

## KNOW BEFORE YOU GO

Don't get yourself in a bind. The unknown can hit you hard. To avoid the unexpected, explore options and ensure ALL of your needs will be met BEFORE leaving your departing command! Here's how to do it: 1) Read and understand your orders, ALL of your orders! 2) See your local Relocation Specialist at least 3 months before your departure (4-5 months if you're going overseas). 3) At the same time, contact your gaining command and ask for a sponsor. 4) Contact the Relocation Specialist at your gaining command's facility. 5) Heed the Principle of the 7 P's: Proper Prior Planning Prevents Particularly Poor Performance. Prepare for the journey. Anticipate needs. Have contingency plans in case something goes wrong. COMMUNICATE with your sponsor, gaining command and Relocation Specialist. Keep lists, prioritize needs, have a financial plan for the relocation (know your entitlements, how much and when you will get them, anticipate costs, be realistic, and add at least 20% for contingencies).

This Naval Station Everett Military Installations Guide; along with the Everett Electronic Welcome Aboard Packet and good, seasoned advice; will get you through this move in good standing. Remember; Know Before You Go!