenethawaii.com>. This is the State of Hawaii Department of Labor Industrial Relations on-line employment website.

Two Weeks Before Your Move

- Go to www.militarychildcare.com to check your status on the Family Child Care waitlist.

One Week Before Your Move

- Finalize your reservations (billeting/hotel, airline, rental car).
- Contact your sponsor and gaining unit for final arrangements related to your arrival. The USO is located at the Honolulu International Airport between baggage claims E and F. They can be reached at: (808) 836-3351.

Upon Arrival

- Schedule an appointment (within 72 hours of arrival) with a Housing counselor (808-448-6888) to initiate your TLA.
- Schedule mandatory appointments (In-Processing Briefing, Ohana Aloha Newcomers' Orientation, First Term Airmen Center) through your orderly room.
- Visit the Military and Family Support Center Loan Closet on Hickam Field for dish kits, kitchen appliances, and other household goods. All you need is a copy of your PCS orders.
- If your spouse is interested in attending college, call the Force Development Flight, Hickam Education Center at 808-448-8074 regarding the Spouse Tuition Assistance Program.
- Visit the Air Force Aid Society (AFAS) to obtain a Childcare for PCS certificate. This certificate provides you with 20 hours of free childcare per child with a licensed family child care provider.